

Pay Policy

Date Approved	Committee responsible for review of policy	Next Review Date	Policy on Website	Statutory Policy
July 2026	Pay committee	October 2026	No	Yes

Headteacher: Emma Humphrey

Policy from MOPP

Model Pay Policy

Anstey Junior School

General commitment

1. The governing body will seek to ensure that staff are rewarded in an open and transparent way for the level of responsibility they carry and the individual contributions and impact they make to the work of the school, subject only to the constraints of statutory documents, national and local pay structures. Budgetary provision will only be a consideration in respect of determining what posts are held in the school structure and not in respect of eligibility for pay progression.

2. This policy sets out the framework for making decisions on pay. The policy aims to:
   - maximise the quality of teaching and learning at the school;
   - support the school improvement plan;
   - support the recruitment and retention of a high quality workforce;
   - enable the school to recognise and reward all staff appropriately;
   - support equality, inclusion and diversity through ensuring that decisions on pay are managed in a fair, objective and transparent manner, complying with equalities legislation.

3. This policy operates in conjunction with the school's policy on Managing Performance of Staff in Schools

4. This pay policy will be reviewed annually by the governing body in consultation with staff.

Basic principles and governance

Terms and conditions

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

6. The statutory pay arrangements give discretion on pay progression for classroom teachers and leaders as well as discretion on use of teaching and learning responsibility payments (TLRs) and other allowances. Decisions on the

way these discretions are applied are the responsibility of the governing body, advised by the headteacher where appropriate, and are set out in this pay policy for the school.

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

8. Teachers or support staff who transfer to the school as part of a TUPE transfer will be subject to alternative terms and conditions which will continue to apply unless through voluntary agreement or where a formal process has been followed to change terms and conditions.

9. 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.

10. The governing body will actively promote equality, inclusion and diversity in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training, and staff development.

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

Pay reviews

12. The governing body will review every teacher's salary to apply with effect from 1 September by no later than 31 October every year (31 December for the headteacher). Within one month of the pay determination, the governing body will give all teachers a formal statement saying what their salary is and how it has been arrived at. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of a teacher's pay.

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

14. For information on pay progression, please refer to the section of this policy entitled pay progression.

15. If a pay decision results in salary safeguarding/protection, the governing body will notify the teacher, in writing, within a month of the decision.

The Pay Panel

16. School decisions on pay will be taken by the Pay Committee now called the Pay Panel. The panel will ordinarily consist of three governors, elected annually and is responsible for:

- taking decisions on the headteacher's pay normally by 31st December based on recommendation from the Headteacher Performance Management Panel;
- reviewing recommendations to ensure equality, inclusion and diversity matters have been considered and be assured that appraisal/performance management has been appropriately applied
- taking decisions on pay for other staff based on headteacher or line manager recommendations, normally by 31st October for teachers and 31st December for support staff;
- considering the school's approach towards the exercising of pay discretions;
- recommending fair, proportionate and justified leadership salaries;
- keeping the school's pay policy up-to-date and under review;
- ensuring that pay decisions for each member of staff in the school are communicated to them in writing;
- approving the annual teachers' pay statements.

17. The headteacher will make all pay recommendations to the Pay Panel. 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.

18. Staff governors are not eligible to be members of the Pay Panel as they would need to withdraw from the panel during consideration of pay decisions.

19. The full governing body retains responsibility for endorsing any proposed changes to the school's pay policy. Any substantive changes should be discussed with and communicated to the staff in writing by the headteacher, to allow for consultation prior to a decision being taken by the governing body.

Complaints/appeals

20. Where a member of staff is dissatisfied with a decision of the governors' Pay Panel, this should be taken up informally with the headteacher (or the chair of the Headteacher's Performance Management Panel if it is the headteacher who is dissatisfied about their own pay progression) and, if unresolved, then pursued via the governing body's Appeals Panel. Any formal appeal should be set out in writing, clarifying the ground(s) for appeal, and sent to the clerk to the governing body (who can be contacted via the school office) 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. Information on appeal arrangements and grounds for appeal are described in the section entitled appeal arrangements at the end of this policy document.

Confidentiality

21. 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 Panel, headteacher and the staff concerned. Where pay information is requested by the wider governing body it will be anonymised.

Basic Salary

Part-time teachers

22. Teachers employed on an on-going basis at the school but who work less than a full working day or week are deemed to be part-time. The statutory School Teachers' Pay and Conditions Document requires schools to calculate their part-time teachers' pay fractions, PPA entitlement and directed time allocation with reference to the 'school timetabled teaching week' (STTW). The STTW will determine the pro-rata proportion of directed time which applies to part-time teachers and with the exception of TLRs, the salary and allowances of a part-time teacher.

