PAY POLICY

September 2025 – August 2026

The Dales School

NYES HR model policies and procedures have been consulted on with recognised North Yorkshire Council Unions. NYC maintained schools will, therefore, have satisfied their obligation as an employer to consult on these policies.

It is recommended that schools insert their school logo and school name on the cover page once this has been adopted, along with the date of adoption.

This policy was adopted from NYES HR template dated:	September 2025
This policy was adopted by the school on:	October 2025
Estimated next review date by NYES HR:	September 2026

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Policy

1. Opening Statement

The aim of this policy is to help maintain and improve the quality of education provided for pupils in the school by ensuring that the contribution of all staff, both teaching and support, is valued and that staff receive recognition for their work in relation to their performance.

This policy will assist the Governing Body in managing pay and grading issues within the school in a fair and transparent manner, whilst having due regard to the constraints exercised by the annual budget allocation.

The Governing Body supports the principle of equality of opportunity in employment. In its operation of this policy, it will ensure that staff receive equal treatment irrespective of their age, gender, race, colour, ethnic origin, family commitments, marital status, sexual orientation, disability or religious beliefs.

All pay related decisions will be taken in compliance with the provisions of The Equality Act 2010, The Employment Rights Act 1996, The Employment Relations Act 1999, The Employment Act 2002, The Employment Act 2008, 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 Education (School Teachers' Appraisal) (England) Regulations 2012, all as amended.

Adjustments will be made to take account of special circumstances e.g., absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis according to the circumstances but may include taking a longer time period into account to gather evidence of performance.

2. Scope of the Policy

The Policy will cover all staff employed on the payroll of the school, irrespective of grade or conditions of service. It will have reference to those statutory instruments and other conditions of service which affect pay and grading, including, as issued and revised:-

The School Teachers' Pay and Conditions Document (hereafter referred to as The Document);
School teachers' pay and conditions - GOV.UK (www.gov.uk)
The Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book');
The NJC for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book' for support staff); The North Yorkshire Council/Unison Collective Agreement.

Any significant changes to this policy, other than those resulting from changes to the documents listed above, will be the subject of consultation between the Governing Body and the appropriate trade unions and professional associations represented within the school.

Where changes are made to this policy, they should be communicated promptly to all staff in a manner designed to draw their attention to the changes. The policy is subject to review annually or as otherwise required.

The implementation, review and operation of this policy is the responsibility of the Governing Body of the School. The Headteacher has delegated authority for, in line with the school's scheme of delegation. From hereafter, the decision makers, as delegated and detailed above, will be referred to as 'the school'. Governors employed at the school will not be part of any decision making in respect of the implementation of the pay policy.

Copies of relevant documents and records relating to pay, terms and conditions will be held confidentially on employees' personal files in line with GDPR.

3. Implementation

It is intended that the school staffing budget will include an annual allocation to cover the total cost of existing and any additional planned salaries and any eligible performance progression within the school's discretion.

The Committee, with delegated responsibility, will conduct an annual review of the salary structure of the school.

The Committee will consider all matters relating to pay and grading within the school, for all staff. The Committee will be advised by the Headteacher. The Headteacher will be required to withdraw when matters pertaining to their own salary and terms and conditions are being considered. This may include matters which could have a direct 'knock-on' effect on the Headteacher's pay, for example, the determination of the pay range for Deputies and/or Assistant Headteachers or other members of the leadership group. Any Governor with a financial or personal interest in the matters being considered will be required to withdraw from such deliberations.

The school will determine pay and grading for staff within the parameters set by this policy in as fair and equitable a manner as possible, observing all statutory and contractual requirements. The school will determine the pay of each member of staff annually, and more frequently if appropriate, within the allocated staffing budget.

All decisions taken in relation to pay and grading will be clearly minuted, and will be communicated to those individuals affected, in writing.

Staff are paid at monthly intervals at the end of the month that has been worked. Pay is one twelfth of the annual gross salary less NI, tax, pension and any other deductions as applicable.

4. Staffing Structure and Implementation Plan

The Governing Body will publish a whole school Staffing Structure. A copy of this document will be attached to the school's Pay Policy. Should it subsequently be necessary to propose amendments to the Staffing Structure, consultation will take place, as appropriate, in line with the school's Reorganisation, Redundancy and Redeployment Policy and Procedure.

Where changes to the Staffing Structure affect teachers' pay, they will be issued with a revised salary statement together with details of safeguarding (where appropriate, see section 5) as per the requirements of the Document.

5. Salary Safeguarding for Teachers

The school will review the duties of any teachers who are entitled to safeguarded sums that in total exceed £500 per annum, and may allocate appropriate additional responsibilities, commensurate with the safeguarded sum, for the period of safeguarding. The school will ensure that appropriate notice is issued of any new responsibilities that are being given to the teacher as work commensurate with their safeguarded sum. All such additional responsibilities will be allocated following consultation with the teacher, and kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities. Where a teacher unreasonably refuses to carry out additional responsibilities the safeguarded pay may be removed subject to at least one months' notice being given.

