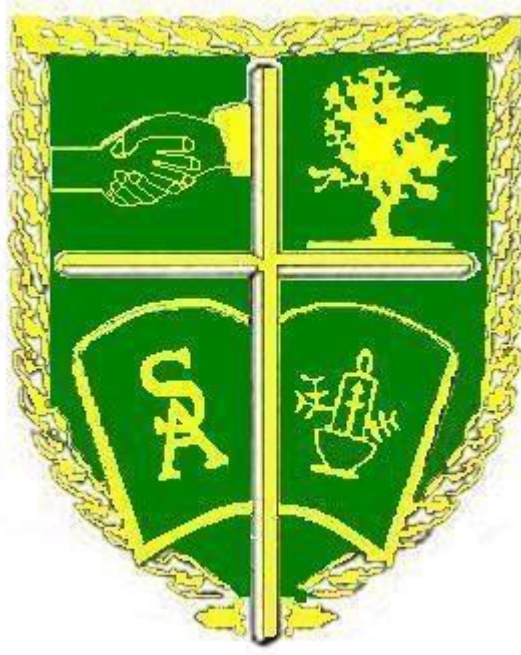


St Antony's Catholic Primary School



PAY POLICY

**Learning together
in
God's love**

**Agreed by governors: January 2018
Review date: Annually**

St. Antony's Catholic Primary School Pay Policy

Our Mission Statement

At St. Antony's Catholic School we celebrate our special talents as children of God:

- We try to be like Jesus and always keep him in our hearts.
- We work together in our homes, school and parish to share our gifts and learn together.
- We understand that we are all different and we respect each other.
- We look after our world so that we may share it together in peace.

INTRODUCTION

The statutory pay arrangements for teachers give significant discretion to “relevant bodies” – normally governing bodies, but Local Authorities in some instances – to make pay decisions. The School Teachers' Pay and Conditions Document (hereafter called the Document) places a statutory duty on schools and Local Authorities to have a pay policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. This should ensure fair and equitable treatment for all teachers and minimise the prospect of disputes and legal challenge of pay decisions.

Schools and Local Authorities, when taking pay decisions, must have regard both to their pay policy and to the teacher's particular post within the staffing structure. A copy of the staffing structure should be made available with the pay policy.

The pay policy should comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It should be used in conjunction with these documents, but, in the event of any inadvertent contradictions, the Document and its statutory guidance take precedence.

1. PRINCIPLES AND PROCESSES

1. Background

All teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as annually updated by the DfE. Support staff are paid in accordance with the Local Government Conditions of Service as agreed by London Borough of Newham.

All pay-related decisions are made taking full account of the school improvement plan; staff and unions have been consulted on this policy.

2. Equalities

All pay related decisions are taken in line with the Equalities Act 2010. The Act provides a single legal framework to more effectively

tackle disadvantage and discrimination with regard to the protected characteristics as follows: Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race – including ethnic or national origin, colour or nationality, Religion or Belief – including lack of belief, Sex, and Sexual Orientation.

The governing body will comply with other relevant equalities legislation:

- Employment Relations Act 1999
- 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 Equality Act 2010

The governing body will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting, and paying staff, training, and staff development.

The governing body 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. for absences related to maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

3. Pay Reviews

The governing body will ensure that every teacher's salary is reviewed with effect from 1 September and by no later than 31 October each year and ensure that they are given 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 changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

The school is committed to increase all existing pay points and allowances for all teachers set out on Appendix 2 by the statutory

annual increase in minimum values and will continue this principle in future years.

4. Decision Making

The terms of reference for the relevant governors' committees include the following delegated powers:

- a) To agree the staffing structure (in consultation with the relevant committee where there are financial costs) and decide any changes to ranges or additional allowances in individual cases.
- b) To decide other payments to staff outside the scope of this policy.
- c) To decide the Head Teacher's pay range if above the relevant school range set out in Appendix 3.
- d) To review in consultation with union representatives and decide changes to this policy.

NB Head Teacher's annual performance pay progression is decided by the appraisal review committee.

Individual decisions about progression on a pay range, including movements through the threshold to the Upper Pay Spine, are made by the Head Teacher, taking account of any recommendations made through the appraisal policy. The exception to this is that awarding more than one increment to an Assistant or Deputy Head Teacher will be made by the Head Teacher's appraisal review committee, following a recommendation by the Head teacher.

5. Appeals

A teacher may appeal against any recommendation or determination in relation to his/her pay or any other decision taken by the Head Teacher (or committee) that affects his/her pay. The teacher's reasons for the appeal should be in accordance with the following list:

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

- a) incorrectly applied any provision of the Document;
- 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) otherwise unlawfully discriminated against the teacher.

The arrangements for considering appeals are set out in Appendix 1.

This procedure for considering pay appeals applies instead of the Grievance Procedure which cannot be used to pursue them further.

1.6 Monitoring and Review

The implementation of this policy will be monitored and will be reviewed on an annual basis. A report will be submitted to the governing body on the operation of the policy, including an assessment of its equalities impact, in a suitably anonymised form; a copy of this report will be provided to staff and their unions on request.

Staff and their trade union representatives will be consulted as part of any review.

2. USE OF DISCRETION IN BASIC PAY DETERMINATION FOR NEW STARTERS

2.1 Newly qualified teacher

Appendix 2 sets out the main range values as 6 main points and 5 sub points. One main point is awarded for each complete 3 years of relevant paid work experience prior to gaining Qualified Teacher Status (QTS) in a relevant area after the age of 18, up to a maximum award of 2 main points. Part time experience will be equated to the full-time equivalent. The definition of relevance is that the experience is as broadly relevant to the teaching duties required. It would therefore include:

- Experience of working with children, e.g. nursery nurse, social worker.
- Industrial/commercial experience using subject specialism, e.g. scientist, book editor, commercial artist.

Teachers will be required to supply evidence that clearly supports their claim e.g. references, reports, testimonials, job description.

For a teacher who has previously been employed on the unqualified scale, teaching experience prior to gaining QTS will be assessed so far as it is necessary, in order that the qualified teacher receives a higher salary than their unqualified pay.

2.2 Experienced Teachers

The school is committed to the principle of pay portability and will apply this principle in practice when making all new appointments to the school.

The school will not restrict the pay available for appointees to vacant classroom teacher posts, other than the lower limit of the Main Pay Spine and the upper limit of the Upper Pay Spine.