23. In this school the total weekly STTW is 25 hours & 50 minutes. A detailed breakdown is attached as Appendix 1 to this pay policy.

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

25. 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.

26. 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.

Short notice/supply teachers

27. 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.

Salary safeguarding/salary protection

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

Pay portability

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

Pay ranges

Leadership pay ranges

30. The governing body will set salary ranges for staff on the leadership pay ranges having regard to the content of the relevant School Teachers' Pay and Conditions Document. Progression through these ranges will be dependent on the factors described in the section of this policy entitled pay progression. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

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

32. 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

33. 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.

34. The governing body will 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.

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

36. The full governing body must approve 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.

37. The governing body will be mindful that they are using public money and that their decision-making must adhere to all relevant legislation, in the public interest, to high ethical standards and achieving value for money.

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

Point	Annual amount £	Headteacher group
L 1	51773	
L 2	53069	
L 3	54394	
L 4	55747	
L 5	57137	
L 6	58569	
L 7	60145	
L 8	61534	
L 9	63070	
L 10	64691	
L 11	66368	
L 12	67898	
L 13	69596	
L 14	71330	
L 15	73105	
L 16	75049	
L 17	76772	
*L 18**	77924	*Top of group 1*
L18	78702	
L 19	80655	
L 20	82654	
*L 21**	83860	*Top of group 2*
L 21	84699	
L 22	86803	
L 23	88951	
*L 24**	90255	*Top of group 3*
L 24	91158	
L 25	93424	
L 26	95735	
*L 27**	97136	*Top of group 4*
L 27	98106	
L 28	100540	
L 29	103030	
L 30	105595	
*L 31**	107131	*Top of group 5*
L 31	108202	
L 32	110892	
L 33	113646	
L 34	116456	

*L 35**	118169	*Top of group 6*
L 35	119350	
L 36	122306	
L 37	125345	
L 38	128447	
*L 39**	130274	*Top of group 7*
L 39	131578	
L 40	134860	
L 41	138230	
L 42	141693	
L 43	143796	*Top of group 8*

Table 1: The 43 point leadership pay range

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

* Points in Table 1 marked with an asterisk indicate the top of group sizes 1-7 and therefore should only be used where the top of the pay range coincides with the top of the group size.

Leadership pay arrangements

39. In making determinations on pay ranges, the governing body will already have ensured that:

    a. The school's headteacher group is calculated in accordance with the current statutory School Teachers' Pay and Conditions Document.

    b. The seven point pay range for the headteacher will be calculated in accordance with Hampshire County Council's Guidance on setting the pay range of the headteacher.

    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 governing body will also ensure the commissioning of external independent advice should the full governing body be considering setting the range beyond 25% above the group size maximum, or be seeking to pay allowances beyond 25% of the headteacher's current basic salary.

    d. the five point ranges for*:* deputy headteachers are set in accordance with the provisions of the section entitled Headteacher group and leadership pay ranges within this school on pay differentials.

Leadership pay differentials

40. All teachers employed on the leadership pay ranges within this school are employed on the pay arrangements as defined in the current School Teachers' Pay and Conditions Document. The governing body will therefore ensure:

    a. the ranges of the deputy headteachers will not overlap the range of the headteacher;

    b. in setting the range for those on the leadership pay ranges, consideration is given to the salary of the classroom teachers in the school

Headteacher group and leadership pay ranges within this school

41. The school headteacher group is [***3***].

42. Within this school the leadership pay ranges are:

- headteacher - L[***18***] to L[***24***].
- deputy headteacher – L[***5***] to L[***9***].

43. Progression along these ranges is as defined in the section of this policy entitled pay progression. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

Leading practitioner

44. 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.

Upper pay range

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

Point	Annual amount £
UPR 1	47472
UPR 2	49232
UPR 3	51048

Table 3: Salaries paid at each point of the upper pay range

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

46. Progression along this range is as defined in the two separate sections of this policy, entitled Appointments to the upper pay range and appraisal outcomes and pay recommendations for teachers. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

Post-threshold teachers

47. 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.

48. Where post-threshold teachers have not previously been employed in this school as a post-threshold teacher, consideration will be given as to whether the teacher is employed on the upper pay range upon appointment. In all other cases, an assessment will be made which may require the individual to apply to be paid on the upper pay range against this school's criteria.

49. The entitlement to be paid on the upper pay range for post-threshold teachers is valid only for salary within this school.

Upper pay range application process

50. 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 at the school office.

51. 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.

52. The relevant definitions for the purposes of this pay policy are:

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

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

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

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

Main pay range

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

Point	Annual amount £
MPR 1	32916
MPR 2	34823
MPR 3	37101
MPR 4	39556
MPR 5	42057
MPR 6	45352

Table 4: Salaries paid at each point of the main pay range

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

55. Progression along this range is as defined in the two separate sections of this policy entitled Qualified classroom teachers and Appraisal outcomes and pay recommendations for teachers. Any salary determinations made are permanent while the teacher remains employed in this school.