6. Pay Progression for Teachers (including members of the Leadership Group and Leading Practitioners)

Pay decisions taken in Autumn 2025

Pay decisions for the 2024/25 academic year, which will be taken in September/October 2025, will be based on the requirements for progression as set out in the September 2024 STPCD, and in line with the school's 2024/2025 pay policy.

Pay progression considerations for 2025/26 (applicable from September 2026
The school will ensure that every teacher's salary is reviewed annually with effect from 1st September and no later than 31st October (or 31st December in the case of the Headteacher), in consideration of appraisal reports and pay recommendations made. In the case of Headteacher pay, the appraisal panel will make a recommendation to the relevant committee. The school will provide each teacher with a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any change in the basis for calculating an individual's pay. Any such revision should be accompanied by a revised pay statement being issued within one month of the determination being made.

In this school all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal (in line with the Education (School Teachers' Appraisal) (England) Regulations 2012) that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

7. Grading and Salary Determination
Salaries will be determined from 1st September 2025 in relation to the arrangements specified in the 2024 Document.

All pay ranges referred to in this document reflect the mandatory increases to the minima and maxima of the pay ranges, and TLR and SEN allowances, as outlined in the document, from 1st September 2025.

i) Leadership Group
All teachers paid on the Pay Spine for the Leadership Group are not eligible for Special Needs Allowances (SEN) or for Teaching and Learning Responsibility Payments (TLR).

Leadership Group Pay Spine

L1	£51,773	Lead SEND Practitioner range
L2	£53,069	
L3	£54,394	
L4	£55,747	
L5	£57,137	
L6	£58,569	
L7	£60,145	
L8	£61,534	Assistant Head range
L9	£63,070	
L10	£64,691	
L11	£66,368	
L12	£67,898	
L13	£69,596	
L14	£71,330	Deputy Head range
L15	£73,105	
L16	£75,049	
L17	£76,772	
L18 *	£77,924	

L18	£78,702	
L19	£80,655	
L20	£82,654	
L21 *	£83,860	Headteacher range
L21	£84,699	
L22	£86,803	
L23	£88,951	
L24*	£90,255	
L24	£91,158	
L25	£93,424	
L26	£95,735	
L27*	£97,136	
L27	£98,106	
L28	£100,540	
L29	£103,030	
L30	£105,595	
L31*	£107,131	
L31	£108,202	
L32	£110,892	
L33	£113,646	
L34	£116,456	
L35*	£118,169	
L35	£119,350	
L36	£122,306	
L37	£125,345	
L38	£128,447	
L39*	£130,274	
L39	£131,578	
L40	£134,860	
L41	£138,230	
L42	£141,693	
L43	£143,796	

* Note: Scale points to be applied **only** to head teachers at the top of the school's headteacher group range

Headteacher groups

Group 1	L6 (58,569) – L18* (77,924)
Group 2	L8 (61,534) – L21* (83,860)
Group 3	L11 (66,368) – L24* (90,255)
Group 4	L14 (71,330) – L27* (97,136)
Group 5	L18 (78,702) – L31* (107,131)
Group 6	L21 (84,699) – L35* (118,169)
Group 7	L24 (91,158) – L39* (130,274)
Group 8	L28 (100,540) – L43 (143,796)

Headteachers
Upon planning to appoint a new Headteacher, the Governing Body will review the school's Headteacher pay range within, or exceptionally above, the appropriate school group on the Pay Spine for the Leadership Group. Upon appointment, the Governing Body will determine a pay point within the pay range for the Headteacher, in accordance with the provisions of the Document. This decision will have reference to the pay of other leadership group and upper pay range teachers in the school, so that appropriate differentials are maintained. Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range. A new Headteacher will normally be appointed to the first point on the Headteacher pay range but may be appointed to a higher point if circumstances make a higher point appropriate. However, headroom for pay progression will remain available within the range.

The Headteacher pay range for this school is 21-26

The school will receive advice from their external adviser in accordance with relevant legislation, in considering pay progression for Headteachers.

Progression within the Headteacher's pay range will be effective from 1st September each year.

Where a Headteacher is appointed to be responsible for more than one school, the following arrangements will apply.

