

		
Kingsmead Academy T/A Kingsmead School	POLICY TITLE:	Teachers & Support Staff Pay Policy
Committee/Person Responsible for Policy:		Head Teacher Finance, Strategy & Personnel sub-committee
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1. AIMS

This policy aims to:

- Clearly explain how we will determine teachers' pay and how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on with staff and relevant trade unions.

2. LEGISLATION AND GUIDANCE

As an academy, we are free to determine our own approach to deciding teachers' pay. However, since all of our staff have a contract that specifically incorporates conditions from the School Teachers Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our Grievance and Disputes Procedure.

As part of the application of this policy, the School will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), and Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

3. DEFINITIONS

- **Teacher** includes all staff appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Senior Leadership group** comprises the headteacher, deputy headteachers, assistant headteachers and Director of Finance & Operations.

4. ROLES AND RESPONSIBILITIES

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the pay committee of the governing board and ratified by the full governing board.

5. HOW WE WILL DECIDE PAY ON APPOINTMENT

The governing board will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing board will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context and strategic priorities

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

6. HOW WE WILL DECIDE ON PAY PROGRESSION

Annual progression

The governing board will ensure that each teacher's salary is reviewed annually between 1 September and 31 October, in alignment with our Professional Growth Policy. Pay increases will be backdated to 1 September of the same academic year.

It is possible for there to be 'no pay progression' without triggering the capability policy if someone fails to engage in the professional growth process.

Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations the Head Teacher will determine support and, if necessary, the capability procedure will be used. In such situations there would be no pay progression during that year.

In-year reflections and check ins

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

Main Pay Range

The main pay range within the School is £25,714 - £36,961, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD and Appendix 1 of this policy.

Pay progression for main pay range teachers

Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Head Teacher they can demonstrate and the Governing Body is satisfied that there is evidence of:

- The quality of the teaching throughout the year being good
- The Teachers' Standards being met in full
- Engagement in professional growth

Additional progression may be considered for those teachers who in the professional judgement of the Head Teacher can demonstrate that they and the Governing Body is satisfied that there is evidence of:

- The quality of teaching throughout the year being considered excellent and exceeds expectations
- Successful leadership of a whole school initiative where impact can be evidenced
- Engagement in professional growth

Unqualified Teacher Pay Range

The unqualified teacher pay range within this school is from £18,169 - £28,735 per annum. Within this range the school has six reference points which are detailed Appendix 1 of this policy.

Pay progression for unqualified pay range teachers

Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

The minimum expectation to achieve pay progression is:

All objectives are met:

- The quality of the teaching throughout the year is good
- Engagement in professional growth

Additional progression will be considered for unqualified teachers who demonstrate:

- The quality of teaching throughout the year is considered excellent and exceeds expectations
- Engagement in professional growth

7. MOVING TO THE UPPER PAY RANGE

The upper pay range within the school is from £38,690 – £41,604 per annum and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD and Appendix 1 of this policy.

Making applications

- Any qualified teacher on MPS 6 can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.
- Applications can be made at least once a year.
- Applications will be submitted in writing to the Head Teacher and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.
- When applying, staff need to be able to demonstrate they meet the criteria in the “Movement to the upper pay range” section below.

Movement to the upper pay range

It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. Any such application must be assessed in line with this policy.

To move onto the Upper Pay Scale our teachers must demonstrate that:

- They are highly competent in all of the Teachers’ Standards and have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies.
- They have fully engaged in the process of professional growth leading to an extensive knowledge of curriculum, assessment and pedagogical developments within their relevant phase or subject.
- Their achievements and contribution to their school are ‘substantial and sustained’. We believe that as long as they have met the Teachers’ Standards that they have met the ‘substantial’ criterion. The ‘sustained’ criterion should be two years or more working at this level.
- They have the potential and commitment to undertake professional duties which make a wider contribution to their school. This will often involve working beyond their own classroom and possibly their school to guide the professional growth of other teachers. This may include the sharing of good practice, mentoring and coaching, and providing demonstration lessons for less experienced colleagues. Upper Pay Scale teachers are expected to promote collaboration and work effectively as a team member.

The Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers’ Standards; and
- The teacher’s achievements and contributions are substantial and sustained

For the purpose of this policy:

- **‘Highly competent’** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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

- **‘Substantial’** means:
The teacher’s contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning
- **‘Sustained’** means:
The teacher’s contributions have been maintained over a long period

The application will be assessed robustly, transparently and equitably, by the Headteacher whose recommendation will be considered by the Pay Committee who will make the final determination.

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later. The applicant will receive a response to their application within 5 working days of the Pay Committee meeting.

The Headteacher will make a recommendation to the Pay Committee who will make the determination as to whether the application is successful. If successful, the teacher will be placed on the minimum of the Upper Pay Range.

If successful, applicants will move to the Upper Pay Range from the start of the academic year on 1 September.

Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Head Teacher may recommend a higher salary based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher
- market forces

If unsuccessful, feedback will be provided by the Headteacher in writing within 5 working days of the Pay Committee meeting, giving clear reasons and areas for development.

Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the school’s general appeals arrangements.

Progression on the upper pay range

Pay progression for teachers on the Upper Pay Range will be subject to the outcome of two consecutive successful appraisal reviews by reference to the Upper Pay Range progression criteria within this policy.

Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Governing Body is satisfied that there is evidence from the required period of continuing to meet the criteria above.

Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria and where all objectives have been exceeded.

Recommendations will be included in the Appraisal Review Statement and following moderation will be submitted by the Headteacher to the Pay Committee, who will make the final determination.

Teachers will be informed of the Pay Committee's decision within 5 working days of the meeting. Pay progression will be implemented from the 1 September.

The decision

The decision on pay progression will be made and the applicant notified by the 14th of November.

The decision will be made by the governing board who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.

If successful, applicants will move to the upper pay range from the 1st September. Pay will be backdated to that date after the decision was made.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 5 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. ADDITIONAL ALLOWANCES

Teaching and learning responsibility (TLR) payments may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

The values of TLR payments are as follows:

- TLR1 £8,291-£14,030 per annum and TLR2 £2,873-£7,017 per annum.

In addition we may award a fixed-term TLR3 to a classroom teacher for;

- time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £571 and no greater than £2,833.
- Where unqualified teachers take on a sustained additional responsibility or have qualifications and experiences which bring added value to the work being undertaken.
- Where a teacher is 'acting up' and is assigned the duties of a school leader but is not appointed as a school leader

Special Education Needs Allowance (SEN)

An SEN allowance may be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,270 and £4,479 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

These allowances will be awarded in line with the STPCD.

9. LEADERSHIP PAY

For New Headteachers

When a new appointment needs to be made, the Governing Body will determine the seven point Individual Range (ISR) to be advertised and agree pay on appointment as follows:

- The school's Group Size will be reviewed and determined in accordance with the STPCD
- The Pay Committee will determine the ISR in accordance with the STPCD
- The reasons for the determination will be recorded.
- The new Headteacher's starting salary will be one of the first four points on the ISR.

For Serving Headteachers

The Pay Committee shall or may re-determine the ISR in accordance with the STPCD considering rising student numbers.

The Pay Committee must ensure that the maximum of the ISR does not exceed the maximum of the Headteacher group range. For existing Headteachers whose ISR exceeds the maximum point of the group range there is no requirement to review their existing ISR.

Appointed Governors and an external advisor will agree annual performance objectives for the Headteacher. Objectives should be agreed as early as possible in the Autumn Term and no later than 31 December, in accordance with the arrangement set out in the School's Professional Growth Policy.

The Appointed Governors will review the performance of the Headteacher, considering the performance objectives agreed or set and the advice of the External Adviser, and determine whether there has been a sustained high quality of performance.

