



Carfield

Primary School

School Pay Policy

September 2025-26

Date Reviewed	Reviewed by	Ratified by (Governor Committee)	Next Review
April 2020	Liz Smith	Alex Goodwin	
November 2023	Hannan Mohammed	Derek Grover	November 2024
September 2024	Hannan Mohammed	Joe Noble	September 2025

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School Pay Policy; Teachers and Leadership Group

1. INTRODUCTION

1.1 This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. A copy of this policy will be made available to all staff on the school Intranet.

1.2 In adopting this pay policy the aim is to:

- maximise the quality of teaching and learning at the school;
- support the recruitment and retention of a high-quality teacher workforce
- enable the school to recognise and reward teachers appropriately for their contribution to the school
- Help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned

1.3 Pay decisions at this school will be made by the Governing Body, which has delegated certain responsibilities and decision-making powers to the Finance and Resource Committee, who will act as the Pay Committee. This committee will not include any governors who are also employees at the school.

1.4 The Finance and Resource Committee will be responsible for the establishment and review of the pay policy, subject to the approval of Governors, and will have full authority to take pay decisions in accordance with this policy. The Headteacher will be responsible for making recommendations to the Finance and Pay Committee and this will include an assessment of affordability and linked to the budget.

1.5 Any actions or decisions in relation to pay that are not covered by this policy will be made in accordance with the STPCD.

2. PAY REVIEWS

2.1 Governors will ensure that each teacher's salary is reviewed annually with effect from 1 September and no later than 31 October each year. This is applicable where the teacher has worked at least twenty-six weeks in aggregate within the previous school year.

All teachers will be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

2.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that have led to a change in the basis for calculating an individual's pay. A written statement will be provided to the teacher to confirm any change and the basis on which it was made.

2.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Governors will give the required notification as soon as possible and no later than one month after the date of the determination.

2.4 Governors will ensure that the Headteacher's salary is reviewed annually with effect from 1 September and no later than 31 December. The Headteacher will be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.

3. PAY INCREASES ARISING FROM CHANGES TO THE STPCD

3.1 The Governing Body will increase all pay ranges and scales as reflected in the pay scales provided by the Local Authority

4. LEADERSHIP PAY

**Pay Determination on Appointment to Leadership posts
(Headteacher, Deputy Headteacher, and Assistant Head teacher and others on job descriptions which fall under Leadership terms and conditions e.g. Head of School, Executive Headteacher)**

4.1 The pay ranges for Leadership posts will be determined in accordance with the criteria specified in the STPCD.

Governors will adopt a seven point pay range for Headteacher and Executive Headteacher posts

Governors will adopt a five point pay range for all other Leadership posts

4.2 Governors will consider whether it is appropriate to set the starting salary for a new appointment above the minimum of the range.

Where a Leadership appointment is made to commence on 1 September a pay determination will be made on appointment and no further review will take place in the Autumn term.

4.3 The Governors will pay teachers as Deputy or Assistant Headteachers only where the role includes a significant responsibility that is not required of all classroom teachers or TLR holders.

4.4 In the case of a Deputy Headteacher post, the Governors will also ensure that the responsibilities exceed that expected of an Assistant head teacher employed in the same school and includes responsibility for undertaking the full responsibilities of the Headteacher in their absence.

Pay Progression Linked to Performance for Leadership posts

4.5 Those on Leadership terms and conditions will be awarded additional scale points in accordance with the provisions of the STPCD, i.e. they must demonstrate sustained high quality of performance in respect of school leadership, and management and student progress.

4.6 Governors may not award pay progression to members of the leadership team where the following applies;

- Not meeting performance objectives or relevant standards
- Being subject to any disciplinary action during the review period
- Being subject to any action under the capability procedure

4.7 Governors will only award pay progression above the school group size where circumstances of the role or candidate warrant a higher than usual payment. The reason for the award will be recorded and reviewed should the circumstances or post holder change.

4.8 Any such additional payment (including any temporary allowances) will not exceed 25% above the maximum of the group size for the school unless under wholly exceptional circumstances and conditions in accordance with the STPCD.

Temporary Payments to Headteachers

4.9 Governors may award a temporary payment to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, for example, where a Headteacher is temporarily responsible for an additional school.

