



BUCKINGHAMSHIRE COUNTY COUNCIL

MODEL PAY POLICY FOR SCHOOLS

September 2015

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Responsible Committee	Finance, Personnel and Pay Review Committee

Signed:	
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Contents

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

Model Pay Policy for Elmhurst School

1. Introduction

(i) This document sets out the School's policy on pay. It is based on Buckinghamshire County Council's model pay policy which was written in consultation with the relevant Teachers' Professional Associations and UNISON. This policy sets out the procedures that apply in setting pay levels for staff in schools and the discretions that the Governing Body must apply. This policy is underpinned by the following core criteria and this school will:

- comply with legislation as set out in the Schoolteachers' Pay and Conditions Document, the Conditions of Service for Schoolteachers in England and Wales (the Burgundy Book) and Bucks Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply
- abide by all other relevant legislation including compliance with the following legislation: the Employment Relations Act 1999⁽¹⁾, the Equality Act 2010⁽²⁾, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000⁽³⁾ and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002⁽⁴⁾. and in particular not to discriminate in the application of this policy on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation or other grounds protected in law (e.g. part-time worker status, trade union membership or HIV positive status)
- have a staffing structure related to the school's stated aims and development plan
- demonstrate that the Governing Body is implementing its pay policy in a fair, consistent and responsible way.

(ii) A copy of the school policy and toolkit can be found in the policy folder in the school photocopy room (and the model policy is available on the HR zone of Buckinghamshire County Council's Schoolsweb).

2. Scope

(i) This policy applies to all teaching and support staff employed in Elmhurst school.

3. Roles and Responsibilities

(i) The Governing Body will:

- ensure that all employees and Governors are given clear access to copies of the pay policy including the toolkit, appendices, the Staffing Structure and any updates

⁽¹⁾ 1999 (c.26).

⁽²⁾ 2010 (c.15).

⁽³⁾ S.I. 2000/1551.

⁽⁴⁾ S.I. 2002/2034.

- ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
 - review the staffing structure as necessary based on recommendations from the Headteacher and, where changes are proposed, take into account comments from staff following a consultation process
 - seek to ensure there is pay relativity between jobs within the school
 - delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
 - agree the school budget and ensure that appropriate funding is allocated for performance pay at all levels.
- (ii) The Finance, Personnel and Pay Review Committee will:
- review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased
 - consider recommendations from the Headteacher on matters relating to pay and grading
 - treat information about individual members of staff (including earnings) as confidential
 - exercise its responsibilities within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans
 - consult with employees when drawing up the pay policy and during each annual review of the policy
- (iii) The Headteacher will:
- provide job descriptions for all employees, on behalf of the Governing Body. Job descriptions need to be in place at the time of appointment and will be reviewed as part of the appraisal/performance management process; any changes will be made in consultation with the postholder.
- (iv) The Employee will:
- participate in arrangements made for their appraisal/performance management, as set out in their conditions of employment. Where appropriate, relevant information from appraisal/performance review statements may be taken into account by the Headteacher and the Governing Body (or relevant committee) in taking decisions relating to pay.

4. Principles

(i) The Governing Body seeks to provide equal opportunities for all staff, in accordance with equal opportunities, equal pay legislation and the School's Code of Conduct.

(ii) The Governing Body will promote equality in all aspects of school life, including in the advertising of posts, appointing, promoting and paying employees, training and employee development.

(iii) The Governing Body of Elmhurst school seeks to ensure that all staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.

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

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

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

5. Pay Discretions

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

6. Consultation

(i) The Finance, Personnel and Pay Review committee will consult with members of staff when drawing up the pay policy and during each annual review of the pay policy. The Governing Body will also consult with the Council and/or advisers, and relevant professional associations where appropriate.

7. Vacant posts

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

8. Staffing Structure

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

9. Job Descriptions/Role Profiles and Job Summaries

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

10. Appraisal/Performance Management⁵

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

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

11. Pay relativity

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

12. Records

(i) Salary records will be confidential to the individual concerned, the Headteacher and the Finance, Personnel and Pay Review committee.

Support Employees

13. General

(i) The Governing Body will comply with all local agreements on employees' Conditions of Service i.e. Bucks Pay, National Joint Council for Local Government services and local amendments.