If there has, the Appointed Governors may award up to two points in any one year, subject to the maximum of the ISR not being exceeded. Annual pay progression within the range for this post is not automatic. Further guidance can be found in the STPCD.

Where Headteachers hold additional responsibilities

Headteachers responsible and accountable for more than one school

Where the Headteacher is appointed as a Headteacher of more than one school the relevant body of the Headteacher's original school or, where collaboration arrangements are made, the collaborating body, must determine the individual range by the application of the total unit score of all of the schools calculated in accordance with the STPCD

Collaborative arrangement with more than one governing body

Under a collaboration arrangement the Governing Bodies may arrange for a joint committee, made up from all the academies involved to have delegated powers, to determine the pay arrangements of the Head and other relevant staff. Such an arrangement should be mutually recorded in the pay policy document adopted by the respective academies.

A) – permanent arrangement and single governing body

The remuneration in cases, where there is a permanent arrangement such as when schools are part of a hard federation with a single governing body, should be based on the calculation of the total number of pupil units across all schools, which will give a group size for the Federation. The relevant body should then determine the Headteacher's seven point ISR and appropriate starting point in that range according to the STPCD

B) - temporary arrangement

There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years. The remuneration will be determined in accordance with paragraph the STPCD

Provision of services by the Headteacher

The relevant body has discretion to make payments to Headteachers who provide an external service to one or more additional schools and to any of the school's teachers whose post acquires additional responsibility as a result of the Head's activities. Payments are not automatic and may include such activities as Consultant Leader or National Leader of Education. Such payments shall be subject to a protocol.

Decisions about the level of remuneration will be made by the relevant sub- committee through any necessary negotiation and must be approved by the full board.

Discretionary payments for Headteachers

Additional payments above the ISR can be made to the Headteacher if the Pay Committee has not previously taken such a reason or circumstance into account when determining the ISR under an earlier Document.

Areas that could be considered for additional payment are:

- the school is causing concern;
- without such additional payment the relevant body considers that the school would have substantial difficulty filling the vacant Headteacher post;
- without such additional payment the relevant body considers the school would have substantial difficulty retaining the existing Headteacher;
- the Headteacher is appointed as a temporary Headteacher of one or more additional schools.

In normal circumstances, the total sum of additional payments made to a Headteacher in any year must not exceed 25% of their basic salary.

In exceptional circumstances a Headteacher can receive an additional payment which exceeds 25% of their basic salary. In this situation the Pay Committee must make a business case for the payment to the full Governing Body. The Governing Body must seek external independent advice from an appropriate person or body who can consider the provisions of the policy and whether they have been properly applied to the Headteacher's pay before making a decision on whether it is justifiable to exceed the limit in each particular case.

There must be a clear audit trail for any advice given to the Governing Body and a full and accurate record of all decisions made by the Governing Body and the reasoning behind the decision.

Deputy And Assistant Headteacher Pay

For new Deputy and Assistant Headteachers

When a new appointment needs to be made, the Governing Body will determine the 5 point pay range to be advertised and agree pay on appointment as follows:

- The pay range will be determined in accordance the STPCD
- The reasons for the determination will be recorded;
- The new Deputy Headteacher's starting salary will be one of the first three points on the range.

For serving Deputy and Assistant Headteachers

- The Pay Committee shall or may re-determine the Deputy Headteacher and/or Assistant Headteacher pay ranges in accordance with the STPCD.
- The Governing Body delegates to the Headteacher the agreement or setting of annual performance objectives for Deputy and Assistant Headteachers. Objectives should be agreed as early as possible in the Autumn Term, in accordance with the arrangements set out in the school's Professional Growth Policy.
- The Headteacher will review the performance of the Deputy and Assistant Headteacher, considering the performance objectives agreed or set and determine whether there has been a sustained high quality of performance. The Headteacher will report to the Pay Committee as to whether there has, or has not, been a sustained high quality of performance and, if there has, the Pay Committee may award up to two points in any one year, subject to the maximum of the range not being exceeded. Annual pay progression within the range for this post is not automatic.

