



**Federation of  
Westminster Special Schools  
& Bi-Borough Inclusion Service**

# **FEDERATION PAY POLICY**

**Approved by Full Governing Board 23 January 2023**

**Reviewed and updated December 2023**

**Next review due December 2025**

# PAY POLICY

## INTRODUCTION

*This policy is based on the Westminster City Council's Model Pay Policy for Schools dated September 2023. This policy was consulted on with the recognised Trade Unions by Westminster. It has been adapted to reflect the workings of the Federation, the Bi-Borough Inclusion Service and the role of the Executive Headteacher rather than an individual school.*

The Westminster model policy refers to a Pay Committee. In the context of the Federation this equates to the Pay Panel. In the Federation the Pay Panel meets twice a year to consider pay awards to all staff as part of the appraisal process. All other matters relating to pay are dealt with by the full Governing Board.

All references in this policy to “the STPCD” and to “the section 3 guidance” are to the current School Teachers’ Pay and Conditions Document (STPCD). The STPCD (Section 2) and the Statutory Guidance (Section 3) should be read together to provide a complete picture of pay and conditions for teachers in England.

*The Governing Board of the Federation of Westminster Special Schools adopted this pay policy on 4<sup>th</sup> December 2023 to be effective from immediately*

This policy sets out the framework for making decisions on teachers’ pay and other support staff (all federation staff). It has been developed to comply with current legislation and the requirements of the School Teachers’ Pay and Conditions Document (STPCD).

### STATEMENT OF INTENT

The prime statutory duty of Governing Bodies in England, is to “...conduct the school with a view to promoting high standards of educational achievement at the school.”

The Governing Board aims to:

- Maximise the quality of teaching and learning at the Federation schools
- Support the recruitment and retention of a high-quality teacher and support staff workforce
- Enable the Federation, federation schools and Bi-Borough Inclusion Service to recognise and reward teachers, other school and federation staff appropriately for their contribution to the school and the Federation.
- Help to ensure that decisions on pay are managed in a fair, just and transparent way

The Governing Board of the Federation of Westminster Special Schools and Bi-Borough Inclusion Service will act with integrity, confidentiality, objectivity and honesty in the best interests of the Federation schools and Federation Staff.

The Governing Board will be open about decisions made and actions taken and will be prepared to explain decisions and actions to appropriate people. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

This pay policy is intended to support the Federation, federation schools and services statutory duties and the principles set out above. The Governing Board will review this policy bi-annually.

## **LONDON LIVING WAGE**

The Federation adopts the Westminster City Council (LA) policy statement and the principle of, as a minimum, paying the London Living Wage (LLW) to staff and contractors.

The Federation, as a minimum, is committed to paying all employees and agency/supply staff the London Living Wage (LLW). The LLW is reviewed annually and published by the Mayor of London during the autumn. The Federation is also committed to requiring contractors undertaking work on the school's behalf to pay the LLW as a minimum.

The Federation will work progressively towards achieving this aim as opportunities arise.

Note: This refers to new contracts and renewing contracts. As this process continues the LLW will be implemented

## **EQUALITIES LEGISLATION**

The Governing Board will comply with relevant equalities legislation:

- Employment Relations Act 1999
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

The Governing Board will promote equality in all aspects of school and Federation life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development;

## **EQUALITIES AND PERFORMANCE RELATED PAY**

The Governing Board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g., an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual circumstances of the member of staff and the Federation school's circumstances.

## STAFFING STRUCTURE AND JOB DESCRIPTIONS

The staffing structure of the Federation is agreed by the Governing Board in May of each year and reviewed annually.

The Headteachers and Head of BIS will ensure that each member of staff is provided with an updated job description **in accordance with the staffing structure agreed by the Governing Board**. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the Federation, federation schools or Bi-Borough Inclusion Service Job descriptions will identify key areas of responsibility. **All job descriptions must be reviewed annually as part of the appraisal process. Any significant changes must be agreed by the Governing Board.**

## ACCESS TO RECORDS

The Federation Headteachers and the Head of the Bi-Borough Inclusion Service will ensure reasonable access for individual members of staff to their own employment records. In terms of Business Support staff this is the responsibility of the Federation Business Manager

## APPRAISAL

The Federation Governing Board will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the Federation's appraisal policy). Although the Federation schools and services will establish a **firm evidence base** in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (e.g., application to be paid on the Upper Pay Range) so that such evidence can be taken into account at the review. Account should be taken of this Pay Policy document.

**The Headteachers will meet with the Federation Leadership Team (FLT) during the year to moderate objectives to ensure consistency and fairness; across the Federation.** The Headteachers in liaison with the FLT will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness. A similar process will apply to Teaching Assistants and Midday Meal Supervisors.

This process for Business Support staff will be undertaken by the Federation Business Manager and the FLT. For the Bi-Borough Inclusion Service this process will be undertaken by the Head of the Service and the FLT. For the appraisals of SEN Occupational Therapists, the Head of Bi-borough Inclusion Service will refer to RCOT Professional standards and ethics.