(ii) The Finance, Personnel and Pay Review committee will determine the range and grade of each post based on the requirements of the role profile and job summary. Where appropriate, these will be compiled following a formal job evaluation process undertaken by the Human Resources service.

(iii) The Finance, Personnel and Pay Review committee will place all new appointees on a Bucks Pay Range.

14. Designated first Aiders

(i) The Governing Body has determined not to pay designated First Aid at Work trained employees a retainer while they are available, qualified and willing to render first aid to employees.

15 . Bucks Pay (Schools)

(i) The Finance, Personnel and Pay Review committee will determine the starting salary within the range and will base this decision on the following criteria:

- level of experience
- qualifications

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

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

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

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

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

- successful completion of job-related examination/qualifications
- achievement exceeding normal job requirements but at an equivalent level of responsibility
- completion of key tasks to a degree which exceeds line manager's recorded expectations

16. Payments for additional duties

(i) Where an employee is required by the Governing Body to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, they will be entitled to receive the appropriate salary to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be backdated to the first day the duties were undertaken and cease when they revert to their substantive post.

17. Honoraria

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

- a significant part of the duties of a higher graded post
- duties outside of the scope of his/her post which are particularly onerous
- undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description

18. Handling salary queries

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

Teachers

19. General

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

(ii) A copy of **the document** is available in school and is also on-line from the DFE website: <https://www.gov.uk/government/organisations/department-for-education>

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

20. Staffing structure

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

21. Appraisal

(i) The Governing Body will ensure that a review against appraisal objectives is undertaken annually in accordance with the School's Appraisal Policy for teaching staff.

22. Part-time teaching staff

(i) The Finance, Personnel and Pay Review committee will calculate part-time teaching hours in accordance with the provisions of "**the document**", based on timetabled teaching time. This pro-rata principle means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week.⁶

23. Pay Reviews

(i) The Governing Body will apply any national or locally agreed pay awards and, for teachers, will decide annually whether or not they should be applied to all salaries within the pay ranges set out in this policy.⁷

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

(iii) From 1.9.2015, the School Teachers' Pay legislation removes the provision for automatic pay uplifts (the former "cost of living" pay increase). All pay uplifts are at the discretion of the Governing Body.

⁶ Schoolteachers' Pay and Conditions Document 20015 para 42-43

⁷ NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklist

(iv) The Governing Body will apply the pay rates attached at Appendix 1 for all teaching staff in post or appointed during academic year 2015/2016. An uplift of 1% will therefore be applied to all salaries for those in post across the academic years 2014/15 and 2015/16 (except for a Headteacher on the maximum salary of their group range where no pay uplift will be applied). All other salary decisions will be made following the outcome of appraisal reviews and formal decisions of the Finance, Personnel and Pay Review committee.

(v) Where a teacher is on the maximum of the main pay range on 31.8.2015, the salary will be uplifted automatically by 1%. Any further salary uplift would be dependent on the outcome of appraisal reviews.

24. Pay Appeals – teaching staff

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

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

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

This list is not exhaustive.

(ii) The appeal process has 3 stages:

Stage 1: Informal discussion with the appraiser or Headteacher

Stage 2: Formal representation to the person or Finance, Personnel and Pay Review committee making the pay determination

Stage 3: Formal appeal hearing to an Appeals Panel of Governors

(iii) The decision at Stage 3 will be final. Refer to the Toolkit for detailed process.

Salary entitlements

25. Leadership Group

(i) The Governing Body will determine those posts that have substantial strategic responsibilities for school leadership. These comprise the Leadership Group and include:

- the Headteacher
- the Deputy Headteacher
- the Assistant Headteachers

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

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

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

(iv) The Governing Body will ensure that a review against performance objectives is undertaken annually in accordance with the school's appraisal policy. Members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the school.

(v) The Finance, Personnel and Pay Review committee will consider recommendations made to it following the performance review and will agree an award where there has been sustained high quality performance taking into account the performance objectives.

(vi) The leadership pay range that the Governing Body will apply is set out in Appendix 1.