Unqualified teacher

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

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

Point	Annual amount £
UQ 1	22601
UQ 2	25193
UQ 3	27785
UQ 4	30071
UQ 5	32667
UQ 6	35259

Table 5: Salaries paid at each point of the unqualified teacher range

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

58. Progression along this range is as defined in the two separate sections of this policy entitled Unqualified teachers and Appraisal outcomes and pay recommendations for teachers. Any salary determinations made are only permanent while the teacher remains employed in this school.

Support staff

59. The governing body will apply the provisions of national and local conditions of service, in relation to support staff pay. Support staff grading is determined by matching the role to the appropriate standard Hampshire County Council role profile; each role profile has been subject to job evaluation and is therefore linked with one of the grades A to K in the Hampshire County Council pay structure. Table 6 provides the salaries at each point.

EHCC Salary ranges: April 2025

60. From 1 April 2025 the EHCC pay scales are as set out below.

	GRADE					
STEP	**A**	**B**	**C**	**D**	**E**	**F**
5			26,244	30,564	36,369	45,077
4			25,990	29,833	35,467	43,923
3	24,415	25,128	25,586	29,216	34,589	42,798
2	24,291	24,796*	25,392	28,410	33,972	41,704
1	24,225	24,796*	25,186	27,780	33,178	40,643

	GRADE				
STEP	**G**	**H**	**I**	**J**	**K**
5	54,423	63,080	73,902	92,410	106,647

4	52,995	61,307	71,808	89,779	103,603
3	51,605	59,583	69,778	87,226	100,646
2	50,254	57,909	67,807	84,744	97,774
1	48,948	56,285	65,895	82,339	94,988

Table 6: Support staff grades and salaries with effect from 1 April 2025

*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, as appropriate.

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

Part-time support staff

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

Pay on appointment including promotional posts

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

- the nature of the post
- the level of skills, qualifications and experience required
- the wider school and labour market context
- their existing salary
- the stage of their appraisal/performance review cycle

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

64. The governing body will pay a recruitment allowance to those paid under the statutory School Teachers' Pay and Conditions Document (excluding headteachers, deputy headteachers and assistant headteachers), when the governing body consider their basic salary is not adequate having regard to the factors outlined above. The criteria for the award of a recruitment allowance are detailed in the section of this policy entitled Recruitment allowances and/or benefits.

65. In addition, the governing body will take account of specific requirements of the statutory School Teachers' Pay and Conditions Document, as identified below:

Headteacher

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

67. The Headteacher Pay Range will be set in accordance with the section of this policy entitled Leadership pay ranges and Hampshire County Council's Guidance on setting the pay range for the headteacher.

Deputy headteacher, assistant headteacher and head of school

68. The governing body will advertise the minimum and maximum of the range for the post. The governing body will allow appropriate room for progression within the range when offering a starting salary.

69. The pay range(s) will be set in accordance with the section of this policy entitled Leadership pay ranges and Hampshire County Council's Guidance on setting the deputy/assistant headteacher pay range.

Leading practitioner

70. The school structure does not currently contain any leading practitioner posts.

Qualified classroom teachers

71. The governing body should advertise for teachers across the main pay range and upper pay range to ensure as wide a field of applicants as possible and an appropriate level of salary will be determined when the job is offered. 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 the section entitled Upper pay range are met.

Appointments to the upper pay range

72. The circumstances in which payment on the upper pay range will or may be considered are below:

- If the teacher has been employed as a post-threshold / Upper Pay Range 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 / Upper Pay Range 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 and has not had a break in the continuity of their employment 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.

73. 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.

Unqualified teachers

74. An unqualified teacher may be appointed where a qualified teacher is unavailable or where they are undertaking a salaried teacher training route. Appointments for individuals without qualified teacher status will be on the unqualified teacher pay range.

75. There is no assumption that an individual who has previously worked as a unqualified teacher will be paid at the same rate on the unqualified teacher pay range that they were being paid in their previous school.

76. The governing body will consider payment of an unqualified teachers' allowance (above the top of the unqualified teacher range) to unqualified teachers where recommended by the headteacher, having considered their basic salary is not adequate. In doing so, the school will have regard to the factors outlined at the start of this section and the criteria for the award of an unqualified teacher allowance as detailed in the section of this policy entitled Allowances only payable to unqualified teachers – unqualified teacher allowance.

Support staff

77. For new employees (those who have not previously worked within a maintained school in Hampshire) it is the responsibility of the recruiting manager to decide the appropriate step within the salary range of the evaluated grade for the role on which to appoint a candidate (not exceeding Step 3 for grades A and B, and step 5 for grades C to K). This assessment is based on the skills and experience of the candidate, while also taking account of the wider market context and any impact on existing employees and future pay progression opportunities.