This will be now FLT supported by an adviser in the absence of the Executive Headteacher

## GOVERNING BOARD OBLIGATIONS

The Governing Board will fulfill its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the "Green Book"), collective agreements of the Greater London Provincial Council (GLPC) and any local terms and conditions of employment.

**The Governing Board will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay for teachers and all other staff are in place, can be applied consistently and that their pay decisions can be objectively justified.**

**The Governing Board will monitor and review the outcomes of pay decisions, including the extent to which different groups of teachers and support staff may progress at different rates, ensuring the schools' and Bi-Borough Inclusion Service continued compliance with equalities legislation. This will be achieved through a confidential report from the Pay Panel to the Governing Board.**

## EXECUTIVE HEADTEACHER/HEADTEACHER OBLIGATIONS

The Headteachers and Head of BIS supported by the Executive Headteacher or an appointed adviser will

- develop clear arrangements for linking appraisal to pay progression and consult with all staff including support staff and recognised trade union representatives on the appraisal and pay policies as required.
- submit any updated appraisal and pay policies to the Governing Board for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge, training and skills to apply procedures fairly;
- ensure that annual appraisals are held for each member of staff and that each member of staff has a formal mid-year review and regular one-to-ones with their line manager during the academic year;
- submit pay recommendations for all staff to the Pay Panel and ensure that it has sufficient information upon which to make pay decisions;
- ensure that all members of staff are informed about decisions reached; and that records are kept of recommendations and decisions made.

For Business support staff this obligation rests with the Federation Business Manager

## **OBLIGATIONS OF STAFF**

Each member of staff will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser.

## **DIFFERENTIALS**

Appropriate differentials will be created and maintained between posts across the Federation and within the Federation schools and Bi-Borough Inclusion Service recognising accountability and job weight, and the Governing Board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **DISCRETIONARY PAY AWARDS**

Criteria for the use of pay discretions are set out in Appendix 2 of this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## **SALARY SAFEGUARDING**

Where a pay determination relating to a teacher leads or may lead to the start of a period of safeguarding pay, the Governing Board will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

Similarly, pay protection arrangements for all support staff, including Business Support will be determined if appropriate, depending on the circumstances and in accordance with City of Westminster guidelines

## **PROCEDURES**

The Governing Board (May meeting) will determine the annual pay budget supported by the Finance and Premises Committee in the Summer Term of each year.

The Governing Board has delegated some pay powers to the Pay Panel which meets twice a year to monitor, review and adjudicate on staff appraisal trends and pay awards arising from the Appraisal process. Any person employed to work at a Federation school, other than the Headteacher, or BIS Head of Service must withdraw from a meeting at which the pay or appraisal of any other employee of the Federation, is under consideration. The EHT, headteacher and BIS Head of Service must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

No member of the Governing Board who is employed to work in the Federation shall be eligible for membership of the Pay Panel.

The Headteacher or BIS Head of Service will attend the Pay Panel in relation to their own service. Headteachers/Head of Service will withdraw from the Pay Panel if there are any pay related recommendations for their own posts. The Executive Head will attend in relation to Headteachers/Head of Service recommendations but will not attend when their own pay is discussed. The Executive Headteacher will attend all Pay Panels in an advisory capacity or, in the absence of an Executive Headteacher, an appointed adviser should be present. Where the Governing Board has invited the external adviser to attend and offer advice on the determination of the Executive Headteacher's pay, that person will withdraw at the same time as the Executive Headteacher while the committee reaches its decision. Any member of the committee required to withdraw will do so.

The terms of reference for the Pay Panel will be determined from time to time by the Governing Board.

**The current (extract from March 2023 version) terms of reference for the Pay Panel are: -**

“The Pay Panel will hold meetings twice a year. The first meeting in March will scrutinise mid-year reviews to have an opportunity for discussion, initial consideration and give clarity what supporting evidence is required for the end of year review.

The second meeting in the Autumn Term will scrutinise and evaluate end of year reviews and pay recommendations. The Panel should take account of key objectives, performance indicators, success criteria and impact. What difference has this person made. The panel should look closely at supporting evidence which demonstrates that the member of staff concerned has not only met the key objectives but the recommendation is in line with Pay Policy requirements. “

In addition, the Panel can randomly select cases for in depth scrutiny

**All staff reviews should have regard to the Federation Appraisal Policy and Federation Pay Policy**

The panel will:

- Ensure an annual review of teachers' salaries in line with current arrangements in the School Teachers' Pay and Conditions Document and appraisal regulations
- ❖ Ensure an annual review of support staff salaries in line with current arrangements in the NJC for local government or other appropriate bodies;
- ❖ Ensure an annual review of business support staff salaries takes place taking account of LA guidance
- ❖ Consider recommendations from the Headteacher and Head of BIS panels supported by the Executive Head Teacher or an appointed adviser
- ❖ Consider the recommendation of the Executive Headteacher's performance review panel in relation to the Executive Headteacher's pay.

**\*\*Anyone employed to work at the Federation other than the Executive Headteacher must withdraw from this item.**

**The detailed report of the Pay Panel will be placed in the confidential section of the Governing Board's agenda and will either be received or referred back.** Reference back may occur only if, in the view of the Governing Board, the Pay Panel has exceeded its powers under this policy.