26. Headteacher

(i) The Finance, Personnel and Pay Review committee will set a seven point pay range from within the range of points for the school group. In doing so the Finance, Personnel and Pay Review committee will take into account the following:

- the complexity and challenge of the role
- difficulty in recruiting to the post
- permanent additional responsibilities
- long term provision to other schools

(ii) The pay range will form the basis for the future pay progression of the Headteacher. The Finance, Personnel and Pay Review committee will ensure that appropriate objectives are set and that the level of progression is clearly established and measured. The pay range will be reviewed on a regular basis to take account of any change to the size and circumstances of the school. The Finance, Personnel and Pay Review committee will formally record the school's group size and the Headteacher's pay range and note the rationale for their decisions.

(iii) The Governing Body will consider setting a pay range with a limit of 25% above the top of the assessed Headteacher group range where the committee consider the permanent responsibilities and level of challenge go beyond the assessed pay range. The reasons for doing so will be formally noted.

(iv) The Governing Body may determine that additional payments can be made to the Headteacher which exceed the limit of 25%. However, this would only be in wholly exceptional circumstances and external independent advice will be sought before any such arrangement is made. A business case will be agreed by the Governing Body setting out the rationale for the decision.

27. Deputy/Assistant Headteachers

(i) The Finance, Personnel and Pay Review committee will set a pay range of five consecutive points for each Deputy and Assistant Headteacher, taking account of the complexity and challenge of their roles.

(ii) The Finance, Personnel and Pay Review committee will carefully consider pay differentials between members of the Leadership Group to ensure fairness and equity. Decisions on pay ranges for Deputy and Assistant Headteachers will be formally noted together with the rationale for the decision.

28. Acting allowances

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

Teaching staff not paid on the leadership pay spine

29. Salary ranges

(i) The Governing Body will pay teaching staff on the following pay ranges:

- [the leading practitioner pay range]
- the main pay range
- the upper pay range
- the unqualified teacher range

30. Leading practitioners

(i) The Governing Body may appoint qualified teachers whose primary purpose will include modelling and leading improvement of teaching skills. The Governing Body recognise that these criteria are entirely separate to the criteria for award of Teaching and Learning Responsibility allowances.

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

- coaching, mentoring and induction of teachers, including trainees and NQT's
- disseminating materials and advising on practice, research and continuing professional development provision
- assessment and impact evaluation, including through demonstration lessons and classroom observation
- providing help to teachers who are experiencing difficulties.
- outreach work at other schools

(iii) The leading practitioner pay range applicable is as set in appendix 1 attached.

(iv) Any progression within the pay range will be based on recommendations made following an appraisal/performance management review in accordance with the School's appraisal policy.

31. Qualified teachers

(i) All qualified teachers, other than those appointed as leading practitioners, will be placed on the appropriate point of the main pay range, or upper pay range (for post-threshold teachers).

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

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

(iii) Whilst there is no presumption of portability of salaries in the pay and conditions document the Finance, Personnel and Pay Review committee will take full account of the relevant previous experience of any newly appointed teacher.⁸

32. Unqualified teachers

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

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

(ii) Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the Unqualified Range.

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

Salary progression

33. Annual pay review

Teaching staff (Main pay range, Upper pay range, Leading practitioner pay range, Unqualified teachers pay range)

(i) Annual pay reviews will take place following a review of performance objectives conducted in accordance with the school's appraisal policy. Teachers will need to have made good progress towards their objectives and have demonstrated they are competent in all elements of the Teachers' standards.

(ii) Assessments will be properly rooted in evidence.

(iii) Where during the course of the appraisal year, it becomes apparent that a teacher may not successfully meet the objectives set, they will be informed of the potential impact for their next pay review and measures will be agreed so there may be a reasonable prospect of achieving the standard required.

⁸ NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklist.

(iv) The pay committee will be able to justify its decision to award no points, one point or more than one point, and will have been advised by the Headteacher before making its decision.

(v) For newly qualified teachers, evidence from following the statutory induction process will inform decisions on pay progression.

34. Movement to Upper Pay Range

(i) The committee will consider applications from any⁹ teacher who wishes to apply to move to the upper pay range [Applications may be made once per academic year and no later than 31 October].

(ii) Any successful application will apply only to the teacher while they hold a post in this school.

