

# PAY POLICY

## **MONITORING, EVALUATION AND REVIEW**

This policy will be reviewed when there are changes in the law or annually to assess implementation and effectiveness.

This policy will be promoted and implemented throughout the Academy.

**Based on the Bucks County Council Model Pay Policy September 2020**

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## PREFACE

Chiltern Hills Academy is a learning environment at the heart of its community. We encourage every person in our community to:

**Create, Aspire and Excel to 'Live life in all its fullness' (John 10:10)**

We achieve this through our dedication to the seven Christian values of love, hope, self-discipline, compassion, forgiveness, respect and honesty.

We are a community in which staff, students and parents work collaboratively to develop a learning environment and organisation which is spiritual, safe, innovative, creative and exciting. All members of the Academy are motivated and inspired by the vision to give their best and to play a full part in the life of the school and in their own developing lives.

The Governors at Chiltern Hills Academy are committed to achieving the vision and values. They oversee and monitor this policy to ensure that this is being achieved.

## 1. Introduction

This document sets out the Academy's policy on pay. It is based on the Buckinghamshire Council's model pay policy which was written in consultation with the relevant Teachers' professional associations and UNISON. This policy sets out the procedures that apply in setting pay levels for staff in the school and the discretions that the Governing Board will apply. In doing so the overarching criteria that apply are to:

- comply with legislation as set out in the School Teachers' Pay and Conditions document, the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and Buckinghamshire Council's Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply
- have a staffing structure related to the schools stated aims and development plan
- demonstrate that the Governing Board is implementing its pay policy in a fair, consistent and responsible way.

A copy of this policy can be found in the Admin office and on the shared staff area of the Academy's network.

## 2. Scope

This policy applies to all teaching and support staff employed at the Chiltern Hills Academy.

## 3. Roles and Responsibilities

The Governing Board will:

- ensure that all employees and Governors are given clear access to copies of the pay policy, appendices, the staffing structure and any updates
- ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified
- review the staffing structure as necessary, based on recommendations from the Principal and comments from staff following a consultation process

- abide by all relevant legislation and, in particular will not discriminate on grounds of race, colour, ethnic origin, religion, belief, gender, transgender status, marital status, sexual orientation, disability or age. Equality in all aspects of school life will be promoted including advertising of posts, appointing, promoting and paying employees, training and employee development
- seek to ensure there is pay relativity between jobs within the Academy. Appropriate differentials will be created and reviewed between posts within the Academy, recognising accountability and job weight and the need to recruit, retain and motivate sufficient employees of the required quality at all levels
- delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
- agree the Academy budget and ensure that appropriate funding is allocated for performance pay at all levels.

The Management Committee will:

- review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased
- consider recommendations from the Principal
- treat information about individual members of staff (including earnings) as confidential
- exercise its responsibilities within the constraints of the Academy's locally managed budget and in accordance with the Academy's financial and improvement plans
- consult with employees when drawing up the pay policy and during each annual review of the policy
- ensure that all staff have ready access to the policy and appendices at any time.

The Principal will:

- provide job descriptions for all employees, on behalf of the Governing Board. Job descriptions need to be in place at the time of appointment and will be reviewed as part of the appraisal/performance management process to check that they are still appropriate: any changes will be made in consultation with the post holder.

The Employee will:

- participate in arrangements made for their appraisal/performance management, as set out in their conditions of employment. Where appropriate relevant information from appraisal/performance review statements may be taken into account by the Principal and the Governing Board (or relevant committee) in taking decisions relating to pay.

## 4. Principles

**All pay decision are taken in compliance with:**

The Equality Act 2010

The Employment Rights Act 1996

The Employment Relations Act 1999 and the Employment Act 2002

The Equality Act 2020

The Part-time Workers (prevention of less favourable treatment) Regulations 2000

The Employment Act 2002 (Dispute Resolution) Regulations

The Fixed Term Employees (Prevention of less favourable treatment) Regulations 2002

The School Standards and Framework Act 1998

The Education Act 2002

The Education (School Government) (Terms of reference) (England) Regulations

Schoolteachers' Pay and Conditions Document 2020

Conditions of Service for School Teachers in England and Wales (the Burgundy Book)  
The Education (Schoolteachers' Appraisal) (England) Regulations 2012

## 5. Equal Opportunities and Employment Legislation

The Governing Board seeks to provide equal opportunities for all staff, in accordance with the school's Equal Opportunities Policy and equal pay legislation.