Permanent Arrangement e.g., a federation with a single governing body or permanent collaboration: The remuneration in such cases should be based on the calculation of the total number of pupil units across all schools, which will give a group size for the federation. The relevant body (i.e., the governing body) should then determine the Headteacher's pay range and appropriate starting point in that range according to paragraph 9 of the Document.
The Headteacher's pay range may exceed the maximum of the group where the governing body determines that circumstances specific to the role or candidate warrant a higher-than-normal payment. The governing body must ensure that the maximum of the Headteacher's pay range, and any additional payments made under paragraph 10 of
the Document does not exceed the maximum of the Headteacher
group by more than 25% unless in exceptional circumstances and
where supported by a business case and where suitable
independent external advice has been first taken.

Temporary Arrangement e.g., a Headteacher takes on the post of Acting Headteacher at another school in addition to their existing post. In such cases a fixed term variation of contract must be issued by the providing school.

Where appropriate, the Headteacher may be awarded an additional payment as detailed in this policy.

Remuneration of other teachers affected
In all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher's role are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher). The additional responsibilities and their duration should be recorded. An increase in remuneration should only be agreed where the post accrues extra responsibilities as a result of the headteacher's enlarged role; it is not automatic.

Deputy Headteachers and Assistant Headteachers
Where applicable, the school will determine a pay range of a number of consecutive points from the Pay Spine for the Leadership Group for each Deputy Headteacher and Assistant Headteacher. The

individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned.

A new Deputy or Assistant Headteacher will normally be appointed to the first point on their pay range but may be appointed to a higher point on their pay range if circumstances make this appropriate. However, headroom for progression will remain available within the range.

In this school Deputy Headteacher pay range are L14-19

In this school Assistant Headteacher pay range are L8-L13

Progression within the allocated pay range will be effective from 1st September each year.

ii) Leading Practitioners

Where applicable, the school will select an appropriate pay range from the Leading Practitioner (LP) pay spine. Different Leading Practitioners in the school may be placed on different individual ranges in accordance with the responsibilities of their Job Descriptions. The range will be reviewed where there is significant change in the responsibilities of an existing LP.

In this school the pay scale and pay range(s) applicable to Leading Practitioners are as follows: -

Leading Practitioners Pay Scale

Spine point	£
1	£52,026
2	£53,331
3	£54,661
4	£56,022
5	£57,416
6	£58,854
7	£60,439
8	£61,834
9	£63,378
10	£65,003
11	£66,693
12	£68,231
13	£69,935
14	£71,679
15	£73,463
16	£75,442
17	£77,147
18	£79,092

In this school, the Leading Practitioners Pay Range is currently paid on the leadership scale

Progression within the Leading Practitioners pay range will be effective from 1st September each year.

iii) Main Pay Range Teachers (MPR)

In this school MPR teachers will be paid in accordance with the following pay range: -

Scale point	it £
1	£32,916
2	£34,823
3	£37,101
4	£39,556
5	£42,057
6	£45,352

Upon Commencement
The salary of teachers new to the school will be assessed and notified prior to commencement.

Early Career Teachers in their first year of the statutory induction period will normally be paid initially on the first point of the range but may be paid on a higher point if they have previous experience relevant to their role. Early Careers Teachers will be eligible to be considered for progression at the end of their first year of induction, in accordance with the arrangements for other teachers, with any pay recommendations being by means of the statutory induction process.

The school reserves the right to set a maximum starting salary for teaching posts prior to advertising. Subject to any maximum starting salary, this school will normally honour pay portability and hence teachers with previous teaching experience will normally be paid at the pay level of their most recent teaching post. In certain circumstances teachers may be paid at a higher or lower level than their previous teaching post.

Existing Teachers in the same school
The point on the pay scale of teachers continuing to be employed at the same school may not be reduced and any pay progression is permanent while teaching in the same school.

Progression within the Main Pay Range will be effective from 1st September each year.

Special Educational Needs (SEN) Allowance
A SEN allowance of no less than £2,787 and no more than £5,497 per annum is payable to a classroom teacher if that teacher:

- is in any SEN post that requires a mandatory SEN qualification
- is in a special school
- teaches pupils in one or more designated special class or units in a school
- is in any non-designated setting (including any PRU) that is equivalent to a designated special class or unit where the post:

(i) involves a substantial element of working directly with children with special educational needs;
(ii) requires the exercise of their professional skills and judgement in the teaching of children with special educational needs; and
(iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit.

Where the allowance is payable the school will determine the spot value of the allowance for each relevant teacher taking into consideration the structure of the SEN provision and the following factors:

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

In this school the level(s) of SEN Allowance(s) will be as follows: -

- Minimum of 5 years teaching experience 2 years of which should include continuous experience in a Special Needs establishment (or other appropriate experience)
- Has had a satisfactory Performance Management

Teaching and Learning Responsibility Payments (TLRs)

TLRs may be awarded for undertaking a sustained responsibility in the context of the school's staffing structure that is needed to ensure continued delivery of teaching and learning. Before awarding a TLR, the school must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that:

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

TLR 1 and 2

Before awarding a TLR1, the school must be satisfied that the significant responsibility referred to in the previous paragraph includes, in addition, line management responsibility for a significant number of people.