## **ANNUAL DETERMINATION OF PAY**

All teaching staff salaries, including those of the Executive Headteacher, the Headteachers, Deputy Headteachers, Assistant Heads and the Head of the Bi-Borough Inclusion Service will be reviewed annually to take effect from 1 September. The Governing Board will endeavour to complete teachers' annual pay reviews by 31 October and the Executive Headteacher and Headteachers' annual pay review by 31 December. They will, however, complete the process without undue delay.

All Support staff including Business Support staff salaries will also be reviewed annually.

## **NOTIFICATION OF PAY DETERMINATION**

Decisions will be communicated to each teacher by the Headteacher or BIS Head of Service in writing and will set out the reasons why decisions have been taken. Decisions on the pay of the Headteachers and BIS Head of Service will be communicated by the Executive Headteacher/ Chair of the Pay Panel to the Headteachers and the HR/Payroll provider via Business Support. The Executive Headteacher will be communicated by the Chair/Co-Chair of Governors/Chair of the Pay Panel There is a separate Executive Headteacher, performance management governors panel (EHT-PM), separate HT-PM and Head of BIS panels with a chair nominated by the Governing Board.

These panels where appropriate are supported by an external advisor.

An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Decisions relating to the annual review of support staff salaries will also be communicated in writing. In relation to business support, the Federation Business Manager will liaise with the Executive Headteacher/ Headteachers/Head of Service. In the absence of the Executive Headteacher the Federation Business Manager will liaise with the Chair/ Co-Chairs of Governors who may appoint an adviser if considered appropriate.



## APPEALS PROCEDURE

The Governing Board has an appeals procedure in relation to teachers' pay and support staff. The procedure is set out in **Appendix 1** to this pay policy.

## EXECUTIVE HEADTEACHER AND HEADTEACHERS PAY

### Pay on appointment

- The Governing Board will first establish the Federation schools combined unit score. This will provide a basis for establishing a pay range for the Executive Headteacher. The group for each school will then establish a pay range for the Headteacher posts. If a Headteacher takes on permanent accountability for one or more additional schools, the Governing Board will set a pay range by combining the unit score of all the schools for which the Headteacher is responsible; The Governing Board will assign a six point Individual School Range (ISR) for the Federation Executive Headteacher post. This is determined by the combined school group size, as set out in the current STPCD. The group size for this post has been determined as **Group 8 and the ISR has been determined as L33 – L 39.**
- The Governing Board will also ensure that there is no overlap of salary bands between the Executive Headteacher and other leadership posts The Governing Board will determine a five point ISR for all other leadership posts based on the school group size, as determined in the STPCD. The Governing Board has determined the group size for QEII Jubilee school to be Group 5 and College Park to be Group 6. Within the Federation, the ISRs for each leadership post have been determined as follows:
  - **Headteacher CP** School Group size 6 (from Sep 2023) L 29 – L32
  - **Headteacher QEII** School Group Size 5 L24- L28 (to be reviewed)
  - **Head of Bi-borough Inclusion Service** L20 - L 23 upgraded Sep 23 owing to service expansion
- The Governing Board will also ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- The Governing Board will consider exercising its discretion to implement an Executive Headteacher/ Headteachers pay range above the maximum of the Headteacher group where the Governing Board consider that circumstances specific to the role or candidate warrant a higher than normal payment;
- The Governing Board will consider the need to award any further temporary discretionary payments to an Executive Headteacher/ Headteacher /BIS Head of Service. The total sum of temporary payments made in any school year must not exceed 25% of the Executive Headteachers/ Headteacher's annual salary.

## **ANNUAL PAY DETERMINATION**

- The EHT PM Panel will review the Executive Headteacher's pay annually based on an assessment and outcome of the Executive Headteachers Appraisal in relation to the key objectives, implementation and impact taking account of Headteacher standards demonstrating sustained high quality of performance
- HTPM Panel supported by the EHT/ Advisor, Head of BIS PM Panel supported by the EHT/advisor will review the Headteachers'/BIS Head of Service pay annually based on an assessment of
  - the outcome of the Headteacher's/BIS Head of Service appraisal against defined annual objectives relating to school leadership and management and pupil progress.
  - whether the Headteacher/BIS Head of Service has demonstrated a sustained high quality of performance; and
  - Whether the Headteacher/BIS Head of Service continues to meet the relevant teachers' standards and other relevant professional standards.
- The Pay Panel will review the Executive Headteacher's pay annually based on the recommendations of the EHTPM panel.
- The Pay Panel will review the Headteachers /BIS Head of Service pay based on the recommendations of the relevant performance management panel .
- The Pay Panel may award one or more reference points on the EHT/ Headteacher's / BIS Head of Service pay range (subject to the maximum of the range not being exceeded). on the basis of an assessment by the relevant performance management panels
- A recommendation on pay must be made in writing as part of the individual's appraisal report;
- The total sum of salary and other payments made to the Executive Headteacher/ Headteachers must not exceed 25% above the maximum of the Headteacher group.
- The Governing Board may determine the Executive Headteachers/ Headteacher's and Head and staff of the BI-Borough Inclusion Service pay range at any time if it considers it necessary to reflect a significant change in in the responsibilities of the post.