78. 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.

Work hours and compensation

79. All teachers and support staff are expected to fulfil their working days/time as outlined in their employment contracts. It is not permitted for any teacher or support staff to work less time than they are paid for, unless this is as an agreed and temporary phased return to work under the Managing Sickness Absence Policy.

80. Schools retain the flexibility to pay additional hours to teachers and support staff when applicable.

Pay progression

81. The governing body expects the majority of staff to be meeting the expectations for their role and they will therefore be rewarded with pay progression as defined in this section. Progression will continue until the member of staff reaches the maximum of their pay range. Individuals will not progress beyond their pay range, with the exception of those teachers on the main pay range who are successful in their application to progress to the upper pay range.

82. The governing body expects members of staff to be provided with access to relevant development where that is required to support the achievement of their objectives and progression through the pay range. Where a member of staff is not meeting the expectations of their role, the governing body expects that appropriate support and assistance will be provided, including training, coaching and other development activities as required and that the individual will be made aware of the potential consequence for their pay progression.

83. All teachers, including leaders will be subject to annual appraisal processes in line with the school's appraisal/performance management policy. In all instances this should lead to a appraisal outcome in line with that outlined in the section of this policy entitled Appraisal outcomes and pay recommendations for teachers. The school expects that the majority of teachers/leaders will meet the expectations for their role and will therefore be eligible for pay progression (where there is room on their range). Pay progression can only be withheld and the teacher considered to be 'not met expectations' if they have been subject to the formal capability policy during the appraisal cycle under review. Decisions about pay recommendations for teachers who have been subject to the formal capability policy will be made on a case-by-case basis.

84. Due to the substantial and sustained requirement on the upper pay range, pay progression will normally only be considered every two years, however performance will be assessed annually.

85. The school will ensure that appraisal processes are fair and transparent and based on appropriate and proportionate evidence, in accordance with the school's policy on appraisal/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 objectives 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 objectives set. In this context the manager will consider whether any adjustments to those objectives, or support to achieve those objectives would be reasonable.

86. Pay recommendations are based on appraisal outcomes as specified in the section of this policy entitled appraisal outcomes and pay recommendations for teachers, subject to not exceeding the maximum of the pay range for the role.

87. Pay decisions are made via recommendation from the headteacher to the Governing Body Pay Panel or, in the case of the headteacher, from the Headteacher Performance Management Panel to the Governing Body Pay Panel.

88. In respect of teachers, where a determination is made by the Pay Panel, the individual will be notified of the outcome and basis of the decision, in writing, of the governing body Pay Panel within one month of the decision.

89. Any member of staff has the right to appeal against the pay decision of the governing body Pay Panel. Details of the appeal process are contained in the section of this policy entitled appeal arrangements.

90. In respect of teaching staff, the Governing Body Pay Panel will 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 will still have an appraisal review although there will not be a pay recommendation.

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

92. The governing body recognises that funding cannot be used as a criterion to determine pay progression and the budgeting process will allow for the potential for pay progression for all staff where there is room on their range or grade, including progression to the upper pay range for experienced teachers on the main pay range. The governing body will ensure consistency and equitable treatment in the determination of performance pay decisions across all groups of staff in the school.

Appraisal outcomes and pay recommendations for teachers

93. All teachers will be entitled to an appraisal process and be provided with an appraisal outcome. Teaching staff will be considered as Achieved expectations unless they are subject to the formal capability policy during the appraisal year under review, or evidence supports an Exceptional Performance outcome. All staff are entitled to an appraisal outcome, even if they are not eligible for pay progression (i.e. are at the top of their pay range).

94. The School Teachers' Pay and Conditions document requires the Governing Body to make a determination each year about pay. In practice, this is undertaken by the Pay Panel. Table 7 below provides the detail of what appraisal outcomes mean for pay progression.

An appraisal outcome of:	**Will mean for teacher pay progression:**
Exceptional performance	Two points salary progression
Achieved expectations	One point salary progression
Not met expectations*	No salary progression*

Table 7: Appraisal outcomes and impact on pay recommendations for teaching staff

*this appraisal outcome can only apply where the employee is on formal capability. Decisions about what this means for pay progression will be made on a case-by-case basis.