(iii) The Governing Body will need to be satisfied that the application supports the following:

- 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

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

(v) The process for making an application is as follows:

- apply in writing to the Headteacher (enclosing supporting evidence) by 30, September.
- the application will be acknowledged and the name of the assessor will be notified within 5 working days.
- the application will be assessed, and if successful, a recommendation will be made by the Headteacher to the pay committee for pay to be increased.
- the Governing Body's pay committee will ratify the recommendation and notify the teacher of the outcome in writing, no later than one month following the decision.

(vi) Where the application has been successful, pay movement to the minimum point of the upper pay range will take effect from the start of the academic year in which the application has been made and pay will be back dated to 1st September.

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

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

35. Teaching and Learning Responsibility payments (TLRs)

(i) The Finance, Personnel and Pay Review committee has designated posts within the school's staffing structure as attracting a TLR payment for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning across the school. While a teacher occupies that

⁹ NASUWT and NUT are unable to endorse any recommendations that do not comply with their Performance Management/Appraisal and school pay policies checklists.

post either on a permanent or temporary basis (for example covering maternity or long term sick leave) the TLR will be payable.

(ii) TLR posts must:

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

(ii) Minimum and maximum rates for each TLR are set out in Appendix 1.

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

(ii) The level of the TLR 3 payment will be based on the size, complexity and significance of the project but will not be less than the minimum and maximum rates set out in the Document. In deciding the level of allowance payable, the Governing Body will take account of the job weight of the post and apply objective criteria to ensure fairness and equity. The allowance will not be paid on a pro rata basis and cannot be subject to safeguarding at the end of the time limited period.

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

36. Special Educational Needs allowance

(i) Minimum and maximum rates are shown at appendix 1.

(ii) The Finance, Personnel and Pay Review committee will award an allowance which will be paid to a classroom teacher in accordance with the provisions below:

An allowance will be awarded to classroom teachers who are:

- employed in an SEND post that requires a mandatory SEND qualification
- working in special schools; or
- engaged wholly or mainly in taking charge of special classes of children or who teach pupils with SEND in designated special classes. Or where he/she is taking charge of special classes consisting wholly or mainly of children with SEND.
- Working in a non-designated setting where the post involves working directly with children with SEND, requires the teacher's professional skills and judgement in the teaching of children with SEND and has a greater level of involvement in the teaching of children with SEND than the normal requirement for teachers in this school.

(iii) Where a SEND allowance is to be paid, the committee will determine the spot value of the allowance, taking into account the structure of the school's SEND provision and the following factors:

- whether any mandatory qualifications are required for the post;
- the qualifications or expertise of the teacher relevant to the post, and
- the relative demands of the post.

37. Salary Safeguarding

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

Additional Payments

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

38. Residential Allowances

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

39. Recruitment and retention incentives and benefits

(ii) These can be awarded to any member of the teaching staff (excluding the Headteacher or Deputy Headteacher).

The Governing Body will pay a benefit of £2500 on a discretionary basis to teachers who are newly recruited who have specific skills and experience or to those teachers that the school needs to retain subject to the needs of the school.

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

40. Salary Sacrifice arrangements

(i) The Finance, Personnel and Pay Review committee will provide for staff to participate in these arrangements where the School/ Council operate any of the following schemes (for appropriate groups of staff);

- a child care voucher or other child care benefit scheme
- a cycle or cyclist's safety equipment scheme
- a mobile telephone scheme.

41. Initial teacher training activities

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

42. Out of school hours learning activity

(i) The Finance, Personnel and Pay Review committee will pay a teacher who participates in out-of-schools hours learning activities provided e.g. easter school not extra-curricular clubs:

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity.
- such activity has taken place outside of the 1,265 directed hours of working
- the activity requires the exercise of the teacher's professional skills and judgement.
- the basis on which such a payment is made by the school to the teacher is reviewed on a regular basis

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

43. Payment for continuing professional development

(i) The Finance, Personnel and Pay Review committee has determined to use its discretion to award an additional payment for undertaking voluntary Continuing Professional Development at weekends or in school holidays, based on a daily rate of 1/195 of the teacher's current salary provided:

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1,265 directed hours of working
- the basis on which the payment is made is reviewed on a regular basis
- a separate contract of employment will be issued for this work.