Where Headteachers hold additional responsibilities

In all cases, consideration needs to be given to the remuneration of Deputy and Assistant Heads who as a result of the Headteacher's role are taking on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.

Extended Services

Where the Head takes on responsibility for extended services the relevant body has discretion to take account of the additional responsibility and accountability associated with the provision of extended services on their site when determining the Deputy or Assistant Head's remuneration. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.

Leadership Pay Progression

The Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) may be progress by one point until they reach the top of their range in accordance with the provisions of the STPCD, i.e. they must demonstrate sustained high quality of performance in respect of leadership and management and pupil progress.

Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the relevant criteria and where all objectives have been exceeded.

Assessment of performance will be through the teacher appraisal process in line with the school's Professional Growth Policy.

10. SALARY SAFEGUARDING ARRANGEMENTS

We will abide by the STPCD and safeguard teacher's salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. INFORMATION TO BE INCLUDED IN PAY STATEMENTS

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the governing board.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. APPEALING A DECISION ON PAY PROGRESSION

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to the Head Teacher

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the governors pay committee within 10 working days of the pay statement being issued.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD/other relevant terms and conditions the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the ACAS Code of Practice for addressing grievances.

If the appeal is upheld, the governing board will re-issue the pay statement with the correct information.

13. PRINCIPLES & PROTOCOLS OF OVERPAYMENT OF SALARY

Avoidance of Overpayments

All staff with a responsibility for determining and verifying salary payments have a crucial responsibility for ensuring that incorrect payments (over and underpayments) do not occur and, if they do, that the error is identified and corrected as early as possible.

Measures that should be taken to achieve this priority:

- Ensure that all documentation which includes references to salary and salary grades (i.e. advertisements, job details, offer letters, payroll report forms) are fully and accurately completed.
- Reconciliation between the Payroll provider's payroll spreadsheets and the school's HCSS budgeting system is carried out monthly

Kingsmead School Principles

Recovery of any overpayment should be dealt with in a consistent and fair way

There needs to be full and proper consultation with the employee which demonstrates a sensitive and caring approach to what is, on most occasions, a difficult and distressing situation.

All overpayments of salary must be recovered from employees provided there is definitely no contractual entitlement. In cases of doubt the Academy Trust's Legal Adviser must be consulted for advice before proceeding.

Recovery should be made as quickly as possible.

For current employees, the recovery of an overpayment will normally be made over the same period in which the overpayment accrued. This is subject to two conditions:

- The period of recovery should not be longer than the period the employee is expected to remain in the employ of the Academy Trust. In this situation the period of recovery will be foreshortened so that it ends on the date the employment ends;
- If an employee leaves, and this was not known at the start of the recovery period, the final deduction will cover the total remaining overpayment; if there has been insufficient notice to ensure that the final deduction covers the outstanding debt, the employee will be issued with an invoice for the sum remaining.

The period of recovery should in the first instance be recovered over the same period that the overpayment occurred. In exceptional circumstances this can be extended to a maximum of two times the overpayment period.

Legal Principles

The relevant legislation is the Employment Rights Act 1996 Section 14. This legislation has the effect of permitting an employer to make deductions from salary where the purpose of the deduction is to reclaim an overpayment of wages.

Recovery of an overpayment by making deductions from salary payments can be made without the employee's permission. An employer has a legal right to recover money from an employee in respect of an overpayment of salary provided it can be shown that the employee has no contractual entitlement to the money.

Recovery Process

Overpayments will be identified in one of three ways - by the employee, the school, the Payroll Service. A standard letter will be issued notifying the employee of the overpayment, enclosing an invoice setting out the gross and net amount. The letter will also propose arrangements for recovery. These arrangements are applied unless the employee objects.