95. **Exceptional performance is defined as:**

- Consistently and significantly performs above expected performance, according to their career stage and teacher or leadership role
- Frequently demonstrates exceptional teaching skills, knowledge and practice relative to their career stage and teaching or leadership role
- Has significantly exceeded appraisal objectives, adding substantial value and lasting benefits to the whole school
- Consistently meets, and is a role model for, all teaching standards
- Even where not a requirement of their role, acts as an exceptional role model able to offer professional guidance and cascade best practice to others in many areas or as a leader, demonstrates exceptional leadership skills and enhancement of teaching practice of colleagues in their area of responsibility

- Delivers or ensures High Quality Inclusive Teaching (HQIT) and high expectations, leading to accelerated progress of pupils
- For leaders (those on the leadership range or holding a TLR), (those on the leadership range or holding a TLR), demonstrates exceptional management of their areas of responsibility within the school as an organisation, including HR and budget management where appropriate

96. **Achieved expectations is the outcome that will apply unless there is evidence to support either of the other outcomes. It is expected that achieved expectations means:**

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

97. **Not met expectations can only be applied where a teacher/leader has been subject to formal capability procedures during the appraisal cycle under review. Decisions about what this outcome means for pay progression will be made on a case-by-case basis. Teachers may be subject to management of performance concerns where:**

- The teacher is not meeting the requirements of the relevant standards in a manner appropriate for their teaching or leadership role and career stage
- Skills, knowledge and/or practice require development in a number of areas of the relevant standards
- Falls short of expected performance for their teaching or leadership role and career stage

- Requires advancement of skills to meet requirements of their role
- Has not either met appraisal objectives or has not met appraisal objectives to an acceptable level
- Does not sustain a consistent level of good performance (i.e. the level of performance described under achieved expectations)
- Requires professional support and guidance to support an acceptable level of performance
- Children in their class(es), or in the case of leaders, across the school or within their area(s) of responsibility, do not make sufficient progress

Support staff

98. Salary progression for support staff relates 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 as part of the Appraisal/Performance Management Policy.

99. Individual Performance Planning (IPP) processes are completed annually and pay progression takes effect from 1 April each year. In this school, IPP processes conclude no later than December to take effect with pay progression the following April. New employees who joined between 1 January to 31 March are not eligible for pay progression in the April following their appointment, but will have access to IPP discussions.

100. The governing body Pay Panel 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 awarding (to take effect each April) one of the three outcomes outlined below:

An outcome of:	**Will mean for pay recommendation**
Exceptional performance	1 step progression plus 3% one-off payment (in exceptional circumstances, 2 step progression may be awarded instead of 1 step plus 3% one-off payment)
Achieved expectations	1 step progression
Improvement required	0 steps progression

101. **Exceptional performance** is defined as:

- All objectives/standards achieved and performance is exceptional against most or all of the objectives

- The job was delivered exceptionally well and the requirements of the role were exceeded
- Very positive behaviours are displayed, e.g.
  - Expectations frequently exceeded and/or exceptional support or service provided even when expectations could not be met
  - Proactively engaging and motivating others; providing significant support to others (including colleagues and pupils)
  - Consistently leading by example and acting as a role model or champion
  - Taking into account the implications of their activities on own initiative
  - Willingly taking on additional responsibilities outside role requirement

102. **Achieved expectations** is defined as:

- Consistently met the majority of objectives/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 objectives/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 support and service to pupils and colleagues
  - Contributing to the team and supporting others in their role
  - Positive attitude to achieving objectives
  - Engaging in opportunities to learn and develop

103. **Improvement required** is defined as:

- Objectives not achieved and/or performance frequently fell below role requirements
- The job was either not accomplished in its entirety or was accomplished with too high a reliance on others (‘hand holding’)
- Behaviour has not met expectations e.g.
  - Poor support and service to pupils and colleagues
  - Negative impact on team or individual’s goals
  - Making minimal contributions to the team or not helping others
  - Resisting opportunities to learn or improve

Absence

Teaching staff

104. For teaching staff special arrangements are in place for individuals 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 an appraisal outcome as detailed in the section of this policy entitled appraisal outcomes and pay

recommendations for teachers due to absence, an 'achieved expectations' outcome will normally be applied. The exception to this is if the appraisal outcome for the preceding year was 'not met expectations' and the teacher remains on a formal capability process at the point the absence commenced. Where the teacher remains on a formal capability process at the point the absence commenced, decisions about what this outcome means for pay progression will be made on a case by case basis.

Support staff

105. For support staff, the EHCC collective agreement has special arrangements in place for individuals who have been absent from work for more than nine months of the year. In these cases, an 'achieved expectations' outcome will be applied. The exception to this is if the outcome for the preceding year was 'improvement required', in which case that outcome and pay recommendation should apply, unless the headteacher can demonstrate a strongly evidenced argument to governors to consider a different recommendation. In cases of absence of less than 9 months of the year, the headteacher will consider performance based on the period of work in attendance.