Where the school have approved a TLR post, in conformity with the criteria stated in the Document, the postholder will receive an appropriate TLR payment (from the implementation date) in accordance with the assigned levels of responsibility:

TLR1 range = £10,174 - £17,216
TLR2 range = £3,527 - £8,611

In this school the TLR pay structure is as follows (state current TLR values): -

TLR level	
TLR1a	*£10,174*
TLR1b	*£12,237*
TLR1c	*£14,298*
TLR1d	*£16,361*
TLR2a	*£3,527*
TLR2b	*£6,084*
TLR2c	*£8,331*

The levels of TLR payments will be kept under review in accordance with changes in the Document and consulted on as appropriate.

TLR3

TLR3s are temporary fixed-term and may be awarded for the following purposes:

1) Clearly time-limited school improvement projects
2) One-off externally driven responsibilities*

The annual value of a TLR3 is between £702 and £3,478 payable monthly for a fixed duration determined at the outset.

In this school the pay levels for TLR3 are as follows: -
TLR3a - £702
TLR3b - £2,086
TLR3c - £3,478

No Safeguarding will apply to a TLR3 post.

iv) Upper Pay Range

Main pay range Teachers are eligible to apply to be paid on the upper pay range at least once a year in line with their school's pay policy. In this school the following requirements will apply to applications to be paid on the upper pay range:

From 1st September a teacher may apply to be paid on the Upper Pay Range once reaching the top pay point of MPR. Successful applications made in the academic year in which a teacher first reaches the top point of MPR (deadline 31st October) will apply from 1st September following. Teachers in their second or subsequent years at the top of MPR may apply by 31st October of any year (deadline) and, if successful, their progression will be backdated to 1st September of the same academic year.

Applications will be made to the Headteacher, who will appoint an assessor (this may be the Headteacher) to make a recommendation and give feedback to applicants. Where the Headteacher is not the assessor the Headteacher will moderate the process. Recommendations for progression will be made to the school.
Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews, or, where that information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria.

An application from a qualified teacher will be successful where the school is satisfied that:

(a) the teacher is highly competent in all elements of the relevant standards; and

(b) the teacher's achievements and contribution to the school are substantial and sustained.

If a teacher is simultaneously employed at another school(s) they may make separate applications to each school. This school will not be bound by any pay decisions made by another school.

The Headteacher should notify the school of the recommendation, normally within 20 working days of the application. The school, on receiving notification of a successful application, will move the teacher to point 1* of the Upper Pay Range at the appropriate time.

Teachers who are unsuccessful in their applications may appeal against the decision in accordance with section 13 of this document.

Upper Pay Range

Teachers who are successful in their applications to progress will move to point one of the Upper Pay Range* and may be considered for further progression after an additional two years' service unless exceptional performance merits progression after one year**.

Teachers on the upper pay range are eligible for the same applicable allowances as other Qualified Teachers.

In this school, Upper Pay Range (UPR) teachers will be paid in accordance with the following pay scale:

Scale point	£
U1	£47,472
U2	£49,232
U3	£51,048

Progression within the Upper Pay Range will be effective from 1st September each year.

v) Unqualified Teachers

In this school the pay range for unqualified teachers is:

Scale point	£
1	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6	£35,259

Unqualified teachers may not receive Teaching and Learning Responsibility Payments or SEN Allowances but may receive points for other relevant experience as per qualified teachers (see section iii above).

The school will determine at which pay point a newly appointed unqualified teacher will enter the Unqualified Teachers' Pay Range, having regard to any previous experience, or any qualifications which they possess which are relevant to the post.

Once awarded, pay points for Unqualified teachers are permanent for employment as a teacher within the same school.

If deemed appropriate, an allowance, of discretionary amount, may be paid to an unqualified teacher, in the context of the staffing structure and pay policy, if it is considered that the unqualified teacher has:

(a) taken on a sustained additional responsibility which is:

(i) focused on teaching and learning; and

(ii) requires the exercise of a teachers' professional skills and judgment; or has

(b) qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher becomes qualified the school will re-determine salary in accordance with the arrangements relating to qualified teachers in accordance with Paragraph 13 of the Document.

The salary paid must be at least equivalent to that paid prior to qualification, while the teacher remains employed at the same school.

vi) Early Years Teachers (EYTs)

EYTs with QTS will be paid on the qualified teacher's range. EYTs without QTS will be paid on the Unqualified Teachers' Pay Range.

8. Part-Time Teachers

The proportion of time a part-time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding;

- break times
- registration; and
- assemblies

The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part-time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part-time teacher.

Where an allowance is paid to a teacher, the same percentage of the full-time allowance will be payable.