## **DEPUTY HEADTEACHERS**

The Governing Board has determined the pay range to be advertised and agree pay on appointment as follows: Deputy Headteachers L16 – 21 this is determined in accordance with the STPCD, taking account of the professional responsibilities of the Deputy Headteacher

- On appointment the pay will be one of the three first points on the pay range
- The Governing Board will ensure that the maximum of Deputy Headteacher's pay range must not exceed the maximum of the Headteacher group for the Federation

school and will also take account of any other permanent payments made to staff within the Federation school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability

- The Governing Board may determine the pay range for Deputy Headteachers, at any time if it considers it necessary to reflect a significant change in the responsibilities of the post.

## **ANNUAL PAY DETERMINATION**

The Pay Panel will review the pay of the Deputy Headteachers annually based on an assessment of

- the outcome of the Deputy Headteacher's appraisal against defined annual objectives relating to school leadership and management and pupil progress.
- whether the Deputy Headteacher demonstrated a sustained high quality of performance; and
- Whether the Deputy Headteacher continues to meet the relevant teachers' standards and other relevant professional standards.

A recommendation on pay must be made in writing as part of the individual's appraisal report;

## **ASSISTANT HEADTEACHERS**

### **Pay on appointment**

The Governing Board has determined the pay range to be advertised and agree pay on appointment as follows: Assistant Headteacher L11 - L15 this is determined in accordance with the STPCD, taking account of the professional responsibilities of the Assistant Headteacher

- On appointment the pay will be one of the three first points on the pay range
- The Governing Board will ensure that the maximum of Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the Federation school and will also take account of any other permanent payments made to staff within the Federation school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability
- The Governing Board may determine the pay range for Assistant Headteachers, any time if it considers it necessary to reflect a significant change in the responsibilities of the post

## **ANNUAL PAY DETERMINATION**

The Pay Panel will review the pay of the Assistant Headteachers annually.

A recommendation on pay must be made in writing as part of the individual's appraisal report.

The Pay Panel may award one or more reference points on the Assistant Headteacher's pay range, (subject to the maximum of the group not being exceeded) on the basis of an assessment of:

- the outcome of the Assistant Headteacher's appraisal against defined annual objectives relating to school leadership, management and pupil progress.
- whether the Assistant Headteacher has demonstrated a **sustained** high quality of performance; and
- whether the Assistant Headteacher continues to meet the relevant teachers' standards and other relevant professional standards.

## **ACTING ALLOWANCES**

Acting allowances may be payable to teachers who are assigned and carry out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher. The Governing Board will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be considered in advance and, if agreed, will be paid from the first day of absence.

## **REVIEW OF THE PAY OF LEADERSHIP POSTS**

The Governing Board may choose to exercise its discretion to review the pay of all the Federation leadership group posts including the Federation Business Manager post if they determine that this is required to maintain consistency with pay arrangements for new appointments to this group.

## **SALARY SAFEGUARDING**

The STPCD sets out the circumstances under which teachers are entitled to up to 3 years' salary safeguarding where they would otherwise suffer a reduction in salary following a federation/school reorganisation or a change in the terms of an individual's employment. With regard to support staff, this is set out in Westminster City Council policy which the Governing Board will follow.

## **EARLY CAREER TEACHERS**

*Early Career Teachers* should be placed on the minimum of the of the main pay range on their first appointment will, following the successful completion of their induction year, be awarded the next reference point on the main pay range on the subsequent 1<sup>st</sup> September.

Thereafter, progression on the main pay range will be determined as for other classroom teachers.

*Note: This is Westminster City Council guidance only as ECTs have no automatic entitlement to salary progression on completion of induction*

## **CLASSROOM TEACHERS**

### **Pay on appointment**

In determining the starting salary for a newly appointed classroom teacher post on the main range or upper pay range, the Federation school will consider all these options

- normally recognise the salary point applicable to the teacher's last post;
  
- normally recognise previous experience gained by the teacher where this is relevant to the requirements of the post;
  
- have regard to
  - the requirements of the post;
  - any specialist knowledge required for the post;
  - the experience required to undertake the specific duties of the post;
  - the wider school context.

*The Governing Board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.*

### **Unqualified, Main and Upper Pay Ranges for Teaching Staff**

On annual basis, the Governing Board will determine the local points between the statutory minimum and maximum points of the unqualified, main and upper ranges as published in the STPCD with effect from 1 September each year.

### ***Appraisal objectives will become more challenging as the teacher progresses up the main pay range***

To move up the main pay range, teachers will need to have met their objectives and have shown that they are competent in all elements of the Teachers' Standards. Teaching should be at least 'good', as defined by Ofsted.