2.3 Part-time Teachers

The calculation of the pay of part time teachers is based on the number of aggregate hours the teacher is employed to work within

the capacity of the school's timetabled teaching week. Details of the calculation method are set out in the Document.

2.4 Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 (1265/195) to arrive at the hourly rate. The agreed directed time, per day including non-contact time, will be paid.

2.5 Unqualified teachers

Unqualified teachers will start on the minimum of the unqualified pay range unless the Head Teacher judges that a higher point is required due to previous experience as set out in 2.1 above.

Overseas trained teachers (OTTs) who are judged by the Head Teacher to already be meeting the QTS standards and therefore commence the "assessment only" route for QTS will be offered a contract with pay equal to that of a QTS teacher. Previous teaching experience in the UK and abroad may be assessed and up to a 1 pay point for each full year of teaching service may be given.

2.6 Schools Direct (salaried) teachers, including overseas trained teachers and Teach First

This section applies to teachers who are on a Teaching Agency recognised route which is intended to lead to QTS.

School Direct (salaried) teachers (whether OTTs or not) and Teach First teachers who do not meet the QTS standards and therefore commence the full graduate training programmes will be paid as unqualified teachers as set out above.

2.7 Leading Practitioners

Leading Practitioners are posts which have the primary purpose of modelling and leading improvement of teaching skills. The Document sets out minimum and maximum points for Leading Practitioners. The governing body has agreed to use a range of five points from the spine set out in Appendix 2 to reflect the responsibilities of the particular post. New appointments will be made at the minimum of the selected range.

2.8 Head Teacher

The Document sets out a minimum and maximum value of the Leadership Spine. The responsibility for fixing the salary range rests with the relevant body, as delegated to a committee. The salary range on which a Head Teacher is paid is derived from the two steps, as set out in the next three paragraphs below.

2.8.1 Head Teacher's Group Range

Under the Document, schools are allocated to one of eight Groups depending on:

- i) the number of pupils, and
- ii) the key stage of pupils.

The relevant body has discretion to take into account the number of pupils at the school with SEN statements. In Newham the relevant body has decided to exercise this discretion so that statemented pupil numbers (and those in resource provision or exceptional resource funding) are additionally taken into account in the group size calculation.

The group size calculation of the school will be checked annually by the Local Authority, using the January pupil numbers and any increase in group size advised to the Chair of Governors. If the Head Teacher is currently on a salary point lower than the Individual Head Teacher Range of the new group, he or she will progress to the new minimum point on the following 1st September. The Head Teacher has a right to make representations to the relevant body about the Head Teacher group at any time. The governing body of a non-delegated school also has such a right.

Where a Head Teacher is permanently accountable for more than 1 school, the Head Teacher's Group Range will be based on the calculation of the total number of pupil units across all schools, as required by paragraphs 6.6 & 7.9 of the Document 2017.

A minimum and maximum pay value is specified for each Head Teacher Group.

2.8.2 Individual Head Range

Within this Head Teacher Group Range, the relevant body will select seven points to form the Individual Head Teacher Pay Range. The Individual Head Teacher Range will take account of the context and challenge arising from pupils' needs, the full responsibilities of the post, including any responsibility for more than one school on a permanent basis. It will also take account of any additional responsibility for extended services, including Children's Centres, and the challenge of recruitment and retention, as required by the Document.

The governing body has agreed to adopt the Individual Head Teacher Pay Range structure set out in Appendix 3.

2.8.3 Exceptional Circumstances - Pay Range Enhancement (Appendix 3b)

Whilst pay for the Head Teacher should not normally exceed the maximum of the Head Teacher Group Range, the governing body may exceed the maximum where they determine that circumstances specific to the role or postholder warrant higher than normal pay. The governing body will ensure that the maximum of the actual pay including any additional payments does not exceed the maximum of the relevant Head Teacher Group Range by more than 25% unless in wholly exceptional circumstances. Any temporary payments referred to in 4.12 also fall within the 25% limit.

Where there are considered to be exceptional circumstances that might warrant the Head Teacher being paid 25% or more above their Group Range, the governing body will seek external independent advice before making this decision. A clear business case, as required by the Document, will also be presented to the governing body.

The governing body has adopted the Individual Head Teacher Pay Ranges set out in Appendices 3 and 3a. These ranges take account of all pay determination factors and an appropriate pay range will be decided by the relevant governor committee. No additional and/or separate payments will be made and the 25% rule as set out above and in the Document, continue to apply.

2.9 Deputy Head Teacher Range

A range of five points will be chosen from the Leadership Spine. The governing body has adopted the structure of Deputy Head Teacher Pay Ranges set out in Appendix 3 which complies with the statutory requirements set out in the Document. Any change will be agreed by the relevant governor committee.

The governing body has adopted the Deputy Head Teacher Pay ranges set out in Appendices 3 and 3a. These ranges take account of all pay determination factors and will be decided by the relevant governor committee. No separate and/or additional payments will be made. The pay range set for the Deputy Head Teacher/s will not overlap with the Head Teacher's individual pay range.

2.10 Assistant Head Teachers Range

A range of five points will be chosen from the Leadership Spine set out in Appendix 3. The governing body has decided that it will assess what range to apply on an individual basis, ensuring the maximum of

the Assistant Head Teacher range/s will be less than the maximum of the Deputy Head Teacher range/s and that other requirements in the Document are met. Any changes will be agreed by the relevant governor committee. No separate and/or additional payments will be made.

2.11 Leadership Spine Starting Salary on Appointment

The relevant body has decided that any new appointment of Head Teacher, Deputy or Assistant Head Teacher will be made at the minimum of the range, unless either:

- it is necessary to match the salary of an existing teacher: or
- the post is difficult to fill;

In which case, appointment may be made up to the fourth point for a Head Teacher and up to the third point for a Deputy or Assistant Head Teacher.

3. MOVEMENT UP PAY RANGES

The governing body agrees that the school budget will ensure that appropriate funding is allocated for appropriate pay progression at all levels. The governing body recognises that funding or the lack of it cannot be used as a criterion to determine any progression.

Progression will be from 1st September of each year and the decision based on the outcome of teachers annual appraisal review. As these reviews usually take place in the autumn term, any pay progression awarded will be backdated to 1st September. All reviews for teachers will be undertaken by 31st October and for the Head Teacher by 31st December. Pay progression will only be considered for those teachers on the leadership spine who were in post throughout the previous two terms.