Allowances and other payments

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

Headteacher

107. Salary determinations, including determinations regarding allowances, are made in the context of the section of this policy entitled Leadership pay ranges. This means that the permanent features of a headteacher's role are reflected in the pay range set by the governing body. When considering paying additional temporary allowances to the headteacher, the governing body will ensure that no 'double counting' occurs, i.e. that responsibilities already considered in setting the pay range for the headteacher are not remunerated again under a temporary allowance.

108. 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.

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

Allowances/payments for all teachers, excluding headteachers paid under the current Document

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

Continuing professional development

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

Initial Teacher Training activities

112. The school does not operate an approved school-centred Initial Teaching Training scheme.

Out of school hours learning activities

113. For activities covered by teachers (excluding the headteacher if paid under the current document) who voluntarily undertake learning activities outside of the normal school hours and whose salary range does not take account of such activity, a payment may be made in accordance with rates defined by the local authority.

114. Support staff who voluntarily undertake any duties outside of normal hours of work shall be paid in accordance with the rates for additional hours or overtime hours (see section on Overtime and additional hours).

Consultancy

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

- the maximum number or days/hours of release within the academic year, and
- the full terms of the work to be carried out including arrangements for pay, expenses, time allocated to complete the work, and
- the nature of the consultancy work being undertaken.

116. In such circumstances, the payment made by the other party will be to the school and the governing body will consider whether there should be a payment to the member of staff to reflect the additional responsibility and activity.

Performance payments for teachers seconded to headship from another school

117. Subject to this school being a school causing concern, where a teacher (who is not a substantive headteacher), is seconded to this school as headteacher for a temporary period and has met this school's criteria for pay progression, the governing body of this school may determine to make a payment to the secondee to recognise their performance in this school, where the performance has been high quality throughout the secondment and they will not remain with the school to benefit from any pay progression.

118. In such circumstances, the governing body may pay a lump sum equivalent to the value of an additional point or two points on this school's headteacher range, but only where the secondee would otherwise not receive the full value of the point (or points) as a result of returning to their original school. This governing body will therefore liaise with the 'donor' school about performance-related payments.

Acting allowance

119. Where a teacher is required to cover the role of headteacher, deputy headteacher or assistant headteacher, due to sickness, other absence or a prolonged vacancy, any additional payment due will be agreed with the teacher ideally in advance but at least within four weeks of beginning that cover.

Payment will be made in line with the School Teachers' Pay and Conditions Document and the teacher's total remuneration will not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

Allowances/payments for classroom teachers

120. This section defines payments that the governing body has determined as payable in this school to classroom teachers, including qualified classroom teachers and early career teachers. Leading practitioners and unqualified teachers can receive some payments in this section, but not all. Those on the leadership group (headteachers and deputy/assistant headteachers) are excluded from receiving any payments in this section.

Recruitment allowances and/or benefits

121. The governing body will award recruitment incentives and/or benefits using the following criteria:
    - teachers are needed in subject shortage areas (recruitment incentive);
    - school has demonstrable difficulties in filling a post(s), e.g. two advertisements have failed to produce a suitable candidate for appointment (recruitment incentive);
    - school is located in a geographical area in which it is difficult to recruit (recruitment incentive

122. The maximum amount awarded is £1,000 per year for a maximum period of [***3***] years. The actual amount will be reviewed annually by the governing body Pay Panel and, having consideration for the reasons for its award, may be withdrawn or reduced. If the benefit is in payment for longer than one year, the governing body will apply any pay award that is determined nationally. A determination to reduce or withdraw the allowance does not attract salary safeguarding. Should recruitment allowances and/or benefits be withdrawn, appropriate notice will be given in line with entitlement under the Burgundy Book or statutory provision as appropriate.

Retention incentives and/or benefits

123. The governing body will award retention incentives and/or benefits using the following criteria:
    - Difficulties are encountered in retaining staff (retention incentive)

124. The maximum amount awarded will be £1,000 per year for a period of 3 years. The actual amount will be reviewed annually by the governing body Pay Panel and, having consideration for the reasons for its award, may be withdrawn or reduced. If the benefit is in payment for longer than one year, the governing body will apply any pay award that is determined nationally. A determination to reduce or withdraw the allowance does not attract salary safeguarding. Should retention allowances and/or benefits be withdrawn, appropriate notice will be given in line with entitlement under the Burgundy Book or statutory provision as appropriate.

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

125. 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 or teachers on the unqualified pay range.

126. TLRs are awarded to classroom teachers paid on the qualified teacher pay ranges where they undertake a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which they are responsible and accountable.

127. Before awarding a TLR, the governing body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that

a) is focused on teaching and learning; and
b) requires the exercise of a teacher's professional skills and judgement; and
c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and 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.