If the evidence shows that a teacher has exceptional performance, the Pay Panel will consider the use of its flexibilities to award enhanced pay progression, up to the maximum (M6) of the main pay range. Teaching should be 'outstanding', as defined by Ofsted. Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, they must demonstrate:

- evidence of sustained progress by the children and young people
- evidence of meaningful outcomes for children and young people

- evidence of improvements in specific elements of practice identified to the teacher, e.g., behaviour management or lesson planning
- evidence of an increasing contribution to the work of the school/federation
- evidence of increasing impact on the effectiveness of staff and colleagues

### **APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE**

Any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This Federation school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g., those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant. For the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

### **PROCESS**

One application may be submitted annually. The closing date for applications is normally end of *October each* year; however, exceptions will be made in particular circumstances, e.g., those teachers who are on maternity leave or who are currently on sick leave. (Application form is Appendix 3)

The process for applications is:

- The Headteacher /BIS Head of Service in consultation with the Executive Headteacher should appoint an assessor which can be internal or and external consultant with the agreement of the Governing Board;
- Complete the school's Upper Pay Range application form where applicable
- Submit the application form and supporting evidence to the Headteacher /BIS Head of Service **by the published 31 October of each year**
- You will receive notification of the name of the assessor of your application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the Pay Panel.
- The application, evidence and recommendation will be passed to the Headteacher\* /BIS Head of Service for moderation purposes, if the Headteacher is not the assessor;

- The Headteacher/BIS head of Service should consult the Executive Headteacher/FLT to ensure that there is consistent moderation across the Federation.
- The Pay Panel will make the final decision, advised by the Executive Headteacher or an external adviser if considered appropriate
- Teachers will receive written notification of the outcome of their application by 30<sup>th</sup> November. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below);
- If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- Successful applicants will move to the minimum of the UPR backdated to 1<sup>st</sup> September of the year of acceptance of the post unless there are exceptional reasons for not doing so then it is a federation decision where the teacher is placed on the scale.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

[\*Note: the model appraisal policy leaves it open to local determination as to who at the school should be responsible for moderating the process].

## ASSESSMENT

The teacher will be required to meet the following criteria, namely that:

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

In this Federation, this means:

“highly competent”: the teacher's performance is assessed on evidence of having excellent depth and breadth of knowledge and skill in meeting the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: evidence of the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: the teacher must evidence two consecutive successful appraisal reports in this school and have met their objectives during this period (see exceptions, e.g., maternity/sick leave, in the introduction to this section). They will have been expected to have shown that

their teaching expertise has grown over the relevant period and is consistently good to outstanding.

## **PROGRESSION ON THE UPPER PAY RANGE**

The pay panel will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- the evidence base, which should show that the teacher has had a successful appraisal or successful appraisals, as appropriate, and has met objectives;
- Evidence that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, "Applications to be paid on the Upper Pay Range".

Where it is clear that the evidence shows the teacher has made good progress, i.e., they continue to maintain the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and have met their objectives, the pay committee may recommend that the teacher should move to the next point on the Upper Pay Range.

Where it is clear from the evidence that the teacher's performance is exceptional, in relation to the criteria set out above (see 'Applications to be Paid on the Upper Pay Range'), and where the teacher has met or exceeded their objectives, the pay committee may use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR. Teaching should be 'outstanding' as defined by Ofsted.

## **LEAD PRACTITIONER ROLES**

Governing Board has determined the pay range to be advertised and agree pay on appointment as follows: Lead Practitioner **L6 - L10**

Lead practitioners have the primary purpose of modelling and leading improvement of teaching skills

In this context, specific duties will be set out in the job description of the leading practitioner and will include:

- a leadership role in developing, implementing and evaluating policies and practices in the school (or across the Federation) that contribute to school or Federation improvement;
- the improvement of teaching skills within school [*\*and within the Federation or wider school community*] which impact significantly on pupil progress; improving the effectiveness of staff and colleagues, particularly in relation to specific areas



## **Pay on Appointment**

The STPCD sets out a minimum figure a maximum figure between which individual post ranges are to be determined locally. The Governing Board has determined the pay range to be advertised and agree pay on appointment as follows: L6 – L10. This is determined in accordance with the STPCD, taking account of the professional responsibilities of the Lead Practitioner. Different posts in the same school may be paid on different individual post ranges.

## **PAY DETERMINATION EFFECTIVE FROM 1 SEPTEMBER EACH YEAR**

The Executive Headteacher for Federation posts / Headteacher in liaison with Executive Headteacher for single school- based posts will agree appraisal objectives for the Lead Practitioner

The Pay Panel shall have regard to the results of the Lead Practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay.

The Pay Panel will take account of other evidence. The evidence should show the Lead Practitioner:

- has met their objectives;
- is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the Federation or wider school community, if relevant;
- has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
- is highly competent in all aspects of the Teachers' Standards;
- has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school (or Federation) improvement.

“Highly competent” and “substantial” are defined in the section entitled, “Applications to be paid on the Upper Pay Range”.

Where it is clear from the evidence that the teacher's performance is exceptional, the pay committee may decide to award enhanced pay progression.

## **UNQUALIFIED TEACHERS**

### **Pay on Appointment**

The Governing Board will determine on the advice of the Executive Headteacher/ Headteacher where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. On a daily basis this is delegated to the Executive Headteacher/Headteacher.