The performance review process must be followed for all Head Teachers, even those who are already at the top of their range and therefore will not be considered for a performance increment.

The normal expectation for all teachers, including Head Teachers, is that they will progress by one increment. The use of three additional sub increments should apply in cases where performance is judged to be exceptional, as defined below.

3.1 Main Pay Range Teachers

Teachers will be awarded pay progression on the Main Pay Range following a successful annual appraisal review which will encompass a review against their objectives and against the Teachers' Standards. Successful reviews will be judged as one of the following:

- a) **Partially** meeting objectives and standards which will lead to one sub increment;
- b) **Fully** meeting objectives and standards which will lead to one main increment (two sub increments);
- c) **Exceeding** meeting objectives and standards which will lead to three sub increments.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school and recorded in the appraisal statement by the conclusion of that process.

Teachers in their induction year will be awarded pay progression on the successful completion of induction in accordance with b) and c) above.

Progression will be from 1st September for the review of the previous year's performance, regardless of when the review is actually carried out.

3.2 Threshold Assessment

The Document states as follows:

"An application from a qualified teacher will be successful where the relevant body is satisfied:

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

NB: In accordance with Section 3 of the STPCD 2017, Schools should make clear in their pay policies how they will interpret the above criteria and what evidence they will take into account.

Applications will need to be made to the appraiser in writing by the date of the teacher's individual review meeting for progression on the previous 1st September (assuming the review meeting takes place in the autumn term).

Teachers who apply to move to the Upper Pay Range will be awarded progression to that Range having regard to the two most recent appraisal reviews, provided that these demonstrate a) and b) above.

Reviews will be deemed to be successful if the teacher has been assessed as fully meeting their objectives and the Teachers' Standards.

Teachers may be asked if they wish to draw any information to the Head Teacher's attention but will not be required to submit evidence with their application. The decision on progression will be taken by the Head Teacher after consideration of the evidence and consultation with other relevant school managers. The decision will be advised to the teacher in writing.

3.3 Upper Pay Range Teachers (Post Threshold Teachers)

Upper Pay Range teachers will be awarded pay progression along the Upper Pay Range following a successful annual appraisal review, provided that the review demonstrates the teacher has met their objectives, Teachers' Standards and continued to meet a) and b) above. Successful appraisal reviews will be judged as one of the following:

- a) **Fully** meeting objectives and standards – this will lead to one sub increment;
- b) **Exceeding** meeting objectives and standards – this will lead to one main increment.

3.4 Leading Practitioners

Leading Practitioners must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance progression point will be awarded. Any work undertaken at other schools, in higher education facilities, or at facilities of the Local Authority and elsewhere will be taken into account.

3.5 Head Teacher, Deputy Head Teachers and Assistant Head Teachers

The Head Teacher must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school. The results of the most recent appraisal must also be taken into account. The Head Teacher is expected to have fully met their objectives and to continue to meet the relevant Teachers' Standards.

The committee who carry out the Head Teacher's performance review will consider whether the Head Teacher's performance meets the criteria set out above. If it does, the Head Teacher should be permitted to progress to the next point within their approved pay range. The Chair of the committee will sign the Schools HR Approval Form.

Deputy Head Teachers and Assistant Head Teachers must also demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress. The results of the most recent appraisal must also be taken into account. The Deputy and Assistant Head Teacher is expected to have fully met their objectives and continue to meet the relevant Teachers' Standards.

The normal expectation is one increment; the use of a second increment should apply in cases where performance is judged to be exceptional. In order to ensure consistency of approach, where a second increment is recommended, these recommendations will be decided by the governors committee who determine the Head Teacher's incremental position. Therefore the Head Teacher will put any recommendations for a second increment for Deputy and Assistant Head Teachers, to this committee. Any such consideration will take place at the same time as the consideration of the Head Teacher's pay progression.

As the review usually takes place in the autumn term, any pay progression will be backdated to 1st September. Head Teachers, Deputy and Assistant Head teachers cannot receive pay progression without the review-taking place. Therefore pay progression will only be considered for school leaders who were in post the previous two terms.

3.6 Unqualified Teachers

Teachers will be awarded pay progression on the Unqualified Pay Range following a successful annual appraisal review which will encompass a review against their objectives and against the Teachers' Standards. Successful reviews will be judged as one of the following:

- a) **Partially** meeting objectives and standards which will lead to one sub increment;
- b) **Fully** meeting objectives and standards which will lead to one main increment (two sub increments);
- c) **Exceeding** meeting objectives and standards which will lead to three sub increments.

Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle and have not been sufficiently addressed through support provided by the school and recorded in the appraisal statement by the conclusion of that process.

4 DISCRETIONARY ALLOWANCES AND PAYMENTS

4.1 Teaching and Learning Responsibility Payments (TLRs)

TLR payments will be awarded to the holders of the posts indicated in the school's staffing structure and in accordance with the criteria set out in the Document, as follows:

TLR1 or TLR2 payments may be awarded to a teacher on the Main or Upper Pay Ranges for undertaking a sustained additional responsibility which is required by the school for the purpose of ensuring the continued delivery of high-quality teaching and learning. The teacher will be made clearly accountable for this additional responsibility in the context of the school's staffing structure.

A TLR3 payment will only be awarded for a clearly time limited school improvement project or for one-off externally driven responsibilities. The duration of the fixed term must be established at the outset and the payment made on a monthly basis for the duration of the fixed term.

With the exception of sub-paragraphs (c) and (e) which do not have to apply to the award of TLR3s, before awarding any TLR the relevant body must be satisfied that the teacher's duties include a significant responsibility and that is not required of all classroom teachers and that:

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

The level of TLR awarded will depend on the degree of significant responsibility, the workload involved and the time required.

The TLR level 1 can only be paid to teachers whose duties include a requirement of line management responsibility for a significant number of people.

The governing body has agreed the structure and annual values of the TLRs to be awarded are set out in Appendix 2.

The values within the TLR Structure set out in Appendix 2 will increase in line with any annual pay award for inflation purposes and will be included in the annual salary assessment letter.

Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

TLR payments cannot be awarded to those teachers paid on the Unqualified or the Leadership spine.