4.10 Reasons for the allowance will be recorded and will be reviewed on an annual basis or an earlier date if the basis for the temporary payment ends.

4.11 Any allowance in addition to the salary will not exceed 25% of the annual salary unless in 'wholly exceptional circumstances and conditions' and following external independent advice, in accordance with the STPCD.

5. TEACHERS' PAY (Main Pay Range, Upper Pay Range, Leading Practitioner, Unqualified)

Pay Determination on Appointment to Teacher Posts

Leading Practitioner

5.1 Leading Practitioner teacher posts will be established for teachers whose primary purpose is the modelling and leading of improvement of teaching skills.

5.2 Governors will adopt a pay range for Leading Practitioner posts in accordance with the STPCD.

5.3 On appointment Governors will determine the starting salary within that range to be offered to the successful candidate.

Main Pay Range and Upper Pay Range teacher

5.4 Governors will adopt the Advisory Main Pay Range and Upper Pay Range outlined in the STPCD and provided by the Local Authority.

5.5 Governors will determine the pay range for a vacancy prior to advertising it.

5.6 There is no assumption that a teacher will be paid on the same range or point that they were being paid in a previous school.

5.7 When an appointment offer is being made Governors will agree the starting salary within the range with the successful candidate.

5.8 In making such determinations, Governors 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

- 5.9 Governors will pay a teacher on the Upper Pay Range where they have previously made a successful UPR application at this school, are employed in this school and have continuous service.
- 5.10 Where a member of the Leadership team at this school has reverted to being a teacher the UPR point will be determined by Governors.
- 5.11 Starting salaries of any other post threshold teachers will be determined in accordance with the STPCD.
- 5.12 Where a teacher is appointed to commence on 1 September a pay determination will be made on appointment and no further review will take place in the Autumn term.

Unqualified Teachers

- 5.13 Governors will adopt the Advisory pay range for Unqualified teachers outlined in the STPCD and provided by the Local Authority.
- 5.14 On appointment, Governors will determine the starting salary within that range to be offered to the successful candidate.
- 5.15 In this school Unqualified teachers will only be appointed where;
- it has not been possible to appoint a qualified teacher following an external advertisement
 - or;
 - # the school is supporting an employee to obtain qualified teaching status through an employment based route

Pay Progression for Teacher posts

- 5.16 Decisions by Governors regarding pay progression will be related to the teacher's performance, and made with reference to the appraisal review and the pay recommendations. In the case of NQTs, pay decisions will be made by means of the statutory induction process.
- 5.17 The arrangements for teachers' appraisal reviews are set out in the school's Appraisal/Appraisal Policy.
- 5.18 Teachers will be awarded pay progression following a successful performance review that measures progress against objectives and overall performance against the Teachers' Standards.

5.19 Assessments of performance will be based on evidence. Fairness and equality will be assured by annual monitoring of the application of the pay policy and pay decisions.

5.20 Where teachers have joined the school part way through an appraisal review cycle, the Headteacher will, where necessary, request evidence from the previous school to assist pay decisions. Where necessary, the teacher will also be invited to provide evidence themselves.

5.21 It will be the responsibility of the Headteacher to make pay recommendations to the Pay Committee. Decisions about whether or not to accept a pay recommendation will be made by the Pay Committee, having regard to the appraisal review report, and the Headteacher's advice.

5.22 The Governing Body will ensure that appropriate funding is allocated for pay progression for all eligible teachers.

5.23 The Governing Body will make pay decisions according to the criteria for progression set out in the STPCD. All teachers can expect that continued good performance, commensurate with the requirements of the pay range, will lead to the top of the respective range.

Teachers on the Main Pay Range

5.24 Governors will consider each year whether to increase the salary of teachers who have completed a year of employment.

5.25 Teachers will be awarded pay progression on the Main Pay Range where they have had a successful appraisal review. a successful review will be regarded (as a minimum) as including all objectives (unless there are exceptional circumstances) and Teachers Standards.

5.26 Continued good performance by a teacher will lead to progression to the top of the Main Pay Range.

5.27 Governors may award accelerated progression on the Main Pay Range for outstanding or exceptional performance. At this school this means the teacher;

‘exceeds all their objectives, are assessed as fully meeting the relevant standards, all of their teaching is assessed to be outstanding, and they show a strong commitment to the school, prepared to go above and beyond the call of duty, when necessary, acting as an exemplar for others and showing a commitment to improving their own performance and to continuing professional development’.