The Governing Board will consider whether it wishes to pay an additional allowance (see Appendix 2) to recognise that the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of the teacher's professional skills and judgement or has qualifications or experience which brings added value to the role being undertaken. On a daily basis this is delegated to the Executive Headteacher/Headteacher in consultation with the Chair/ Co-Chairs of Governors

To be eligible for progression up the unqualified teacher range, unqualified teachers will need to show that they have met their objectives. If the evidence shows that a teacher has exceptional performance, the Governing Board (Pay Panel) may award enhanced pay progression.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

### **TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS**

The Governing Board may award a TLR payment 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.

TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the Federation schools staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded.

The Governing Board may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Executive Headteacher/Headteacher will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

Unless an exception is contained in the current STPCD, a TLR3 will not be awarded for longer than one academic year or three consecutive terms. (This is recommended HR guidance. Any additional responsibilities, over what would normally be expected of a classroom teacher, which last longer than one year, or three terms should be properly accommodated within the overall staffing structure, by allocating these responsibilities to a member of the leadership group or incorporating the responsibilities into the role of a leading practitioner or by awarding a TLR1 or TLR2). The rates payable for all TLR payments with effect from the

1 September each year are agreed by the Governing Board on an annual basis are appended to this policy

*[Note: In most cases, it is felt to be unlikely that a payment of £639 per annum will be sufficient to recognise the additional significant short-term responsibilities envisaged by the criteria set out in the STPCD. Additional responsibilities of lesser significance are more likely to be accommodated within the variation in responsibilities experienced by individuals over time, which will be built into the normal expectations for their substantive pay grade].*

### **SPECIAL NEEDS ALLOWANCE**

The Governing Board will award a SEN spot value allowance to any classroom teacher who meets the criteria as set out in the STPCD.

When deciding on the amount of the allowance to be paid, the Governing Board will consider the structure of the Federation school's SEN provision, 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. The Governing Board will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

The rates payable for all SEN payments with effect from the 1 September each year are agreed by the Governing Board on an annual basis are appended to this policy

### **HONORARIA PAYMENTS** (see Appendix 2)

Honoraria payments are made in order to recognise either when a member of support staff takes on additional duties of a higher graded post or to reward additional responsibility at the same grade.

Full details in Appendix 2 attached

### **SUPPORT STAFF including Business Support staff**

The Governing Board notes its powers to determine the pay of support staff in accordance with the School Staffing (England) Regulations 2009.

The Governing Board will determine the appropriate pay grade of a member of the support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with Westminster City Council.

On appointment the individual will normally be appointed to the minimum of the appropriate scale. Where the school regards any previous experience as particularly relevant to their role in the new post, additional points may be awarded.

## **ANNUAL SALARY PROGRESSION**

To progress up their pay scales, members of the support staff will need to show that they have met their objectives. If a member of support staff has exceptional performance, the Pay Panel may award enhanced pay progression a “step-up” which is determined by the Pay Panel with advice by the Executive Headteacher /Headteachers/ BIS Head of Service/Federation Business Manager taking account of the Westminster City Council policy.

## **ACTING ALLOWANCES**

Where a member of staff covers the full duties of a higher graded role on a temporary basis, for example to cover a vacancy or in the absence of the substantive post holder (other than to cover for annual leave), for a period of at least 4 weeks, they may be paid an acting allowance equivalent to the grade of the post they are covering. Acting arrangements are time limited and will be subject to regular review.

These staff will be paid to be determined a one- off annual payment Performance in relation to this additional responsibility will be reviewed annually at appraisal and will only continue if performance is of high quality. Staff in receipt of these payments will have the expectations of the role clearly set out within their job descriptions.

Where an employee is undertaking partial duties of a higher graded role, a special honorarium/ex gratia payment may instead be considered.

## **PREMIUM PAYMENTS**

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken. The rate of pay for voluntary overtime will be in accordance with local terms and conditions of employment, depending on the grade of the post.

## **PART-TIME EMPLOYEES**

**Teachers:** Teachers employed on an ongoing basis at the Federation schools but who work less than a full working week are deemed to be part-time. The Governing Board will ensure that they are given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school’s timetabled teaching week for a full-time teacher in an equivalent post.

**All staff:** The Executive Headteacher, Headteachers, The Head of the Bi-Borough Inclusion Service, the Federation Business Manager and the Governing Board will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

## **SHORT NOTICE/SUPPLY TEACHERS**

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 as defined by the STPCD (this normally consists of 195 days). Periods of employment for less than a day being calculated pro-rata.

## **SHORT NOTICE/SUPPLY SUPPORT STAFF**

Supply support staff are paid daily, weekly or monthly depending on the circumstances and the length of employment. The majority of all short notice supply support staff are employed through an agency

## **ADDITIONAL PAYMENTS**

The Governing Board may agree to payments being made as they see fit to a teacher, in respect of:

- continuing professional development 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 and Head of Service if BIS;
- 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.

## **CONTINUING PROFESSIONAL DEVELOPMENT**

A payment may be made to a teacher for voluntary CPD which the teacher has undertaken outside of the school day.

The Governing Board has the discretion to decide which activities would be eligible for such a payment and the minimum number of hours that must be undertaken before a payment is considered.

Payment will be calculated:

- on a daily basis at  $1/195^{\text{th}}$  of the teacher's actual salary\*;
- on an hourly basis at  $1/1265^{\text{th}}$  of salary\*; or
- as a flat rate of £xxx per hour/day\*.