4.2 Special Educational Needs Allowance

The relevant body must award a Special Needs Allowance to a classroom teacher:

- a) in any SEN post that requires a mandatory SEN qualification;
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (including any PRU) that is analogous 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 a teacher's 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 within the school or, in the case of an unattached teacher, the unit or service.

Where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

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

The governing body has decided that:

- a) "substantial element" means that more than 50% of the pupils have SEN;
- b) the higher allowance will only be awarded to a teacher who is in receipt of the lower allowance and who holds one of the recognised certificates for teaching pupils who are blind, deaf or autistic or other SEN aspect; and
- c) that the value of the two allowances is set out in Appendix 2.

Teachers paid on the Leadership spine cannot be paid an SEN Allowance.

4.3 Recruitment and Retention Payments

4.3.1 General

The governing body may pay recruitment or retention payments for a fixed period then to be formally reviewed.

These payments can be made where the governing body considers it to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The governing body has agreed to adopt the five level payment structure set out in Appendix 2. The value of these Payments will be updated by any annual pay (inflation) award.

4.3.2 Recruitment

The governing body has decided to make these payments in the following circumstances to support the recruitment of:

- i) Newly Qualified Teachers who do not qualify for any relevant work experience points. They will receive Payment 1 as set out above, subject to this payment terminating at the same time as the teacher moves to the maximum of the Main Pay Range.
- ii) Where there is clear evidence that a proposed advertisement will not attract any suitable applicants, one of the above payments will be allocated.

4.3.3 Retention

School specific provisions will apply as determined by the governing body.

4.4 Continuing Professional Development

Payment may be made to teachers for CPD undertaken outside the school day. The relevant body has decided not to make such payments/authorise the Head Teacher to make such payments in exceptional circumstances (~~Delete as appropriate~~).

The basis of payment will be an hourly sessional rate recommended by the Local Authority as set out on Appendix 2.

In accordance with the provisions of the Document, these payments cannot be paid to a Head Teacher.

4.5 Out of School Learning Activities

Payments can be made to teachers, where the teacher has agreed to the Head Teacher's request to participate, and they make a substantial and, where appropriate, regular commitment to such activity. Payments may be made:

- a) For work outside the 195 days, at the hourly sessional rate higher rate; and
- b) For work on one of the 195 days outside 1265 hours a session of at least 2 hours at least once a week at the lower rate, see Appendix 2.

The relevant body has decided not to make such payments/to make such payments, and these will be decided by the Head Teacher. (Delete as appropriate).

In accordance with the provisions of the Document, these payments cannot be paid to a Head Teacher.

4.5.1 Children's Centre

A Head Teacher's responsibility for a Children's Centre is recognised through the Individual School Range (ISR), as required by the STPC Document (see paragraph 2.6.1 above). However, the significant additional working time requirements will be recognised by a payment under the Out of Hours Learning Activities provision of the Document. The sum will be paid monthly and be increased each year by the percentage increase in point 20 of the leadership spine.

The additional working hours are significantly greater where the child care provision is provided by school employed staff, rather than by an external provider under a contract. Therefore in this former case the additional payment be £6279 p.a., as at 1st September 2012. In the latter case the sum is £4186 p.a., as at 1st September 2012.

Whether any such additional payment should apply to the deputy head teacher will be decided by the governing body following advice from the head teacher.

4.6 Unqualified teachers allowance

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience. This will apply when in the absence of a suitably qualified and experienced teacher, the unqualified teacher is undertaking the responsibilities of a TLR and payment will be this TLR value.

4.7 Additional Responsibilities in Relation to the Provision of Services Relating to the Raising of Educational Standards in One or More Additional Schools

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body determines that in the context of its staffing structure and pay policy, the teacher has:

- a) Taken on sustained additional responsibility which is:
 - 1) focussed on teaching and learning; and
 - 2) requires the exercise of a teacher's professional skills and judgment; or
- b) Qualifications or experience which bring added value to the role being undertaken

This will apply when in the absence of a suitably qualified and experienced teacher, the unqualified teacher is undertaking the responsibilities of a TLR and payment will be this TLR value.

4.8 Unqualified Teachers' Allowances

The governing body will pay an unqualified teachers' allowance to unqualified teachers when the governing body determines that in the context of its staffing structure and pay policy, the teacher has:

- a) Taken on sustained additional responsibility which is:
 - 1) focussed on teaching and learning; and
 - 2) requires the exercise of a teacher's professional skills and judgment; or
- b) Qualifications or experience which bring added value to the role being undertaken

This will apply when in the absence of a suitably qualified and experienced teacher, the unqualified teacher is undertaking the responsibilities of a TLR and payment will be this TLR value.

4.9 Acting Up Allowances

If a teacher agrees to undertake the full duties of a Head Teacher, Deputy or Assistant Head Teacher post, and performs these duties for a period in excess of four weeks, they will be paid an acting up allowance. The allowance will be determined by the governing body and the level of the allowance will be commensurate with the minimum level of salary for the post, that the teacher is carrying out the duties for. The agreed allowance will be paid from the date the teacher commenced the additional duties.

4.10 Safeguarding

All safeguarding arrangements will be in accordance with the provisions set out in the Document, S2 Part 5, paragraphs 30-37. The school will follow these provisions and ensure that teachers are correctly notified.

4.11 Temporary And Discretionary Payments to Head Teachers

The Document permits Head Teachers to be paid temporary and/or discretionary payments for the following reasons:

4.11.1 Temporary Responsibility for One or More Schools

In the above circumstances and in accordance with the relevant provisions of the Document, a Head Teacher may be paid a temporary allowance at an appropriate level to reflect these additional responsibilities and duties. The governing body will decide on the level of payment to be made taking account of the nature and level of responsibility required.

The total sum of this temporary payment, and any other payments made to the Head Teachers, must not exceed 25% above the maximum of the Head Teacher Group, unless in wholly exceptional circumstances where the provisions set out in paragraph 2.8.4 will apply.

4.11.2 Service Provision

A discretionary payment can be made where a Head Teacher undertakes additional responsibilities/activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools. This is for situations when a Head Teacher is working under a contract for services, rather than under a contract of employment, where they are personally responsible for the service being provided but not accountable for the outcomes of the school, e.g. as a National Leader of Education or Consultant Leader. Please also refer to Appendices 4 and 5 for further Guidance.