Early Career Teachers

- 5.28 Early Career Teachers (ECTs) employed in September or January the preceding year will be subject to a pay review in September.
- 5.29 Early Careers Teachers employed after January will not be entitled to have their pay reviewed in September as they will not have worked the required twenty-six weeks.
- 5.30 The appraisal will be with reference to the statutory induction process in the Education Induction Guidance.
- 5.31 Where the Early Careers Teacher meeting the ECT performance criteria they will receive a pay award.
- 5.32 Early Career Teachers can be awarded pay progression at the end of their first year

Teachers on the Upper Pay Range

- 5.33 Teachers will be awarded pay progression on the Upper Pay Range where they have had a successful appraisal review, met the Teachers' Standards, and the criteria for Upper Pay Range progression.
- 5.34 The School's Appraisal Policy will be used as the basis for decisions relating to UPR progression.

Application Process for the Upper Pay Range

- 5.35 Any qualified teacher may apply to be paid on the Upper Pay Range and any application will be assessed in line with the Appraisal Policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.
- 5.36 At this school Applications may be made once a year and should be submitted as part of the appraisal review.
- 5.37 Where the teacher wishes to be assessed, they should notify the Headteacher in writing. The teacher's application will be appended to their appraisal review planning statement.
- 5.38 If a teacher is also employed at another school, they should submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school. This school will not be bound by any pay decision made by another school regarding UPR progression.

5.39 Any application should be in accordance with the process outlined in the Appraisal Policy.

The Assessment

5.40 An application from a teacher will be successful where the Governing Body is satisfied that:

- the teacher is highly competent in all elements of the relevant standards;
- the teacher's achievements and contribution to the school are substantial and sustained

5.41 At this school;

- 'highly competent' means performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, to 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 working practice. Competence requires a clear demonstration of the appropriate knowledge, skills and understanding for the role.
- 'substantial' means 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 student standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning, and maintained continuously.
- 'sustained' means maintained continuously over a period of 2 number of school years

5.42 In making its decision, the Governors will have regard to the two most recent appraisal review reviews.

5.43 The assessment of the UPR application will be made within 20 working days of receipt of the application, or the conclusion of the appraisal review process, whichever is later. If successful, applicants will move to the Upper Pay Range on point 1 of that pay scale and this will be backdated to 1 September that year.

5.44 If the application is not being supported by the Headteacher, the teacher will be invited to an informal discussion and informed of their right to

make representations to the Pay Committee. The process for this and a final appeal is outlined below.

5.45 At this school a post-threshold teacher will be considered for further progression on the Upper Pay Range in accordance with the Appraisal Policy.

Unqualified classroom teachers

5.46 Unqualified classroom teachers will be awarded pay progression on their pay scale where they have had a successful appraisal review. An unqualified teacher who becomes qualified will be transferred to the main pay range in accordance with the STPCD.

6. ALLOWANCES AND OTHER PAYMENTS FOR TEACHERS

Teaching & Learning Responsibility (TLR) Payment

6.1 Governors will pay TLR 1 and TLR 2 payments to teachers in accordance with the STPCD.

Governors will adopt the pay ranges for TLR payments that are provided by the Local Authority.

6.2 Before awarding any TLR 1 or TLR 2 payment, the Governing Body will be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and;

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

6.3 In addition, before awarding a TLR 1 payment, the Governing Body will be satisfied that the teacher's line management responsibility is for a 'significant number of people'.

6.4 A teacher cannot be in receipt of both a TLR 1 and a TLR 2.

6.5 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate TLR 1 or TLR 2 payment.

TLR3 payments

6.6 Governors will award a fixed term TLR 3 payment in accordance with the STPCD for 'clearly time-limited school improvement projects or one-off externally driven responsibilities'. There will be clear criteria for the award, level and duration of these payments.

6.7 Governors will not award consecutive TLRs for the same responsibility unless it relates to tutoring to deliver catchup support to pupils on learning lost during the pandemic.