(\*alternatives for schools to consider. Number of working days/hours used to calculate payments will be those contained in the current STPCD).

## **PROVISION OF INITIAL TEACHER TRAINING**

A payment may be made for activities which are undertaken on a voluntary basis relating to the provision of initial teacher training (ITT). Such payments may only be made for ITT which is provided as part of the ordinary conduct of the school.

The Governing Board has determined that teachers undertaking these activities will be entitled to a flat rate payment per month/annum as recommended by Westminster City Council.

The amount will be determined depending on the individual circumstances. Such activities may include:

- supervising and observing teaching practice;
- giving feedback to students on their performance and acting as a professional mentor;
- running seminars or tutorials on aspects of the course; and
- formally assessing student competence.

### **PARTICIPATION IN OUT OF SCHOOL HOURS LEARNING ACTIVITY**

Teachers who agree to provide learning activities outside of normal school hours and whose salary range does not take account of such activity will be entitled to a payment of:

- on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary\*;
- on an hourly basis at 1/1265<sup>th</sup> of salary\*; or
- as a flat rate per hour/
- (\*alternatives for schools to consider. Number of working days/hours used to calculate payments will be those contained in the current STPCD).

This will be dependent on the nature of the activity  
Examples of out of school learning activities include:

- breakfast clubs;
- homework clubs;
- summer schools;
- study support groups;
- activities for gifted and talented children;
- activities to improve literacy;
- sporting activities; and
- other outdoor activities or clubs linked to the curricular, arts and hobby interest areas.

To ensure effective work life balance and also value for money in the delivery of the services provided the Governing Board should consider carefully who is best placed to undertake these activities. It may not necessarily be a teacher. Activities should be offered to staff following a fair and transparent process].

## **ADDITIONAL RESPONSIBILITIES AND ACTIVITIES RELATING TO THE RAISING OF EDUCATIONAL STANDARDS**

Teachers may occasionally provide services to other schools. When such arrangements have been entered into, the Governing Board will determine how much, if any additional payment will be made and for how long. If appropriate, arrangements should be made for re-charges to be made to the school providing services or BIS.

## **RECRUITMENT AND RETENTION INCENTIVE BENEFITS**

The Governing Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The Governing Board will consider exercising its powers under the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Governing Board will, nevertheless, conduct an annual formal review of all such awards.

In relation to an Executive Headteacher/Headteacher/Head of BIS, any additional payments under this section will form part of the pay range.

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons.

## **SALARY SACRIFICE ARRANGEMENTS**

Where the employer operates a salary sacrifice arrangement, e.g., cycle scheme a member of staff may participate in any such arrangement, as provided for in their conditions of employment. Details of any current arrangements can be checked with the Federation Business Manager or HR Manager.

## **PAY PORTABILITY**

Whilst there is no longer any statutory requirement in the STPCD for the Governing Board to match teachers' previous salaries when they are appointed to a post, it is free to do so if it chooses. This includes the freedom to pay teachers more than their previous salary from the start of their new employment in the Federation.

The Governing Board will ensure that, when considering new appointments and appropriate levels of salary, the decisions taken do not discriminate against teachers because of a protected characteristic under the Equality Act 2010. Salary determinations made at school level will also be monitored to ensure that decisions in respect of starting salary/portability are not discriminatory.

In respect of career breaks, the Governing Board will ensure that, although it is good practice for a teacher and a school to agree the terms on which the teacher will return from the break, the potential for indirect discrimination in any such agreement is fully assessed and, if necessary, prevented.

The Governing Board must avoid discriminating against teachers returning to the profession following a career break whether they return to the same school or to another school. Blanket policies against pay portability are likely to disadvantage women teachers who have taken a break from teaching to give birth and/or to care for their children.

### **TEACHERS WHO ARE ON MATERNITY OR LONG-TERM DISABILITY OR SICKNESS ABSENCE**

The Governing Board will ensure that our pay policy does not discriminate on grounds of disability or pregnancy/maternity status. We will ensure that the pay progression criteria recognise the potential for indirect discrimination in relation to pay progression decisions, and that measures which disadvantage teachers on grounds of absence due to pregnancy/maternity or disability are potentially discriminatory and, therefore, unlawful.

Where a teacher is away from a Federation school or BIS because of maternity leave, it is unlawful for them to be denied an appraisal and subsequent pay progression decision because of their maternity. When a teacher returns to work from maternity leave, the Federation must give her any pay increase that she would have received, following appraisal, had she not been on maternity leave.

The Governing Board will adopt a practical and flexible approach to conducting appraisals and making pay decisions for those absent on maternity leave, including where a teacher has been absent for part or all of the reporting year. In these circumstances, the Federation will ensure that the absent teacher receives fair treatment while ensuring the integrity and robustness of the Federation's appraisal process for all teachers. The school will ensure that they minimise bureaucracy for all involved. Consideration will be given to conducting appraisals prior to individuals departing on maternity leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Account could also be taken of performance in previous appraisal periods if there is very little to go on in the current year. However, the school will not require teachers to use Keeping in Touch (KIT) days for the purposes of appraisal.