It cannot be used when the Head Teacher is appointed as Head teacher of one or more additional schools on a temporary or permanent basis).

All discretionary and temporary payments will be determined and approved by the relevant governors committee.

4.12.3 Recruitment and Retention

From 1st September 2014 Payment to Head Teachers can only be made in relation to housing and relocation expenses. Please also refer to paragraph 4.3.4.

5. Support Staff

5.1 Conditions of Service

The pay and conditions of service for support staff employed are in accordance with the National Joint Council (NJC) for Local Government Services and those agreed locally by the Local Authority.

5.2 Pay Scales

The pay scales adopted by the governing body for support staff employed in this school/academy are those currently used by the London Borough of Newham. A copy is attached as Appendix 5.

The governing body has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme, i.e. The Greater London Provincial Scheme (GLPC). This service is administered through the Schools HR Service. Appendix 5 sets out a list of sample grades as at September 2017.

The governing body has decided to apply/not apply the London Living Wage. Therefore if necessary, an additional hourly payment will be made so that all employees at least receive the hourly London Living Wage (currently £9.75 per hour).

5.3 Job Descriptions

All members of the support staff will receive a copy of their job description, which will be the basis of any job evaluation for the post. Any significant changes to job profiles may require a re-evaluation of the post.

Where the governing body, on the advice of the Head Teacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of an annual review process. It may, if necessary, result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

5.4 Starting Salaries

The governing body will normally appoint to the minimum pay point of the evaluated grade. This is unless the individual member of staff was previously paid under the same conditions of service at a higher point in the pay range, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the evaluated grade. In exceptional circumstances, the governors may also consider appointing

above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

5.5 Incremental Progression

Support staff will, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor/below standard or if attendance or conduct record justifies such action.

In addition, eligible support staff, subject to satisfactory service, may qualify for an additional increment after 5 years' service and one further additional increment after the 10 years' service in the same grade. Incremental progression will be to the equivalent of the first and second increment points of the next grade. To qualify staff must be on a grade no higher than P07 and have reached the maximum incremental point of their grade. The staff member must also not have benefited by promotion or regrading during the 5 or 10 years.

Subject to the above, incremental progression, will normally take place on 1st April each year, except where a member of staff starts after 1st October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1st April in subsequent years.

5.6 Acting up Allowances / Additional Responsibilities

Where a member of staff covers the full range of duties of a higher graded post, the governing body will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

Where a member of staff is covering some, but not all of the duties of the higher graded post, the governors will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken.

Where a member of staff is required to meet a short-term excessive workload, to undertake essential tasks within a defined timescale, the Head Teacher may give prior approval to the member of staff to work additional hours. This will be paid at their normal hourly rate or be paid at agreed overtime rates where the weekly hours worked exceed the standard hours (36 hours per week) for a relevant full time member of support staff. Time off in lieu may also be authorised by the Head Teacher as an alternative to being paid overtime.

5.7 Other Additional Payments

The governing body will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

5.8 Safeguarding

The arrangements for the safeguarding of salaries for support staff is in accordance with the current policy of the London Borough of Newham. The current safeguarding period is for a maximum period of 12 months (6 months at full pay and 6 months at half of the difference between the pay of the previous role and the new role).

5.9 Appeals

The arrangements for support staff wishing to appeal pay decisions are as outlined for teaching staff, but subject to the relevant conditions of service for support staff. The procedure outlined in Appendix 1 will be followed.

September 2017

PAY APPEAL ARRANGEMENT

The order of appeal arrangements is as follows:

Informal Appeal Process

1. The employee receives written confirmation of the pay recommendation and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher (or the person making the recommendation) within 10 working days of the decision.
3. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.

Formal Appeal Process

4. The employee should set down in writing the grounds for questioning the pay decision. It must be sent to the Head Teacher within 10 working days of the notification of the decision being appealed against or of the outcome of the discussion referred to in 2 above.
5. The Head Teacher should provide a meeting with himself/herself within 20 working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person. The employee is entitled to be accompanied by a trade union representative or work colleague. Following this meeting the employee should be informed in writing of the decision and the right to appeal to governors.
6. The employee should write to the Head Teacher stating their wish to appeal to governors within 5 days of receiving the Head Teacher's letter set out in paragraph 5.
7. Any appeal should be heard by a panel of three governors who were not involved in the Original determination normally within 20 working days of the receipt of the written appeal notification. 5 working days' notice should be given of the appeal date. Both parties should submit written evidence. The Head Teacher's evidence will explain the basis of the decision and the employee's evidence will set out the basis for the appeal. Witnesses will not be called unless agreed by both parties in exceptional circumstances. Copies of the evidence must be available to all parties at least 3 working days prior to the Committee meeting.
8. The procedure for the appeal hearing is set out below.

Formal Pay Appeal Hearing Procedure

1. The Committee should elect a Chair for the meeting.

2. The Chair to call in all parties.
3. The Chair to explain procedure.
4. Chair to establish that all parties and Governors have the written evidence that was submitted beforehand.
5. The Head Teacher to present their case, based on the written evidence.
6. At the conclusion of the presentation of their case, the Head Teacher to be questioned (in order) by:
 - employee (or representative)
 - Governors
7. Employee (or representative) to present their case, based on the written evidence.
8. At the conclusion of the presentation of their case, the employee should be questioned (in order) by:
 - Head Teacher (or other respondent)
 - Governors
9. The Head Teacher has the opportunity to summarise their case and respond to evidence raised without introducing any new evidence.
10. The employee has the opportunity to summarise their case and respond to evidence raised without introducing any new evidence.
11. Both parties will withdraw for the Governors to consider the case. A written decision with reasons will be issued within 5 working days of the appeal hearing. Where the appeal is rejected, it will include a note of the evidence considered and the reasons for the decision.
12. For centrally employed teachers, the formal appeal will be to the relevant second tier officer of the Local Authority.