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

129. TLR 2s will be awarded to the following annual full-time equivalent values: Statutory minimum of £8,706

130. TLR 1s will be awarded to the following annual full-time equivalent values: Statutory minimum of £3,017

131. The above amounts are full-time values and will normally be pro-rated in accordance with the section of this policy on part-time teachers and where teachers work part year. The governing body may determine the value of the TLR 1 or 2 payments on the proportion of the TLR that the individual is undertaking. The governing body will act fairly and appropriately in determining TLR 1 and 2 professional values where they operate outside of the pro-rata principle.

Teaching and learning responsibility payments (TLRs) – Level 3

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

Special educational needs allowances

133. The governing body does not currently have any posts or classroom teachers which meet the criteria as set out in the pay and conditions document for the award of special educational needs allowances. The governing body will regularly review whether these criteria are met.

Allowances only payable to unqualified teachers – unqualified teacher allowance

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

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

Allowances/payments available for support staff

135. 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 the section of this policy entitled Allowances/payments available for support staff is to set out which of these payments apply in this school. The contents of this section do not provide a separate entitlement contractually or otherwise beyond those entitlements contained within the collective agreement (EHCC 2007). Any amendment to that agreement overrides the contents of the section of this policy entitled Allowances/payments available for support staff.

Night working, weekend working and shift working

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

Definitions

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

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

139. **Rotating shifts** are defined as any work pattern where the total period covered by the shifts is 24 hours, e.g.:

- three shifts on a rota basis covering 24 hours including a night shift over 5 or 6 days a week, such as Monday to Friday or Tuesday to Sunday; or
- three shifts on a rotating basis covering 24 hours including a night shift over 7 days a week, such as Sunday to Sunday earlies from 06.00 to 14.00, lates from 14.00 to 22.00, nights from 22.00 to 06.00.

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

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

141. Revised rates for weekend working and overtime were introduced in 2011, following an exercise to vary individual contracts of employment for those staff who might reasonably be expected to work hours covered by the changes. Those rates do not form part of a collective agreement with the trade unions.
142. For those staff who may be asked or required to work at weekends but have not been asked to vary their contract, the manager and the employee will need to discuss the arrangements on the basis of the post-2011 rates.
143. The rates of pay are shown in Table 8 below.

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

144. The enhancement outlined in table 8 below will be paid on all hours worked. No additional payments can be claimed as outlined in the table as the shift allowance is deemed to cover the "unsocial" nature of the work. Shift payments will be paid during holidays, paid maternity leave (pro rata to the shift working worked and paid during the qualifying period) and when in receipt of pay during sickness absence in accordance with the normal entitlement.

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

Table 8: Shift payments

Stand-by, sleeping in allowances and call out payments

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

Stand-by

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

Call out – not on standby

147. There will be occasions when an employee is not on standby but nevertheless gets called out at short notice to attend work on site in response to an unplanned or emergency situation, for example a caretaker responding to the police with regard to a break-in on site.

148. 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.

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

Sleeping In

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

Acting up allowances

The circumstances in which such arrangements might attract payment are covered in Hampshire County Council's salary policy. Typically employees will act up into a higher graded role for at least one month to attract payment. Where an employee takes on additional responsibilities that are not acting up then the governing body, as advised by the headteacher, needs to assess whether the employee can accommodate the duties within the normal range of hours and consider whether the circumstances are exceptional to warrant consideration of a payment under the special recognition scheme (see section on special recognition scheme) and not as an acting up allowance.

First aid allowance

151. 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.

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

Working from home allowance

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

Overtime and additional hours

154. Table 10 sets out the rates for overtime and additional hours which apply since 2011. Additional hours are those hours worked which are above the employee's contracted hours in that contract, but which fall before 37 in anyone week. Overtime hours are those hours worked which are above 37 hours per week in that contract. Overtime rates will not be paid in conjunction with night, shift or weekend working payments for any grade of employee (only the higher rate of the two can be claimed).

155. These rates do not form part of the EHCC 2007 agreement as negotiations with recognised unions failed to reach agreement. Employees who were employed at the time of this change and who were claiming overtime were asked individually to vary their contract of employment.

Type	**Days**	**Time**	**Additional Hours***	**Overtime#**
Days	Mon-Fri	07:00 – 22:00	Time	Time
Nights	Mon into Tue	22:00 – 07:00	Time and a third	Time and a half

	Tue into Wed Wed into Thu Thu into Fri	22:00 – 07:00 22:00 – 07:00 22:00 – 07:00		
Nights	Fri	22:00 – 24:00	Time and a third	Time and a half
Weekend	Saturday	00:00 – 07:00	Time and a third	Time and a half
Weekend	Saturday	07:00 – 22:00	Time	Time and a half
Weekend	Saturday	22:00 – 24:00	Time and a third	Time and a half
Weekend	Sunday	00:00 – 24:00	Time and a half	Time and a half
Nights	Monday	00:00 – 07:00	Time and a third	Time and a half
Bank Holidays	There are normally 8 public holidays • 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 10: Rates of pay for additional hours, overtime hours and night and weekend working

Special recognition scheme

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

Market supplements

157. 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.