Part-time teachers are required to work on Inset days that fall on days they are usually contracted to work. Part-time teachers may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work, for example for staff/departmental meetings, parents/open evenings and Inset and other non-pupil days. If agreed, a pro rata additional payment should be made, or time off in lieu agreed, where appropriate.

9. Teachers Employed on a Short Notice Basis

Teachers employed on a day-to-day or other short notice basis will 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 employment for less than a day being calculated pro rata.

In this school supply teachers will normally be paid on the Main Pay Range.

10. Other Provisions Relating to Teachers

All types and grades of teachers, **excluding** Headteachers and other members of the Leadership Group, are eligible to be considered for the payments detailed below:

Recruitment and Retention Incentives and Benefits

Such incentive allowances may be awarded by the school only to aid the recruitment and/or retention of teachers. The school will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

The school should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Where a teacher is given an incentive or benefit under paragraph 27 of the Document, written notification given at the time of the award should state:

- whether the award is for recruitment or retention
- the nature of the award
- the amount of the award
- when/how it will be paid (as applicable)
- unless it is a 'one-off' award, the start date and duration of the incentive
- the basis for any reviews which will be applied
- the basis for any repayment should an individual leave the school

Schools may make payments or provide financial assistance or benefits to aid recruitment or retention. An advance of salary for a rental deposit is one of a number of tools that schools may wish to consider as an incentive for the recruitment of new teachers and the retention of service of existing teachers. Other examples of assistance are transport season ticket loans for travel costs, a one-off payment such as a contribution to removal costs, or a time-limited allowance.

All types and grades of teachers, **excluding** Headteachers are eligible to be considered for the payments detailed below: -

Continuing Professional Development

For any CPD activities taking place at weekends or during school holidays the school will give consideration to payment, consistent with the teachers' pay spine position, in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.

Initial Teacher Training Activities

Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the Document.

Payment for Out of School Hours Learning Activity

Consideration will be given to payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate.

Additional Responsibilities

Additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools.

Payment for Work undertaken for other Institutions

The school will abide by the following Operating Principles:

a. Any services provided by the Headteacher (or other staff member) of one school to another school must be authorised formally by the Governing Body and where the work extends over

more than a 12-month period, the agreement of the governing body must be formally reviewed annually, or sooner if appropriate. The Governing Body should also agree arrangements for terminating such work.

b. Before such work is undertaken, the Governing Body and the Headteacher must take into account:

- the needs of the school and its pupils;
- the benefits that the activity would bring to the school;
- the impact of any absence on other staff, including their workload; and
- the workload and work-life balance of all the individuals concerned.

c. In particular, before reaching a view the governing body should satisfy itself that these matters have been fully considered within the school's leadership team.

d. Arrangements for payment for external work, including personal remuneration, must be clearly stated and formally incorporated into a protocol by the governing body (or the finance committee) and decisions duly minuted.

e. The headteacher and governing body should monitor the operation of the arrangements and their impact on staff and pupils and take action where arrangements prove to be unsatisfactory.

f. The disposition of any payment, including personal remuneration, for external services must be agreed in advance in accordance with the determinations of the Governing Body. The terms of such an agreement must be set out in a memorandum signed by the Chair of Governors and the Headteacher and any other members of staff involved.

g. Any income derived from external sources for the work of a school's staff should accrue to the school. The Governing Body should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities, and if so, determine the appropriate amount.

h. The Governing Body should ensure that any expenses incurred by the individual as a result of taking on additional work are reimbursed, unless they are accounted for elsewhere.

<u>Early Career Teachers Advanced Payment</u>

NYC offers an ECT Advanced Payment scheme to Schools giving the option to allow an advance payment to Early Career Teachers starting employment in September 2025 with a minimum contract of 12 months. The advance would be for the value of £900 which is recovered from the teacher's salary over twelve months at £75 per month. (This will be pro-rata basis for part time teachers).

<u>DfE additional payments</u>

Eligible teachers in eligible schools may be able to claim additional payments in the form of early career payments or levelling up premium payments. Applications should be made via the DfE, who will make any payments directly to eligible teachers.

<u>Unpaid leave for Teachers</u>

In line with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised unpaid leave or unauthorised absence (e.g., strike action) occurs deductions of salary shall be calculated at a daily or part daily rate based on the days salary being 1/365th of a year for each day of the period of absence.

11. Support Staff

Support staff will be appointed to a post covered by the appropriate LA scheme of conditions of service and be allocated to a pay grade from the scales contained within those conditions, in compliance with the established NYC job evaluation scheme(s).

Each post will have a designated job description and pay grade. The pay grade allocation will normally remain static, other than for annual incremental rises within it, unless a significant increase in the duties and responsibilities attached to the post takes place.