APPENDIX 2

Pay Scales and Additional Payments for Newham Teachers, September 2017

Main Pay Range		Unqualified Teachers Range		Recruitment and Retention Payment	
M1a	28,660	UQ1a	20,909		
M1b	29,407	UQ1b	21,874	1	1,254
M2a	30,155	UQ2a	22,841	2	2,469
M2b	30,939	UQ2b	23,807	3	3,738
M3a	31,726	UQ3a	24,775	4	5,208
M3b	32,551	UQ3b	25,740	5	6,785
M4a	33,379	UQ4a	26,708	Special Educational Needs (SEN) Allowance	
M4b	34,661	UQ4b	27,674	SEN 1	2,106
M5a	35,947	UQ5a	28,641	SEN 2	4,158
M5b	37,283	UQ5b	29,605	Outside of School Learning Activities	
M6a	38,623	UQ6	30,573	Outside 195 days	25.66
M6b	39,006			Outside 1265 hours	14.32
Upper Pay Range		TLR Allowances			
U1a	43,616	TLR 3 is fixed term:		TLR 2a	2,667

U1b	44,685	TLR 3a	529	TLR 2b	4,587
U2a	45,759	TLR 3b	1,050	TLR 2c	6,515
U2b	46,527	TLR 3c	1,576	TLR 1a	7,699
U3	47,298	TLR 3d	2,101	TLR 1b	9,472
		TLR 3e	2,630	TLR 1c	11,247
				TLR 1d	13,027

Leading Practitioner Range (choose 5 points)	
---	--

1	46,814
2	47,803
3	48,815
4	49,844
5	50,905
6	51,991
7	53,194
8	54,247
9	55,411

10	56,644
11	57,918
12	59,086
13	60,376
14	61,695
15	63,040
16	64,525
17	65,837
18	67,305

Spine Point	01/09/2016	
Leadership Spine		
L1	46,814	
L2	47,803	
L3	48,815	
L4	49,844	
L5	50,905	
L6	51,991	Group 1
L7	53,194	

L8	54,247		Group 2		
L9	55,411				
L10	56,644				
L11	57,918			Group 3	
L12	59,086				
L13	60,376				
L14	61,695			Group 4	
L15	63,040				
L16	64,525				
L17	65,837				
L18a*	66,638		Group 5		
L18b	67,305				
L19	68,788				
L20	70,309				
L21a*	71,153		Group 6		
L21b	71,865				
L22	73,464				
L23	75,094				

L24a*	76,017	Group 3			
L24b	76,778				
L25	78,496				Group 7
L26	80,254				
L27a*	81,244	Group 4			
L27b	82,056				
L28	83,910				Group 8
L29	85,807				
L30	87,755				
L31a*	88,853		Group 5		
L31b	89,742				
L32	91,783				
L33	93,881				
L34	96,018				
L35a*	97,247			Group 6	
L35b	98,219				

L36	100,464		
L37	102,783		
L38	105,135		
L39a*	106,451		Group 7
L39b	107,516		
L40	110,019		
L41	112,584		
L42	115,211		
L43*	116,738		Group 8

- * These scale points represent the statutory maximum for each of the 8 Head Teacher Group Ranges and a 1% uplift has been applied to all Leadership points for 2017/18.
- * The “a” pay points are to be applied to Head Teachers who are already at the top of their Head Teacher Group Range (and their agreed individual pay range) and cannot progress any further. It will also apply to those Head Teachers progressing the top of their Head Teacher Group Range (and their agreed individual pay range) from 1st September 2017.
- * The “b” pay points were created in 2015/16 when no uplift was awarded to the maximum pay points of the 8 Head Teacher Groups. This decision affected those Head Teachers on an individual pay range that extended beyond the statutory maximum of their Head Teacher Group. The “b” point created an appropriate pay progression point on their extended pay range. “B” points should only be applied to those Head Teachers on an extended range.

APPENDIX 3A

Newham Recommended Ranges for Head Teachers and Deputy Head Teachers

STPCD Head Teacher Group Size	Newham Head Teacher Pay Range	Newham Individual Head Teacher Pay Range	Newham Deputy Pay Range
1	6 – 18	12 – 18	6 – 10
2	8 – 21	15 – 21	8 – 12
3	11 – 24	18 – 24	9 – 13
4	14 – 27	21 – 27	12 – 16
5	18 – 31	25 – 31	16 – 20
6	21 – 35	29 – 35	19 – 23
7	24 – 39	33 – 39	23 – 27
8	28 – 43	37 – 43	27 – 31

Recommended Enhanced Ranges for Head Teachers

Leadership Spine				L.025	L.055	L.075	L.1	L.125	L.15	L.175	L.2	L.225
	% add on	0%	2.50%	5%	7.50%	10%	12.50%	15%	17.50%	20%	22.50%	25.00%
	L1	46,814	47,984	49,154	50,325	51,495	52,665	53,836	55,006	56,176	57,347	58,517
	L2	47,803	48,998	50,193	51,389	52,584	53,779	54,974	56,169	57,364	58,559	59,754
	L3	48,815	50,036	51,256	52,476	53,697	54,917	56,138	57,358	58,578	59,799	61,019
	L4	49,844	51,090	52,336	53,582	54,828	56,074	57,320	58,566	59,812	61,058	62,304
	L5	50,905	52,178	53,450	54,723	55,996	57,268	58,541	59,813	61,086	62,359	63,631
	L6	51,991	53,291	54,590	55,890	57,190	58,490	59,789	61,089	62,389	63,689	64,988
	L7	53,194	54,524	55,853	57,183	58,513	59,843	61,173	62,503	63,832	65,162	66,492
	L8	54,247	55,602	56,958	58,315	59,671	61,027	62,383	63,739	65,095	66,451	67,808
	L9	55,411	56,796	58,181	59,566	60,952	62,337	63,722	65,107	66,493	67,878	69,263
	L10	56,644	58,060	59,476	60,892	62,308	63,724	65,140	66,557	67,973	69,389	70,805
	L11	57,9	59,3	60,8	62,2	63,7	65,1	66,6	68,0	69,5	70,9	72,3