Where the overpayment is large and/or known to be a sensitive issue, the school will enter discussions with the employee, prior to issuing the standard letter. These discussions would usually involve the employee, their line manager and the Director of Finance & Operations.

14. PROVISIONS RELATING TO SUPPORT STAFF PAY

Kingsmead governors agreed to maintain Pay and Conditions as governed by the National Joint Council (NJC) National Agreement, known as the Green Book

A written Statement of Particulars setting out terms and conditions of employment specifies that the contract is subject to relevant National Conditions of Service as supplemented by local agreements.

Academies may determine pay and grading arrangements for their support staff through local agreement with the recognised Trade Unions.

Determination of Grading and Pay for Support Staff

The Pay Committee will determine the pay grade of support staff in accordance with the scale of grades currently applicable in relation to employment with the Academy Trust as detailed at Appendix 1 of this policy. On appointment the Head Teacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider School context and strategic priorities

The Pay Committee will apply the principles and policies recommended by the Academy Trust for the award of additional contractual and honoraria payments.

Incremental Progression

If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April.

Additional Hours

For staff graded up to Grade 12 (up to spinal column point 19), conditions of service allow for contractual payments at overtime rates if flexi hours have been lost or if time off in lieu is not practical from an operational viewpoint.

Additional contractual payments should be calculated as follows:-

For Employees graded Scale 17 to 12 a payment may be awarded based on the number of hours worked x salary (hourly rate)

Full time members of staff payment based on the number of hours worked x salary (hourly rate) x time and a half.

For staff on Grades 11 to 6, time off in lieu can be taken. The amount of time off in lieu will be conditional on:

- the employee keeping a personal record of additional hours worked; and
- the degree to which there is an expectation by management and the employee that the requirements of the contract mean that working hours additional to contract will, of necessity, be a regular feature of the job and have been, to some extent, reflected in the grading of the post.

NOTE: For staff on Grades 11 to 6 and above, honoraria payments for additional hours may be approved in exceptional circumstances (please refer to the Honoraria section of this Appendix).

Project Work

To qualify for an additional payment, the work involved should be undertaken outside the employee's existing contracted hours and should not diminish, in any way, the requirements on the employee to fulfil their expected contractual duties and responsibilities.

Account will be taken of the principle relating to excessive working. Such work will only be undertaken if the employee agrees to do it in the full knowledge that additional workload will result.

The value of the payment should take account of the following factors:

- The number of additional hours of work to be undertaken to fulfil the work.
- The level of knowledge, skills and understanding needed to carry out the work; and
- Any income directly generated by the work.

Higher Grade Duties Undertaken

“Acting up” or full duties of higher graded post.

An employee taking on the full duties of a higher graded post for a period of at least four weeks will be paid an amount based on 100% of the difference in salary between their salary and the salary they would be paid had they actually been appointed to the higher graded post x number of weeks covered divided by 39 (if employed on a term-time only contract) or 52 (if employed all year round).

“Additional duties” or “partial duties” of a higher graded post.

Additional higher grade duties (not taking on full duties of another higher graded post) may be rewarded by an additional payment provided the employee has taken on at least 25% of the duties of the higher graded post for a period of not less than four weeks. Payment will be made on the difference between the employee's salary and the salary they would have been paid had they been permanently appointed to the higher graded post x % of duties x number of weeks cover.

Support Staff Honoraria Payments

Principles

Honoraria will only be paid in exceptional circumstances.

Strategies used to motivate, support and enhance the payments of employees will be consistent within the school.

As far as possible all employees should have equal access to opportunities to be awarded honoraria payments for exceptional performance and contribution.

All honoraria payments will be made from the school's approved budget for pay unless the payment can be directly funded by extra income generated as a result of the work involved.

Approval of honoraria payments is discretionary and will be made by the Pay Committee, on recommendation by the Headteacher, and is final with no right of appeal.