Other payments, such as lettings fees, will be payable in line with the appropriate national or LA agreements.

Applications for re-grading will be dealt with under the NYC Job Evaluation scheme(s).

The school recognises the grading scheme introduced by the Authority in April 2007 through the NJC and Hay job evaluation systems, last revised in April 2023. The school will adhere to this grading structure for support staff and will grade new/changed posts accordingly through the NYC processes.

Staff employed on part-time contracts will be paid on a pro-rata basis to equivalent full-time posts unless specific provisions apply to the contrary.

Salary on commencement
New starters to NYC, or employees who move into a higher graded role, will normally start at the bottom of the pay grade and will move through the grade until they reach the top. Employees can be appointed to a higher pay point, for example, to match current salary.

Apprenticeship pay
During the first 12 months in post, apprentices will be paid the National Living Wage, equivalent from 1st April 2025 to:

- £12.21 per hour
- £451.77 per week - 37 hours
- £1,963.00 per month
- £23,556 per annum

After 12 months in post, apprentices will receive full salary for the post occupied.

At the school's discretion, an apprentice may be moved to the full salary for the post at any point during their first 12 month's service if they have demonstrated that they are undertaking the full breadth of tasks at a competent level.

Specialist or hard to fill apprentice roles - Pay levels are evaluated through the recognised Job Evaluation scheme for specialist apprentices or those roles that have been deemed 'hard to fill' through recent difficulties in recruiting to the role. These apprentice roles will be paid at the salary within the job evaluated pay grade for the apprentice post. Increments are processed at 12 months. On successful completion of the apprentice training / qualification the apprentice will move into the established post and be paid according to the job evaluated grade for the established post.

Pay Progression

Pay progression through the grade will normally occur annually, from 1 April, following the annual appraisal.

The pay progression criteria, which will be assessed through the appraisal process, are:

Satisfactory performance appraisal by 31 March.

1. Satisfactory conduct – no live disciplinary warning in place at the pay progression review. Any single warning will only affect pay progression once. If there is a live disciplinary investigation, the pay progression review is paused, and the pay point remains unchanged until the investigation is complete, and the outcome is known.
2. Satisfactory performance – no live capability process at the pay progression review. A performance issue that has successfully concluded by the review date is discounted.
3. Satisfactory contribution – demonstrating personal effort and commitment.
4. Completion of employee appraisals by 31 March – line managers.

Pay progression rewards satisfactory performance and contribution. Pay progression is paused or stepped back (to a maximum of one point only) for those at the top of the grade when performance or contribution falls below an acceptable standard, to encourage improved performance and contribution. Factors outside the control or influence of the employee should be discounted. Where an employee has not attended work for a longer period due to maternity or parental leave or other extended absence, expectations should be adjusted accordingly.

Employees who have commenced NYC employment, or taken up a new position a different grade, between 2nd October and 31st March are not eligible for an increment on 1st April but will be considered for one on completion of 6 months service.

When a decision is made to pause incremental pay progression or step back, the manager should meet with the employee to discuss the decision, to explain clearly the specific reasons why the pay progression is being paused and allow the employee to make representation or present mitigation. An important part of this meeting is to ensure the employee is fully aware of why they have had their pay progression paused or stepped back, what they need to do to meet the expectations, and any support to be put in place to help them. If the line manager determines that pay progression should still be paused after the initial meeting, the employee has a right of appeal.

Any decision to pause pay progression or step back from the top pay point should not be a surprise to the employee. Discussions will have taken place throughout the appraisal cycle to identify issues of concern and any appropriate support put in place to help the employee meet the requirements.

During the year following a decision to pause pay progression, regular review meetings should be held between line manager and employee to review progress to meeting the required expectations. If the line manager believes sufficient progress has been made before the next annual review, they may decide to un-pause pay progression at that point. In such circumstances back pay will not apply.

Absence related to sickness, care for dependents or medical treatment will not be a factor when determining incremental pay progression. Attendance may be considered in the round as part of a wider assessment of contribution if specifically relevant.

Recruitment and Retention Payments

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a Recruitment and/or Retention Payment.

Recruitment Payment – is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. This payment is not available to existing staff or previous staff who re-commence employment within six months of leaving. An employee who leaves during their Probationary Period will normally be required to repay the full Recruitment Payment, unless exceptional circumstances exist. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service.

Retention Payment – is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly and over a maximum of two years (unless there are exceptional circumstances). Payments may be set at between 3% and 10% of annual salary and should be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one months' notice. Retention payments remain unchanged by pay progression or the agreement of a pay award.

Other Pay and Reward Matters for Support Staff

A number of pay and reward issues relating to support staff are contained in the Green Book and the NYC pay policy and guidance for support staff.

The school recognises the NYC collective agreements and will pay any relevant premium payments applicable.