		18	65	13	61	09	57	05	53	01	49	97
	L12	59,0 86	60,5 63	62,0 40	63,5 17	64,9 95	66,4 72	67,9 49	69,4 26	70,9 03	72,3 80	73,8 58
	L13	60,3 76	61,8 85	63,3 95	64,9 04	66,4 13	67,9 23	69,4 32	70,9 42	72,4 51	73,9 60	75,4 70
	L14	61,6 95	63,2 37	64,7 80	66,3 22	67,8 64	69,4 07	70,9 49	72,4 91	74,0 34	75,5 76	77,1 19
	L15	63,0 40	64,6 16	66,1 92	67,7 68	69,3 44	70,9 20	72,4 96	74,0 72	75,6 48	77,2 24	78,8 00
	L16	64,5 25	66,1 38	67,7 51	69,3 64	70,9 77	72,5 90	74,2 04	75,8 17	77,4 30	79,0 43	80,6 56
	L17	65,8 37	67,4 83	69,1 29	70,7 75	72,4 21	74,0 66	75,7 12	77,3 58	79,0 04	80,6 50	82,2 96
	L18a	66,6 38	68,3 03	69,9 69	71,6 35	73,3 00	74,9 66	76,6 32	78,2 98	79,9 64	81,6 30	83,2 96
	L18b	67,3 05	68,9 87	70,6 70	72,3 52	74,0 35	75,7 17	77,4 00	79,0 83	80,7 65	82,4 48	84,1 30
	L19	68,7 88	70,5 08	72,2 27	73,9 47	75,6 67	77,3 87	79,1 06	80,8 26	82,5 46	84,2 65	85,9 85
	L20	70,3 09	72,0 67	73,8 25	75,5 82	77,3 40	79,0 98	80,8 55	82,6 13	84,3 71	86,1 29	87,8 86
	L21a	71,1 53	72,9 31	74,7 10	76,4 89	78,2 68	80,0 47	81,8 25	83,6 04	85,3 83	87,1 62	88,9 41
	L21b	71,8 65	73,6 61	75,4 58	77,2 54	79,0 51	80,8 48	82,6 44	84,4 41	86,2 37	88,0 34	89,8 31
	L22	73,4 64	75,3 01	77,1 38	78,9 74	80,8 11	82,6 47	84,4 84	86,3 21	88,1 57	89,9 94	91,8 30

	L23	75,0 94	76,9 71	78,8 48	80,7 26	82,6 03	84,4 80	86,3 58	88,2 35	90,1 12	91,9 90	93,8 67
	L24a	76,0 17	77,9 16	79,8 16	81,7 17	83,6 17	85,5 18	87,4 18	89,3 18	91,2 19	93,1 19	95,0 20
	L24b	76,7 78	78,6 97	80,6 16	82,5 35	84,4 55	86,3 74	88,2 94	90,2 13	92,1 33	94,0 52	95,9 71
	L25	78,4 96	80,4 59	82,4 21	84,3 83	86,3 46	88,3 08	90,2 71	92,2 33	94,1 95	96,1 58	98,1 20
	L26	80,2 54	82,2 60	84,2 66	86,2 73	88,2 79	90,2 85	92,2 92	94,2 98	96,3 04	98,3 11	100, 317
	L27a	81,2 44	83,2 73	85,3 04	87,3 36	89,3 67	91,3 98	93,4 29	95,4 60	97,4 91	99,5 22	101, 553
	L27b	82,0 56	84,1 08	86,1 59	88,2 11	90,2 62	92,3 13	94,3 65	96,4 16	98,4 68	100, 519	102, 571
	L28	83,9 10	86,0 08	88,1 05	90,2 03	92,3 01	94,3 99	96,4 96	98,5 94	100, 692	102, 789	104, 887
	L29	85,8 07	87,9 52	90,0 97	92,2 42	94,3 87	96,5 32	98,6 78	100, 823	102, 968	105, 113	107, 258
	L30	87,7 55	89,9 49	92,1 43	94,3 36	96,5 30	98,7 24	100, 918	103, 112	105, 306	107, 500	109, 694
	L31a	88,8 53	91,0 73	93,2 94	95,5 16	97,7 37	99,9 58	102, 179	104, 401	106, 622	108, 843	111, 065
	L31b	89,7 42	91,9 85	94,2 29	96,4 72	98,7 16	100, 959	103, 203	105, 446	107, 690	109, 933	112, 177
	L32	91,7 83	94,0 77	96,3 72	98,6 66	100, 961	103, 256	105, 550	107, 845	110, 139	112, 434	114, 728
	L33	93,8 81	96,2 28	98,5 75	100, 922	103, 269	105, 616	107, 963	110, 310	112, 657	115, 004	117, 351

	L34	96,0 18	98,4 18	100, 819	103, 219	105, 619	108, 020	110, 420	112, 821	115, 221	117, 622	120, 022
	L35a	97,2 47	99,6 77	102, 108	104, 539	106, 970	109, 402	111, 833	114, 264	116, 695	119, 126	121, 557
	L35b	98,2 19	100, 675	103, 130	105, 586	108, 041	110, 497	112, 952	115, 408	117, 863	120, 319	122, 774
	L36	100, 464	102, 975	105, 487	107, 998	110, 510	113, 022	115, 533	118, 045	120, 556	123, 068	125, 580
	L37	102, 783	105, 352	107, 922	110, 491	113, 061	115, 630	118, 200	120, 770	123, 339	125, 909	128, 478
	L38	105, 135	107, 763	110, 392	113, 020	115, 648	118, 277	120, 905	123, 534	126, 162	128, 790	131, 419
	L39a	106, 451	109, 112	111, 774	114, 435	117, 096	119, 757	122, 419	125, 080	127, 741	130, 402	133, 064
	L39b	107, 516	110, 203	112, 891	115, 579	118, 267	120, 955	123, 643	126, 331	129, 019	131, 706	134, 394
	L40	110, 019	112, 770	115, 520	118, 271	121, 021	123, 772	126, 522	129, 273	132, 023	134, 774	137, 524
	L41	112, 584	115, 398	118, 213	121, 027	123, 842	126, 657	129, 471	132, 286	135, 100	137, 915	140, 730
	L42	115, 211	118, 091	120, 971	123, 852	126, 732	129, 612	132, 492	135, 373	138, 253	141, 133	144, 013
	L43	116, 738	119, 656	122, 575	125, 493	128, 412	131, 330	134, 248	137, 167	140, 085	143, 004	145, 922

GUIDANCE ON TEACHERS CARRYING OUT WORK IN A PROFESSIONAL CAPACITY OUTSIDE THEIR OWN SCHOOL

This Newham specific guidance is based on national and other relevant Newham guidance, and is written in consultation with the teacher unions.