The Governing Board will ensure that our pay and appraisal policies incorporate any adjustments which can reasonably be made to give a teacher who is absent for disability related reasons an equal opportunity to participate in appraisal and to access pay progression. Whilst there is no equivalent to the "maternity equality clause" (i.e., the clause that deems a woman to have received a pay rise to which she would have been entitled had she not been on maternity leave) in the Equality Act, we will consider utilising the same range of options outlined above for teachers on maternity leave.

When a teacher returns to work following a disability related absence, the school will not refuse a pay increase that the teacher would have received, following appraisal, had he or



she not been absent for a reason related to disability, if the reason for the refusal is the teacher's disability or the refusal cannot be objectively justified.

Similar arrangements will apply to all support staff.

### **Equal Pay Considerations**

To prevent any equal pay claim, the Federation will ensure that individual pay decisions are fully compliant with the Equality Act and the duty to have due regard is discharged. The Governing Board will satisfy itself that pay decisions year on year are not indicating a pattern that might cause concern.

### **Appendix 1**

#### **APPEALS PROCEDURE**

The School Teachers' Pay and Conditions Document ("the STPCD") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedure for handling appeals.

The Federation's procedure for handling appeals applies equally to all support staff.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the staff member at the Review Meeting prior to being submitted to the Federation Pay Panel. Written details of and the reasons for the pay recommendation will be given to the staff member.

At this particular stage of the pay determination process, if the staff member wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary, nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted, or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a staff member believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e., Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

## **APPEAL HEARING PROCEDURE**

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

### **Guidance**

- When a staff member feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.
- Staff members / Headteacher/ Head of Bi-Borough Inclusion Service/ Executive Headteacher should put their appeal in writing to either the Headteacher/Executive Headteacher or Chair/ one of the Co-Chairs of Governors their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

### **Appeal Procedure Steps: Informal Stage**

As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the Pay Panel responsible for approving the pay recommendation) supported by relevant assessment evidence. On the determining a staff member’s pay, The Executive Headteacher/ Headteacher/ Head of the Bi-Borough Inclusion Service will write to the staff member advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to the Governing Board

If the staff member wishes to appeal the decision, they must do so in writing to the Chair/ one of the Co-Chairs of Governors normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the Pay Panel must then arrange to meet the staff member to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

The Pay Panel will reconsider the decision in private and write to the staff member to notify them of the outcome of the review and of the staff member’s right of appeal to the Governing Board. If the staff member wishes to exercise their right of appeal, they must write to the Chair / one of the Co-Chairs of Governors at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

### **Appeal Procedure Steps: Formal Stage**

On receipt of the written appeal, the Chair/ Co-Chair of Governors will establish an Appeal Committee that should consist of three governors, none of whom are employees in the Federation or who have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both the Executive Headteacher/Headteacher/Head of the BI-Borough Inclusion Service and the chair of the Pay Panel will be required to attend the Appeal Meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both the Executive Headteacher/Headteacher/Head of the Bi-Borough Inclusion Service and the chair of the Pay Panel will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the staff member notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

## **Appendix 2 AGREED ALLOWANCES (September 2023 onwards)**

### **Honorarium Payments**

Honoraria payments are made in order to recognise either when a member of support staff takes on additional duties of a higher graded post (but not the full duties) or to reward additional responsibility at the same grade. Additional duties of [less than one month] do not apply. Honorarium payments have an expiry date and this is agreed at the start of the extra responsibility.

Annual payments to support staff to reward additional responsibilities are clearly linked to school improvement strategies and are vital to federation priorities and may include working in the following areas of development:

- Intensive Interaction
- Attention Autism
- Makaton
- Team Teach Trainers
- Manual Handling Trainers

These staff will be paid £900 per annum as three payments (this would be a pro-rata if part-time) (these payments will be made at the beginning of each term autumn, Spring, Summer term). Performance in relation to this additional responsibility will be reviewed annually at appraisal and will only continue if performance is assessed as being of high quality and meeting expectations. Staff in receipt of these payments will have the expectations of the role clearly set out at the onset of the allowance, including its expected duration. If the payment is related to the expiry date of the relevant training – this will be reviewed at this time (e.g. TEAM Teach training term is 3 years) and will cease at that point. The payment could cease if there is no longer a requirement for the individual to undertake the duties or if there is a change in role. The member of support staff will be notified accordingly.

### **First Aid Payments**

An agreed monthly payment will be made to any staff who hold an up to date First Aid at Work qualification (this does not include Leadership Team) and undertake the role of First Aider. This amount is agreed at £15 per month as of September 2022 onwards

### **Residential Payment**

An agreed one-off payment of £150, approved by the governing board will be paid for any member of staff attending a residential visit of any length outside of school hours.

### **Unqualified Teacher Allowance**

The Governing Board agree an additional allowance to recognise that the UQ teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of the teacher's professional skills and judgement or has qualifications or experience which brings added value to the role being undertaken. It is agreed that an additional allowance for Unqualified Teachers will be in line with SEN 1 allowance rates and pro-rata for part-time staff. For UQ teachers who support the class teacher and do not lead the class they will not receive any additional allowance.