Overtime is paid at flat rate.

12. Additional Matters

Members of Staff Temporarily Undertaking the Duties of More Senior Posts

Members of staff who agree to cover all of the duties associated with a post of a higher grade than their own for a temporary period of
normally at least four working weeks will be paid an additional sum.
This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover.

The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the school.

An employee appointed to cover a temporary vacancy, e.g., an Acting Headteacher, will be paid at a point on the pay range of the vacant post.

Payments for Residential Staff

These will be made in line with the provisions of the appropriate national or LA scheme of conditions of service.

Salary Sacrifice Arrangements

The school will allow teachers to participate in salary sacrifice schemes which are permitted under Paragraph 28 of the Document and available through NYC. It will also allow support staff to access salary sacrifice schemes available through NYC.

Participation in any salary sacrifice arrangement shall have no effect upon the determination of any safeguarded sum to which a teacher may be entitled under any provision of the Document.

13. Pay Hearings and Appeals (Teaching staff)

Teachers, including headteachers, may appeal any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay.

The following list includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

a) incorrectly applied any provision of the Document or School Pay Policy;
b) failed to have proper regard for statutory guidance;
c) failed to take proper account of relevant evidence;
d) took account of irrelevant or inaccurate evidence;
e) was biased; or
f) unlawfully discriminated against the employee.

A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the governing body. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision before it is made may mitigate the need for the more formal stages two and three.

The procedure is as follows:

Stage 1 – Informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation (see above)

1. The employee receives confirmation of the proposed pay recommendation in a timely manner and where applicable the basis on which the recommendation will be made.

2. If the employee is not satisfied with the proposed pay recommendation, they should seek to resolve this by discussing the matter informally with the appraiser or headteacher within five working days of receipt of the recommendation and before it is put forward to the person or governor's committee who will make the pay determination.

Stage 2 – Formal Representation to the person or governors' committee who are making the pay determination in advance of the decision making

3. If, having gone through Stage 1, the teacher still disagrees with the recommendation being made, they may make written representation to the appraiser or Headteacher making the pay recommendation. This written representation should be supplied along with the recommendation to the person or governors committee who will make the pay determination. The written representation submitted by the employee should detail the grounds of their

disagreement with the pay recommendation and should be submitted in advance of the pay determination meeting.

4. The teacher should be given the opportunity to present their representation, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the person (or governors committee) who will make the pay determination. Following this meeting the person (or governors' committee) will make a pay determination that will be communicated to the employee in writing, including the rationale for reaching the decision and the right of appeal (where applicable). The employee will be informed that they may be accompanied by a trade union representative or work colleague at the representation meeting (and any subsequent appeal hearing).

Stage 3 – Formal Appeal Hearing

5. If the employee does not agree with the pay determination, the employee may appeal. To do so, they should set out in writing the grounds for appealing the determination and should send it to the Chair of the appeal committee or headteacher within 10 working days of receipt of the written outcome of the Stage 2 decision.

6. Any appeal should be heard by a panel of governors (minimum two but recommend three) who were not involved in the original determination within a reasonable time scale of the receipt of the written appeal notification, where possible. The appeal hearing will be held in line with the adopted Hearing and Appeals Policy and Procedure.

7. Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing within 5 working days, including the rationale for reaching the decision. This decision will be final and there is no recourse to raise a further grievance in line with the relevant policy.

14. <u>Pay Progression Appeal Process (Support Staff)</u>

Step 1 Meeting with Manager

1. When the headteacher or appraiser is recommending that pay progression is paused or stepped back, they should meet with the employee to discuss their recommendation and the specific reasons for this and allow the employee to make representation or present mitigation. An important part of this meeting is to ensure the employee is fully aware of why it is proposed that they have pay progression paused or stepped back, what they need to do to meet the expectations, and any support to be put in place to help them. The opportunity to discuss a pay decision before it is made may mitigate the need for a formal appeal.
2. If, after the initial meeting, the manager determines that pay progression should be paused or stepped back, the employee has the right of appeal.
3. Individuals have the right to be accompanied by a trade union representative or work colleague at steps two and three. Appeals will be heard in line with the School's adopted Hearing and Appeals Policy and Procedure.

Step 2 Employee puts their appeal in writing

4. Following notification of the decision to pause or step back pay progression, an employee may appeal in writing to the headteacher or their appraiser as soon as possible, making them aware that they are dissatisfied with the decision and why.
5. The headteacher should convene an appeal hearing in line with the school's scheme of delegation and adopted Hearing and Appeals policy and procedure. The governor's panel will not have been previously involved with the individual case. Copies of the appeal and any

other evidence relevant to employee's case (for example meeting notes) should be sent to attendees at the appeal hearing in a reasonable time period, and no later than 5 working days, before the appeal hearing takes place.