6.8 Where a TLR 3 is awarded with a fixed term of less than one year the total value will be determined proportionately to the annual value. Where a TLR 3 is awarded to a part time teacher the value will not be amended to reflect

the part time hours of the teacher; the pro rata principle does not apply to a TLR 3.

6.9 Governors may award a TLR 3 in addition to a TLR 1 or TLR 2

Special educational needs (SEN) allowances

6.7 The Governing Body will award SEN allowances in accordance with the STPCD.

6.8 Where an SEN allowance is applicable governors will identify the value of the allowance, taking into account;

- Any mandatory qualifications required for the post
- The qualifications or expertise of the teacher relevant to the post
- The relative demands of the post

Acting allowances

6.9 Governors will pay an allowance in accordance with the STPCD, where a teacher is required to carry out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher.

6.10 Governors will reach a decision on the allowance within four weeks of the duties being undertaken and will backdate it to the first day of the additional responsibility commencing.

Additional payments

6.11 The Governing Body will make additional payments to teachers (other than the Headteacher) who agree to undertake any of the following activities;

- Continuing professional development (CPD) undertaken outside the school day
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

Governors will make an appropriate payment that will be determined in advance of the work being undertaken.

or;

Additional payments will be calculated at a daily or hourly rate with reference to the teacher's actual pay spine position or, where appropriate and following consideration by the Pay Committee, at a higher level reflecting the responsibility and size of commitment.

Recruitment and retention incentives and benefits

6.12 Where Governors make any recruitment and retention payments to teachers, it will be on the following basis;

- To provide an incentive for the recruitment of new teachers
- To retain the service of existing teachers with specialist skills or in shortage areas
- All such allowances will be subject to an annual review

6.12 Leadership Group postholders will only be awarded reimbursement of reasonably incurred housing or relocation costs and will not receive any other recruitment or retention payment.

Residential duties

6.13 The Governing Body will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

Salary Sacrifice arrangements

6.14 The Governing Body will implement salary sacrificing schemes that have been adopted by the school. Under these schemes the teachers can give up some gross salary in return for a benefit in kind.

Safeguarding

6.15 The Governing Body will apply salary safeguarding arrangements in accordance with the STPCD.

7. SUPPLEMENTARY

Honoraria

7.1 The Governing Body will not pay an honorarium or other payment to a member of the teaching staff or leadership group, as there is no provision within the STPCD for the payment of bonuses or honoraria.

Part time Teachers posts

- 7.2 Teachers employed on an ongoing basis at the school who work less than a full working week are deemed to be part-time. The Governing Body will provide a written statement detailing their working time obligations and formula used to determine their pay, in accordance with the provisions of the STPCD and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.
- 7.3 Any additional hours that are worked by agreement, for example, attendance at Inset on a non-working day, will be paid on the same basis.

Supply Teachers

- 7.4 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata.
- 7.5 Periods of employment for less than a day will be calculated pro-rata, in accordance with the provisions of the STPCD and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

8. MONITORING THE IMPACT OF THE POLICY

- 8.1 The Governing Body will monitor the outcomes and impact of this policy on a regular basis. An annual written report on the operation of the pay policy, recording pay decisions taken and equality impact, will be provided to staff and local TU representatives, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.
- 8.2 Pay decisions will be recorded by the school in a way that enables the school to assess the equality impact of the same, taking account of the following protected characteristics:
- Sex/gender/trans
 - Race
 - Ethnicity
 - Disability
 - Age
 - Pregnancy and maternity
 - Sexual orientation
 - Marriage and civil partnership

- Religion and belief

9. APPEAL PROCESS

The arrangements for resolving disputes and considering appeals on pay matters are outlined below;

Stage 1 – an informal discussion with the Headteacher prior to confirmation of the pay recommendation

A teacher who is dissatisfied with a pay recommendation can discuss this with the Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.