Context

1. From time to time, teachers and Head Teachers are asked to undertake work outside their own institution for external bodies or other schools in a professional capacity (e.g. exam marking, acting as an SLE or NLE or being on full-time secondment to help to turn round a 'failing school').
2. Traditional practice in the case of teachers undertaking examination marking is generally that the teacher is paid directly for the work done (this should be in his / her own time and at home) and where they need to attend meetings in school time, for example moderation purposes, the school is reimbursed for the cost of any supply cover that may be needed.
3. In the case of NLEs and SLEs the school should receive the agreed payment and then pass on an agreed proportion to the teacher / head teacher for the part of the work that has been undertaken in their own time. With regard to Heads and other members of the leadership group, it is not easy to quantify 'own time', because their contracts are not time-limited. Therefore it is important to agree at school level as to what constitutes a 'normal working time' and when it might be reasonable to make additional salary payments for activities of this kind. Any payment to the Head Teacher falls within the 25% discretionary payments limit.
4. The principles and procedures outlined below are not intended to cover:
 - a. the circumstances where teachers/Heads are seconded to other schools. Support of this nature is a major responsibility and should be remunerated appropriately within the provisions permitted in the Document; or
 - b. payments for duties specified in paragraph 26 of the Document 2015 (CPD, ITT and out-of-school hours payments) for which the relevant body may determine separate arrangements; or
 - c. the circumstances when schools, rather than individuals, agree to provide support to each other by way of sharing good practice etc.
 - d. the circumstances of teachers e.g. Leading Practitioners, whose job description requires them to work in other schools.

Principles for release of staff

5. The following principles should apply for the release of staff:

- a. Any absence from school for work of this kind should be authorised formally by a governors' committee in the case of the head and by the head in the case of other teachers. If the head puts a case to governors concerning themselves, they should advise governors of any other cases so that governors can ensure equitable treatment of all staff. All submitted cases should address the factors in b) below.
- b. When deciding whether to release teachers to undertake such work, the governors/head teacher should take into account:
 - the needs of the school and its pupils;
 - the benefits that the activity would bring to the school;
 - the impact of the absence on other staff, including their workload;
 and
 - the workload and work/life balance of the individual teacher.
- c. The governors/Head Teacher should monitor the operation of the arrangements and their impact on staff and pupils.
- d. All approvals should be reviewed annually and if appropriate approved for a further year.
- e. A robust performance management process should play an important role in identifying the appropriateness of such development opportunities
- f. Any teacher who considers they are treated unfairly in the application of this procedure has the right of appeal through the grievance procedure.

Principles for Payment of Staff

6. The following principles should apply regarding the payment to staff for external work:

- a. Arrangements for payment for external work should be clearly set out in a protocol by the governing body (or the finance committee) and decisions duly recorded. A model protocol and approval paperwork is attached at Appendix 4.
- b. The proportion of any payment for external services that should be paid to the teacher or Head and the proportion that should be paid to the school should be agreed in advance. The terms of such an agreement should be signed by the Chair of governors or Head and the teacher or Head as appropriate.
- c. Payment to the individual teacher or Head should be based on the proportion of the work, including preparation, done outside of normal working hours. A specific determination should be made for members

of the leadership group and ASTs as their contractual hours are not time-limited to 195 days or 1265 hours.

- d. Teachers and Heads should not be paid twice for the same time worked. If the external work takes place wholly in directed time, all of the payment received should be paid to the school.
- e. Only if all of the work is carried out in time when the school is not in session, should the whole of the additional payment go to the individual.
- f. Any payment to the Head teacher falls within the 25% limit of discretionary payments.
- g. Any work for which the Head Teacher is directly paid should be recorded on his/her Declaration of Pecuniary Interest Form.

Administration

- 8. Any such additional personal income should be paid to the teacher via Schools HR Payroll. Unless it is for a Head Teacher and is therefore a discretionary payment under 4.10 above, the payment is not superannuable as it falls outside the scope of the Document. Each payment should be requested by letter signed by an appropriate authorised person (the Chair of governors / Chair of committee in the case of the Head Teacher).

**PROTOCOL AGREED BY GOVERNING BODY FOR TEACHERS
CARRYING OUT WORK IN A PROFESSIONAL CAPACITY OUTSIDE OF
THEIR OWN SCHOOL**

We recognise the value of staff sometimes carrying out work outside the school. Such work can develop the member of staff and indirectly benefit the school. However, the approval and organisation of such work needs to be arranged so that the arrangements are fair, transparent and the interests of the school and staff are properly taken into account. Therefore we agree to follow the guidance produced by the Authority in consultation with the teachers unions.

Authority to approval applications will be delegated as follows:

Approval to do work only

For Head teacher	-	by Chair
For Leadership team	-	by Head teacher
For other staff	-	by Head or Senior Manager

Approval to do work and receive payment

For Head teacher	-	by Chair plus relevant committee authorised to agree discretionary payments.
For Leadership team	-	by Head and Chair
For other staff	-	by Head

FORM FOR REQUESTING APPROVAL TO CARRY OUT WORK OUTSIDE OWN SCHOOL IN A PROFESSIONAL CAPACITY

Application by _____

Proposed work (for whom, when, timescale, actual tasks)

Benefits to the school (a wider Newham community)

Adverse impact on school (e.g. staff's workload, pupils)

Link to performance management

My workload

Proposed method of reporting on the work and date for review

Any other relevant cases in the school?

Financial Arrangements

Is any pay-out being made usually by the recipient of the work?

If yes, is it your intention that all of the income is passed to the school as its income?

If no, what are the exceptional reasons that you consider mean you should directly receive a payment?

How much / what proportion and rationale? (see 6c)

Signed _____ **Date** _____

Governors / Head Teacher's decision

Signed _____ **Date** _____

Cc: completed form to Performance Management Reviewer

GRADES FOR MODEL SUPPORT STAFF POSTS

This schedule sets out the grades that have been assessed by the Authority as being the appropriate grades for the standard job specifications as at 1st September 2017. Any departure by a governing body from these grades will be based on appropriate changes to the job specification and subsequent re-evaluation by Schools HR.

Site Supervisor	Scale 3, 5 or 6
Assistant Site Supervisor	Scale 3
Teaching Assistant (Unqualified)	Scale 2
Teaching Assistant (Qualified)	Scale 3
Senior Teaching Assistant	Scale 5
Class Supervisor	Scale 4
Classroom Practitioner (HLTA)	Scale 6/S01
Learning Mentor	Scale 4
Welfare Assistant	Scale 1
Supervisory Assistant	Scale 1
Senior Supervisory Assistant	Scale 2
Cleaner	Scale 1
Nursery Nurse	Scale 4