Holiday pay payments

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

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

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

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

Overpayments

160. The governing body and/or local authority will seek to recover all overpayments. The process the school will follow is set out in the Procedure for recovery of overpayments.

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

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

situations.

Appeal arrangements

163. An employee can only appeal pay determinations i.e. pay progression decisions which are made by a Pay Panel. For clarity, this includes appeals in relation to Upper Pay Range applications. The arrangements for considering appeals in relation to pay determination decisions only are as follows:

164. A member of staff may appeal in relation to their pay on the grounds specified in (253) below.

165. The grounds for appeal are that the person or panel by whom the decision was made:

a. incorrectly applied the pay policy or 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 appraisal/performance management policy;
e. took account of irrelevant or inaccurate evidence;
f. was biased; or
g. otherwise unlawfully discriminated against the member of staff.

166. An appeal may be raised by writing to the clerk to the governing body (who can be contacted via the school office) within ten working days of either the notification of the original decision or of the outcome of the discussion with the headteacher, making clear the grounds for appeal.

167. Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that pay decision. An issue raised as a pay appeal cannot then be raised again under the school's formal Resolving Workplace Issues Policy. Any complaints about pay that are submitted under the Resolving Workplace Issues Policy will be considered under this procedure rather than the Resolving Workplace Issues Policy.

168. When a pay appeal is received, the employee raising the appeal will be provided with a copy of the process that will be followed.

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Appendix 1: School timetabled teaching week (STTW)

Anstey Junior School – 'school timetabled teaching week'			
Times	Activity	Included/excluded	Hours included in STTW
8.45 – 10:30	Teach	Included	1hr 45mins
10.30 – 10.45	Break time	Excluded	
10.45 – 12.00	Teach	Included	1 hour 15mins
12.00 – 12.55	Lunch time	Excluded	
12.55 – 15.00	Teach	Included	2hrs 5mins
15.00 – 15.20	Assembly	Excluded	
15.20 - 15.25	Teach	Included	5 min
DAILY TOTAL			**5hrs 10mins**
WEEKLY TOTAL			**25hrs 50mins**

Appendix 2: Staffing structure for the school

Emma Humphrey Headteacher								
Holly Colbert Deputy Headteacher								
Lower School Teaching Team	Lower School Support Staff	Upper School Teaching Team	Upper School Support Staff	Lunchtime team	Extended School day team	Pupil Wellbeing team	Admin team	Site team
Vanessa Price Lower school leader	Elsa Collins HLTA	**Chris Jones** Upper school leader	Sam Campbell HLTA	Alysha Ogilvie LTS	Sam Campbell Club Leader	Jo Dorans Family Support Worker	**Suzanne Hayden** Admin Officer	**Heather Eastman** DPO/ H&S
Megan Morgan Class teacher & SLT	Andrea Rees LSA	Rachael Jennings Class teacher	Angel Ortiz HLTA		Jenny Day Club Assistant	Suzanne Franklin Nurture & Thrive Practitioner	Anna Robinson Senior Admin Assistant	**Darren Cooper** Site Manager
Dominique MacDonald Class teacher	Alice Cundy LSA	Emma Rackstraw Class teacher	Ellen Chesterton LSA		Alysha Ogilvie Club Assistant	Ellie Gundry ELSA	Verity Bonnwit Admin Assistant	Marie Chandler Senior Cleaner
Caroline Sheldon Class teacher	Caroline Cooper LSA	Barbara Severs Class teacher	Crystal Cawley LSA			Heather Eastman Thrive Practitioner		Julie-Anna Chandler Cleane
Ellie Brown Class teacher	Iman Marshall LSA	Ellie Lister Class teacher	Elena Hill LSA					Aga Dobosz Cleaner
Naomi Green Class teacher	Suzanne Franklin LSA		Abigail Porter LSA					Carly Kempster Cleaner
	Michelle Head LSA		Louise Wilkinson LSA					
	Ellie Hill LSA		Hannah Cox LSA					

***line managers who performance manage staff.**

Emma Humphrey - Class Teachers, Deputy Headteacher & Admin Officer
Holly Colbert - HLTAs, ELSAs, DPO & Extended School Day Team
Vanessa Price – Upper School Support Staff Team
Chris Jones – Lower School Support Staff Team
Suzanne Hayden - Admin team
Heather Eastman - Site Manager
Darren Cooper - Cleaning Team

Appendix 3: Career expectations framework for all teachers, including leadership

ECT
With Mentor



Supported Foundation Responsibility



Subject Champions



Senior Leadership