44. Short notice/supply teachers

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

Review

This pay policy was agreed by the Governing Body on 22/03/16 It will be reviewed annually thereafter on consultation with staff and where appropriate relevant unions, to take account of changes to pay and conditions legislation and advice issued by the Council.

SIGNED

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(Chairman of Governors)

Appendix 1

TEACHERS' PAY FROM 1ST SEPTEMBER 2015

***Main Pay Range – Discretionary Reference Points**

		Aylesbury Vale & Wycombe	Chiltern & South Bucks
		£	£
Minimum	M1	22,244	23,313
	M2	24,002	25,070
	M3	25,932	26,999
	M4	27,927	29,001
	M5	30,128	31,196
Maximum	M6a	32,509	33,577
	M6b	32,831	33,909

***Upper Pay Range – Discretionary Reference Points**

		Aylesbury Vale & Wycombe	Chiltern & South Bucks
		£	£
Minimum	U1	35,218	36,287
	U2	36,523	37,590
Maximum	U3	37,871	38,941

***Leading Practitioner Range – Discretionary Reference Points**

		Aylesbury Vale & Wycombe	Chiltern & South Bucks
		£	£
Minimum	1	38,598	39,660
	2	39,564	40,629
	3	40,552	41,616
	4	41,562	42,631
	5	42,597	43,667
	6	43,665	44,733
	7	44,841	45,911
	8	45,876	46,939
	9	47,021	48,088
	10	48,228	49,295
	11	49,481	50,544
	12	50,620	51,690
	13	51,886	52,956

	14	53,180	54,247
	15	54,503	55,566
	16	55,951	57,020
	17	57,237	58,312
Maximum	18	58,677	59,743

***Leadership Pay Range - Discretionary Reference Points**

		Aylesbury Vale & Wycombe	Chiltern & South Bucks
		£	£
Minimum	1	38,598	39,660
	2	39,564	40,629
	3	40,552	41,616
	4	41,562	42,631
	5	42,597	43,667
	6	43,665	44,733
	7	44,841	45,911
	8	45,876	46,939
	9	47,021	48,088
	10	48,228	49,295
	11	49,481	50,544
	12	50,620	51,690
	13	51,886	52,956
	14	53,180	54,247
	15	54,503	55,566
	16	55,951	57,020
	17	57,237	58,312
	18*	58,096	59,151
	18	58,677	59,743
	19	60,131	61,198
	20	61,623	62,694
	21*	62,521	63,585
	21	63,147	64,221
	22	64,715	65,785
	23	66,318	67,383
	24*	67,290	68,350
	24	67,963	69,034
	25	69,652	70,717
	26	71,375	72,446
	27*	72,419	73,474
	27	73,144	74,209
	28	74,958	76,022
	29	76,814	77,884
	30	78,726	79,789
	31*	79,872	80,932
	31	80,671	81,742
	32	82,676	83,747
	33	84,731	85,801

	34	86,825	87,896
	35*	88,102	89,162
	35	88,984	90,054
	36	91,187	92,254
	37	93,454	94,521
	38	95,766	96,833
	39*	97,128	98,182
	39	98,100	99,164
	40	100,548	101,619
	41	103,060	104,128
	42	105,642	106,712
Maximum	43	107,210	108,271

* Scale points to be applied **only** to head teachers at the top of the school group range in the academic year 2014/15, indicating no uplift for 2015/16.

*Unqualified Range - Discretionary Reference Points

		Aylesbury Vale & Wycombe	Chiltern & South Bucks
		£	£
Minimum	1	16,298	17,368
	2	18,194	19,262
	3	20,088	21,158
	4	21,984	23,053
	5	23,881	24,949
Maximum	6	25,776	26,843

Special Educational Needs Allowances (STPC 2015)

SEND	Minimum	£2,064
SEND	Maximum	£4,075

Teaching and Learning Responsibility Bands (STPC 2015)

TLR Band 3	Minimum	£517
	Maximum	£2,577

TLR Band 2	Minimum	£2,613
	Maximum	£6,386

TLR Band 1	Minimum	£7,546
	Maximum	£12,770