Stage 2 – a formal representation to the Pay Committee

Where, following a discussion with the Headteacher, the teacher believes that an incorrect recommendation has been made, the teacher may make representation to the Pay Committee. To begin the process the teacher should submit a formal written statement to the Chair of the Pay Committee, setting down in writing the grounds of their disagreement with the pay recommendation. This should normally be within ten working days of the informal discussion with the Headteacher.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay recommendation. These are that the Pay Committee;

- Incorrectly applied the pay policy
- Incorrectly applied any provision of the STPCD
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased or otherwise unlawfully discriminated against the teacher

The teacher may be accompanied by a Trade Union representative or colleague. The teacher will be given the opportunity to make representations, including presenting evidence, calling witnesses, and asking questions, at a formal meeting with the Pay Committee. Following this meeting the Pay Committee will make a pay determination and this will be communicated to the teacher in writing within five working days

Stage 3 – a formal appeal hearing to the Appeals Panel

Where the teacher does not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before the Appeals Panel of governors. The Appeals Panel will comprise of governors who were not

involved in previous discussions regarding the teacher's pay determination, supported by an HR adviser.

In order to lodge an appeal the teacher should write to the Chair of the Appeals Panel outlining the basis of their appeal, within five working days of receipt of the Pay Committee decision.

The teacher may be accompanied by a Trade Union representative or colleague. The Headteacher may be supported by an HR adviser.

The teacher (or TU representative) and the Headteacher (or HR adviser) will be given the opportunity to make representations, including presenting evidence, calling witnesses, and asking questions at a formal meeting with the Appeals Panel.

The Appeals Panel (or HR adviser) may ask questions of the teacher or Headteacher after each party has made representations.

Following this meeting the Appeals Panel will reach a decision, which it will communicate to the teacher in writing, including the rationale for the decision. The Appeal Panel's decision is final and there is no recourse to the Individual Grievance Procedure.

10. PROCEDURE FOR THE CONDUCT OF THE HEARING/APPEAL

Introductions

- Chair introduces everyone and explains what their role is, the time allocated for the meeting and the order of the hearing.

The employee case

- Employee or their representative presents the employee case providing any evidence to support their case, including any witnesses.
- Management representative/HR adviser can question the employee.
- Chair asks questions and subsequently opens the discussion to the panel.

The management case

- Management representative presents the management case, providing any evidence to support their case, including any witnesses.
- Employee or their representative can question the management representative.
- Chair asks questions and subsequently opens the discussion to the panel.

Summary and end of hearing

- Employee or their representative sums up the employee case.
- Management representative sums up the management case.
- If appropriate, the Chair can sum up the key points on both sides. The Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within five working days.

Decision-making

- Panel meet to reach their decision.
- Panel obtains HR advice, if required, to inform their decision-making.

Communication of decision

- Employee is notified of decision. The decision and reason for the decision are confirmed in writing.

11. ADDENDUM

Table of School Pay Ranges for 2023

Teachers' pay 2023/24			
Upper Pay Range 2023/24 STPCD advisory points 2023/24		Special Needs Allowances 2023/24 Range between 2539 and 5009 see STPCD	
Min	43266		
Max	46525		
U1	43266		
U2	44870		
U3	46525		
Leading Practitioner Pay Range 2023/24 STPCD minimum and maximum pay range 2023/24		TLR Ranges 2023/24	
Min: 47417	Max: 72085	Min	Max
		TLR 3	639 3168
		TLR 2	3213 7847
		TLR 1	9272 15690
Leadership Group 2023/24			
Min	47185	Max	131056
L1	47185	L24*	82258
L2	48366	L24	83081
L3	49574	L25	85146
L4	50807	L26	87253
L5	52074	L27*	88530
L6	53380	L27	89414
L7	54816	L28	91633
L8	56082	L29	93902
L9	57482	L30	96239
L10	58959	L31*	97639
L11	60488	L31	98616
L12	61882	L32	101067
L13	63430	L33	103578
L14	65010	L34	106138
L15	66628	L35*	107700
L16	68400	L35	108776
L17	69970	L36	111470
L18*	71019	L37	114240
L18	71729	L38	117067
L19	73509	L39*	118732
L20	75331	L39	119921
L21*	76430	L40	122912
L21	77195	L41	125983
L22	79112	L42	129140
L23	81070	L43	131056
Leadership bands 2023/24			
Group 1 (L6-18)	53380	71019	
Group 2 (L8-21)	56082	76430	
Group 3 (L11-24)	60488	82258	
Group 4 (L14-27)	65010	88530	
Group 5 (L18-31)	71729	97639	
Group 6 (L21-35)	77195	107700	
Group 7 (L24-39)	83081	118732	
Group 8 (L28-43)	91633	131056	

SCHOOL PAY POLICY; SUPPORT STAFF

INTRODUCTION

The governing body recognises and values the contribution made to the school by support staff.