The factors determining whether an honorarium should be made in these circumstances and its amount will be:

- The number of hours worked which are additional to contract
- The operational needs for the additional hours being worked
- The degree to which there is an expectation by management and the employee that the requirements of the contract mean that working hours additional to contract will, of necessity, be a regular feature of the job and have been, to some extent, reflected in the grading of the post
- Any additional income generated by the work
- The amount of available budget to fund honoraria payments.

Where the Pay Committee decides that an application for honorarium application meets the agreed criteria and approves the application, the employee will be informed in writing and a copy sent to the payroll provider to action the payment.

15. MONITORING ARRANGEMENTS

This policy will be reviewed annually by the Finance, Strategy and Personnel sub-committee and approved by the full governing board.

The governing board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

Links with other policies

This policy links with our policies on:

- Grievance and dispute procedures
- Professional Growth Policy

1. PAY SCALES FOR TEACHERS MAIN PAY RANGE AND UPPER PAY RANGE

Scale and points	2020 value
Main pay range minimum (point 1)	25,714
Point 2	27,600
Point 3	29,664
Point 4	31,778
Point 5	34,100
Main pay range maximum (point 6)	36,961
	38,690
Upper pay range minimum (UPR1)	
Upper pay range 2 (UPR2)	40,124
Upper pay range maximum (UPR3)	41,604

2. PAY SCALE FOR UNQUALIFIED TEACHERS

Scale and points	2020 value
UQ scale minimum (point 1)	18,169
UQ 2	20,281
UQ 3	22,393
UQ 4	24,506
UQ 5	26,621
UQ scale maximum (point 6)	28,735

3. LEADING PRACTITIONER SCALE

Currently Kingsmead does not employ teachers on the Leading Practitioner Scale but reserves the right to do so in future.

4. SUPPORT STAFF PAY SCALE

SCP	01-Apr-19		01-Apr-20	
	per annum	per hour	per annum	per hour
1	£17,364	£9.00	£17,842	£9.25
2	£17,711	£9.18	£18,198	£9.43
3	£18,065	£9.36	£18,562	£9.62
4	£18,426	£9.55	£18,933	£9.81
5	£18,795	£9.74	£19,312	£10.01
6	£19,171	£9.94	£19,698	£10.21
7	£19,554	£10.14	£20,092	£10.41
8	£19,945	£10.34	£20,493	£10.62
9	£20,344	£10.54	£20,903	£10.83
10	£20,751	£10.76	£21,322	£11.05
11	£21,166	£10.97	£21,748	£11.27
12	£21,589	£11.19	£22,183	£11.50
13	£22,021	£11.41	£22,627	£11.73
14	£22,462	£11.64	£23,080	£11.96
15	£22,911	£11.88	£23,541	£12.20
16	£23,369	£12.11	£24,012	£12.45
17	£23,836	£12.35	£24,491	£12.69
18	£24,313	£12.60	£24,982	£12.95
19	£24,799	£12.85	£25,481	£13.21
20	£25,295	£13.11	£25,991	£13.47
21	£25,801	£13.37	£26,511	£13.74
22	£26,317	£13.64	£27,041	£14.02
23	£26,999	£13.99	£27,741	£14.38
24	£27,905	£14.46	£28,672	£14.86
25	£28,785	£14.92	£29,577	£15.33
26	£29,636	£15.36	£30,451	£15.78
27	£30,507	£15.81	£31,346	£16.25
28	£31,371	£16.26	£32,234	£16.71
29	£32,029	£16.60	£32,910	£17.06
30	£32,878	£17.04	£33,782	£17.51
31	£33,799	£17.52	£34,728	£18.00
32	£34,788	£18.03	£35,745	£18.53
33	£35,934	£18.63	£36,922	£19.14
34	£36,876	£19.11	£37,890	£19.64
35	£37,849	£19.62	£38,890	£20.16
36	£38,813	£20.12	£39,880	£20.67
37	£39,782	£20.62	£40,876	£21.19
38	£40,760	£21.13	£41,881	£21.71
39	£41,675	£21.60	£42,821	£22.20
40	£42,683	£22.12	£43,857	£22.73