Step 3 - Appeal

6. The employee has the right to be accompanied at the appeal hearing by a trade union representative or work colleague.
7. The outcome of the appeal will be confirmed in writing, which will include the final decision in respect of pay progression being paused or stepped back.

The outcome of step 3 is final and there is no recourse to raise a further grievance in line with the relevant policy.

If the employee's pay point is changed as a result of this process it will be the headteacher's responsibility to ensure that the salary is changed from the effective date by liaising with employment support service.

15. Pensionable pay elements

The following pay elements are pensionable for **support** staff:

- salary, wages and fees
- detriment or protected pay
- market supplement payment
- additional contribution payment
- acting-up payment
- honoraria payments for additional temporary duties
- accelerated pay progression
- standby allowance
- sleep-in allowance
- residential duty payment
- evening duty allowance
- night work allowance
- on-call payment
- first aid payment
- lettings allowance
- work on public holiday payment
- weekend working allowance
- additional hours
- Special Educational Needs allowance
- legionella / asbestos allowance
- maternity / paternity
- Keeping In Touch pay
- thank you payment

The following are pay elements are not pensionable for support staff:

- retention payments
- expenses, for example, travel, subsistence
- any payment 'representing money value for provision of vehicle or paid in lieu', for example, mileage payments or similar payments to cover expenses
- telephone rental payment
- cycle allowance

Support Staff Additional hours
For Local Government Pension Scheme purposes, 'additional hours' includes all hours worked above the normal contractual hours of the individual employee. Also, for any relief staff, without guaranteed hours, all hours worked are pensionable.

The following pay elements are pensionable for those employed on **teachers** terms and conditions:

- Basic Pay - contracted
- Sick pay
- Family Leave pay
- Teaching and Learning allowances (TLR)
- Special Needs Allowance
- Acting Up Allowance
- Salary Safeguard (Detriment)
- Recruitment & Retention Allowance
- Residential Allowance
- Social Priority Allowance
- Extraneous Duties Allowance
- Sleeping in Allowance
- Disturbance Allowance
- Temporary Allowance
- Safeguarded Pay
- Discretionary Head Teachers Allowance
- Continuing Professional Development
- Provision of Initial Teacher Training
- Raising Educational Standards
- Out of School Learning Activities
- Basic Hours / days (supply)

The following pay elements are non-pensionable for those employed on **teachers** terms and conditions:

- First Aid Allowance
- Travelling payments
- Expense payments
- Pay in lieu of notice to terminate a contract
- Pay to cover loss of contractual holiday pay
- Honorarium payment
- Any duties that are not part of their role of a teacher, i.e., MSA cover, this would be covered by LGPS

Variable or annualised hours
With variable hours contracts, for example between 5 and 15 hours per week, pensionable pay will apply to all hours worked.
Also, with annualised hours contracts, pensionable pay will be payable on all hours worked.

16. Overpayments and Underpayments

The school acknowledges that occasionally errors occur, and employees are either under or overpaid salary, allowances or benefits, including salary sacrifice benefits. As public monies are involved, the school have a responsibility to ensure that staff are paid correctly for the work

undertaken, but where overpayments are made, the school have a duty to seek recovery. Where an employee has a reasonable belief that the overpayment made was money to which they were entitled, the employee should discuss this with their manager and agree how it should be raised with Employment Support Services.

Under Section 14 of the Employment Rights Act 1996 (the Act), the school have an opportunity to recover any overpayment of wages made to an employee through deductions from future wages without this being considered to be an unauthorised deduction, contrary to Section 13 of the Act. This also applies to any overpayment of expenses incurred by the employee in carrying out their employment.

Only in exceptional circumstances will overpayments be written off, with the approval of the chair of governors.

Any underpayments identified will be rectified in the next available pay run. In exceptional circumstances, Employment Support Services can arrange for an interim payment to be made to the employee. Discussions will be required between the employee and their line manager in relation to the impact of the shortfall in the net pay. As a guide a significant shortfall in net pay may be deemed to be a shortfall of greater than 25% of the previous month's net pay. For lower paid staff a shortfall of less than 25% could cause real hardship and any expression of concern will be considered on merit.

An interim payment will not be made where the shortfall in pay is caused by the employee submitting timesheets or travel claims to payroll after the published deadlines.

17. Payslips

All employees will be provided with a payslip monthly, accessible through the MyView system. This outlines the pay method, annual salary, tax period / payslip date, payments received in the pay period, units/hours/sessions, the rate applied, total gross pay, deductions (statutory and voluntary), accumulated payment amounts in the tax year to date, and the net payment made.

18. Monitoring of the Policy

The Governing Body, will monitor the effectiveness of this policy including the outcome of pay decisions to ensure the school's compliance with equalities legislation.