Salaries paid to support staff will comply with all local and national agreements on employee's condition of service: national pay scales, National Joint Council for Local Government Services and Sheffield City Council Job Evaluation Scheme.

The Governors recognise that this section will need to be kept under review because of potential changes to the above.

The Governors recognise that they have a responsibility under the School Staffing Regulations in relation to the employment and remuneration of support staff. They are:

- Establishing posts and determining the number of employees.
- Arranging the working hours of employees (i.e. full-time, part-time, term time only).
- Selecting the grade of a post on the Local Authority (#insert alternative where relevant) Pay scales and consulting with the Local Authority about the grading of any new posts that the school wishes to introduce, or proposed changes to the grades of any existing posts.
- Determining the starting point on the incremental scale for new appointments (in line with Local and National Conditions of Service).
- Awarding accelerated increments on the pay scale.
- Authorising leave with or without pay for reasons other than personal sickness.
- Awarding any other discretionary points, which may be introduced as a result of a national or local agreement.

WORKING HOURS

A full-time employee will be as defined in the relevant Pay and Conditions of Service Book. The standard full time working week for all support staff is 37 hours per week. A full-time working year is 52 weeks.

Schools will need to decide the number of hours and weeks to be worked when they appoint to these new posts. Governors note Local Authority Schools Human Resources advice that wherever possible the Level 3 Teaching Assistant and Level 4 Higher Level teaching Assistant should be appointed on a full-time, full year basis.

For employees working less than full-time, the annual number of hours to be worked will be those determined to support the School Development/Improvement Plan and other approved documents

Working hours may be varied on a permanent or temporary basis to suit the needs of the school by agreement with the employee concerned.

THE GRADING OF POSTS

Governors will determine the range and grade of each post in accordance with the recognised job evaluation scheme, taking into account the duties and responsibilities of the post. Governors have discretion to identify an appropriate grade from those used by the City Council

When establishing an appropriate grade for a post, the Governors will be mindful of the comparability of pay with employees holding similar posts in other Sheffield schools. The pay for a post may be a single point or a range of points. Governors will consult with their Human Resources provider and the Local Authority before confirming any regrading of an existing post or before applying a grade to a new post. The Local Authority's Schools Pay and Grading Allocation Panel is the mechanism through which schools submit new or amended posts to obtain a recommendation on what is an appropriate grade from the Local Authority. **Please note for Community, Voluntary Controlled, Community Special and Maintained Nursery schools this is a statutory requirement under the School Staffing (England) Regulations 2009.**

While it is a statutory requirement for schools to have an adopted pay policy in place, this statutory requirement does not extend to support staff however having one ensures consistency in decision making and can avoid equal pay challenge.

DETERMINING THE STARTING POINT ON THE INCREMENTAL SCALE FOR NEW APPOINTMENTS

The starting salary of a newly appointed employee will normally be the minimum of the advertised scale, with incremental progression within the range specified in the advertisement and job description.

The Governing Body does have the discretion to place a new starter on a higher point than the base point of the scale e.g. where their current salary is higher than the bottom of the range. In these circumstances staff can be placed on a higher point provided evidence is available of higher earnings.

The School Staffing (England) Regulations 2009 to support staff increments within a pay grade although (for maintained schools) the local authority can make representations about where the school decides to place an individual within that grade, the governors are required to consider these representations.

Any decision to exercise this discretion will only be made in exceptional circumstances and with advice from the HR Provider and the Local Authority.

Governors will apply the following criteria for any additional increments

PROBATIONARY PERIOD

Governors note that the City Council has introduced a 6-month probationary period for newly appointed support staff. Governors will follow the guidance provided by their Human Resources provider in managing this probationary period.

INCREMENTAL PROGRESSION ON SALARY SCALE

Incremental progression on the salary scale where applicable is payable annually on 1 April.

However, for individuals appointed to a post between 1 October and 31 March, they will receive their first increment following 6 months of service in post and then annually on 1 April thereafter until the maximum of the scale specified in the job description and contract of employment is reached.

Please note that some posts are based on spot points only with no incremental progression.