Terms of Reference of the Pay Committee

The terms of reference for the Pay Committee are:

- to achieve the aims of the school's Pay Policy in a fair and equal manner;
- to apply the criteria set by the school's Pay Policy in determining the pay of each member of the teaching staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report these decisions to the next meeting of the Governing Body;
- to recommend to the Governing Body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of discretion;
- to keep abreast of relevant developments and to advise the Governing Body when the school's Pay Policy needs to be revised;
- to carry out the Headteacher's Appraisal;
- to appoint and work with the External Adviser in carrying out the Headteacher's Appraisal;
- to work with the Headteacher in ensuring that the Governing Body complies with the requirements of the Teacher Appraisal Regulations.

SALARY DEDUCTION POLICY FOR LEAVE OF ABSENCE (OTHER THAN FOR ILLNESS, INJURY OR MATERNITY LEAVE)

Employees requesting leave of absence must act responsibly by giving the Headteacher the maximum possible notice of their request.

Leave of absence without pay is not reckonable for incremental or pension purposes.

1. Authorised Leave of Absence

1.1 For teachers, deductions of salary are made at a daily or part daily rate based on a full day's salary being 1/365th of annual salary for each full day of the period of absence. The period of absence may, if it is considered appropriate, include weekends. For example, if the teacher is granted leave of absence from Monday to Friday, one weekend should be included so that the deduction is 7/365th of annual salary. If the absence is from Friday to Monday, the deduction can be 4/365th.

1.2 For support staff, deductions are made for each hour's absence calculated by dividing the annual salary by 52 weeks 1 day (52.143) then dividing this figure by 37 hours. For part-time support staff, the annual salary figure used is their full-time equivalent salary **not** their pro rata salary.

2. Unauthorised Leave of Absence

2.1 An absence for a reason which is not considered to be valid (see note below) should be treated as a breach of contract and, dependent on the individual circumstances, disciplinary action should be taken.

Note: In terms of validity, a distinction should be drawn where an employee intends to attend work but circumstances prevent this e.g. car breakdown and where the employee deliberately absents themselves.

2.2 While a deduction of salary is not an available sanction under the school's Disciplinary and Appeals Procedure, a deduction of salary is, however, an appropriate action by management under contract when an absence is unauthorised. The rate of deduction should be as set out in paragraph 1 above.

Note: Deductions of salary and recovery of costs for industrial action should, in the case of a strike, be calculated on the basis of the number of working hours lost. Where there is industrial action short of a strike, the deduction should be calculated so that any additional financial costs resulting directly from the action are recovered. Advice should always be sought from an HR Adviser before actioning a salary deduction for industrial action.

3. Calculation of Deductions for Part Day Absences for Teaching Staff

3.1 If the teacher is full-time and the absence is less than a full day **or** the teacher is part-time and contracted only to work part of the day they were absent, the basis for the deduction will be the appropriate proportion of 1/365th of annual salary.

3.2 The calculation of the deduction for each part day will be made by:

- (a) multiplying the annual salary by 1/365th and
- (b) multiplying the resulting figure by the number of contact session hours of absence divided by the daily number of contact session hours in the school.

3.3 Example:

A full-time or part-time teacher who is absent for 3 hours in a school where the pupil contact hours are 5 hours 30 minutes per day would have their deduction calculated as follows:-

* Annual salary ÷ 365 x 3 hours ÷ 5 hours 30 minutes

* For part-time teachers the annual salary figure used is their full-time equivalent salary **not** their pro rata salary.

4. **Employer's Right to Deduct**

Nothing in this Salary Deduction (Pay Deduction) Policy is intended to prevent deductions by the employer of an overpayment of salary/wages/pay, or an overpayment in respect of expenses incurred by the employee in carrying out his/her employment.