TEMPORARY ADDITIONAL RESPONSIBILITIES ALLOWANCE

Governors may award Temporary Additional Responsibilities Allowance to employees that provide cover when a supervisor, manager or other more senior colleague is absent due to sickness or annual leave for periods over one calendar month. The school will seek advice from the HR provider to ensure that any allowance made takes into account the principles of equal pay for equal value work and the basis for those decisions is consistently applied within the school/local authority.

Where an employee provides cover for the full range of duties, they will receive a temporary additional duties allowance that equates to the difference between their current point on the salary scale and the minimum spinal column point of the grade of the person whose duties they are covering.

If cover continues for a long period, incremental progression will apply at the appropriate time, as if they had been given a temporary appointment to the post being covered.

Where an employee covers part of the duties or if two or more employees provide cover, they will receive a temporary additional duties allowance equivalent to the relevant proportion of the difference between their salary and that of role being covered.

The amount of the allowance is to be agreed with the employees concerned depending on the additional responsibilities they are accepting. Employees will receive annual pay award increases on the allowance.

Where an employee provides cover on a pay grade that overlaps with the grade of the post they are covering, the employee will receive Temporary Additional Responsibilities Allowance at one increment above their normal rate of pay. This may be varied, but not increased in circumstances where an employee covers part of the duties, or two or more employees provide cover.

These provisions should be used for short term cover arrangements only and should be subject to monthly review.

AUTHORISING AND PAYING FOR THE WORKING OF ADDITIONAL HOURS

If the need arises, the hours worked by a member of the support staff may be increased contractually, by negotiation and a change in the contract terms, subject to the agreement of the post holder, Headteacher and the Chair of Governors.

Temporary additional hours for a specific task may be approved and paid for (within agreed budget provisions) or time off in lieu arranged. (Clarity of whether payment or time off in lieu is to be given should be made clear to the employee in advance of the extra hours being undertaken).

The discretion to negotiate an agreed temporary or permanent variation of hours with the employee concerned is delegated to the Headteacher.

AUTHORISED LEAVE OF ABSENCE FOR REASONS OTHER THAN PERSONAL SICKNESS

Requests for leave of absence other than for personal sickness will be considered by the Headteacher, in consultation with the Governing Body, and within the framework of the School's Leave of Absence Policy.

Leave may be granted with or without pay in line with the school's Leave of Absence Policy.

NON PAY INCENTIVES

Staff Development including short courses, supporting priorities identified in the School Development Plan and through individual staff development interviews will be funded, budgetary constraints permitting.

OTHER PAYMENTS

Regarding Travelling and Subsistence the Governors will adhere to the City Council's Local Agreement for the payment of travel and subsistence expenses to Support staff

SALARY SAFEGUARDING

Governors note City Council policy relating to salary protection for support staff. (Delete as appropriate)

Salary protection is in place for staff that are downgraded as a result of either redeployment or a restructure.

i.e. Any person redeployed to the school in accordance with Sheffield City Council redeployment procedures shall have their salary protected on a 'red circled' basis (i.e. salary will continue to be paid at the substantive rate of pay applicable* immediately prior to redeployment, if this is higher than the salary for the post to which they have been redeployed).

The protected rate of pay will be limited to 1 grade higher than the substantive grade of the post to which the employee has been redeployed.

This protection will continue for a maximum of two years from the date of redeployment or until the substantive salary of the new post equals or exceeds the protected rate of pay, whichever is soonest.

The red circled pay protection will be for four years where the employee's salary is equivalent to or less than the hourly rate for Spinal Column Point 13.

During the period of protected salary being paid under this paragraph the employee shall not benefit from any agreed pay awards or incremental progression, save to the extent that any such award or progression on his/her new salary scale would exceed the protected rate of pay.

Model statement for Governors to consider:

The Headteacher reserves the right to allocate duties and responsibilities to staff in receipt of protected salaries that are commensurate with their protected salary.

Governors and the Headteacher will undertake to give priority consideration to colleagues in receipt of the aforementioned protected salaries for any suitable and relevant substantive posts that become available in the school that are commensurate with their protected salary grade. This is in order to minimise the protected element of the salary that is funded by the Local Authority centrally but which consequently affects the aggregate monies available for allocation to schools.