The Governing Board will abide by all relevant legislation and in particular will not discriminate on grounds of any of the nine protected characteristics described within the Equality Act 2010. The Governing Board will promote equality in all aspects of school life, including in the advertising of posts, appointing, promoting and paying employees, training and employee development.

The Governing Board of the Chiltern Hills Academy seeks to ensure that all teachers and support employees are valued and receive proper recognition and remuneration for their work and their contribution to school life.

The Governing Board has responsibility for establishing the Academy's pay policy and for seeing that it is followed, having taken advice from the Principal on all matters with the exception of their own salary. It considers and approves the staffing structure for the school.

The Governing Board delegates authority to the Management Committee to administer the pay policy on its behalf, including the determination of gradings and salaries and pay progression. The committee will also hear appeals in respect of any decision taken in relation to an individual's pay.

The Management Committee will review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased. The committee will consider recommendations from the Principal. Committee members are required to treat information about each individual's earnings as confidential. These responsibilities are exercised within the constraints of the Academy's budget and in accordance with Academy's financial and development plans.

## 6. Pay Discretions

The Governing Board has significant discretion over the structure of pay scales, salaries on appointment to posts, awarding of allowances, and performance pay awards. The Governing Board will decide how to apply these discretions fairly and equitably with the advice of the Principal. The criteria will be set out in this policy and all decisions are taken in the context of the school's development plan.

## 7. Consultation

The Management Committee will consult with members of staff when drawing up the pay policy and during each annual review of the pay policy. For teaching staff, this will be in August/September each year or as soon as the Buckinghamshire Council policy has been agreed following consultation with the main teacher union and January/February for all support staff. The Governing Board will also consult with key partners and stakeholders and relevant professional associations where appropriate. All members of staff and governors will be given clear access to copies of the pay policy, notes of guidance and appendices.

## 8. Vacant posts

Information about vacancies including those carrying additional points (whether permanent, temporary or acting) will be made known to employees in time for them to apply.

## **9. Staffing Structure**

The Governing Board will keep the Academy staffing structure under review and ensure that a copy is kept with this policy (see Appendix 1). If any changes are proposed there will be full consultation with staff and the relevant unions or professional associations prior to implementing any changes. Where Teaching and Learning Responsibilities (TLR's) for teachers are under review a maximum five-week consultation process will apply. Where posts are under review and could be deleted the Governing Board may need to apply their Redundancy Policy.

## **10. Job Descriptions and Person Specifications**

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

## **11. Appraisal/Performance Management**

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

Relevant information from appraisal/performance review statements will be taken into account by the Principal and the Governing Board (or a committee of the Governing Board) in taking decisions and in advising those responsible for taking decisions on the use of any discretion in relation to pay. For teaching staff any decision to increase pay must be related to an assessment of performance in accordance with the Schoolteachers' Appraisal Regulations 2012 (this can be found on the shared staff area of the network).

## **12. Pay relativity**

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

## **13. Records**

Salary records will be confidential to the individual concerned, the Principal, the Management Committee and Academy Human Resources Department.

## Support Employees

### 14. General

- The Governing Board will comply with all local agreements on employee's Conditions of Service i.e. Buckinghamshire Council Pay.
- The Management committee will determine the range and grade of each post based on the requirements of the job description and person specification. Where appropriate, these will be compiled following a formal job evaluation process utilising the Buckinghamshire County Council recommended structure for Support Staff in schools (see Appendix 2)

### 15. Designated First Aiders

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

### 16. Buckinghamshire Council Pay

The Management Committee will determine the starting salary within the range and will base this decision on the following criteria:

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

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

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

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

- successful completion of job related examination/qualifications
- achievement exceeding normal job requirements but at an equivalent level of responsibility
- completion of key tasks to a degree which exceeds line manager recorded expectations
- undertaking a specialist project at an equivalent level of responsibility to the post-holder's current job description.

### **17. Payments for additional duties**

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

### **18. Honoraria**

The Governing Board will pay an honorarium where, for an extended period, an employee is asked to undertake:

- part of the duties of a higher graded post
- duties outside of the scope of his/her post which are particularly onerous
- the value of the honorarium will be determined by the Governing Board.

### **19. Handling salary queries**

If an employee has a query about their salary they should in the first place seek to resolve the matter informally with the Principal (or in the case of the Principal with the Chair of the Management Committee). If the matter remains unresolved the grievance procedure could if necessary be followed.

## **Teachers**

### **20. General**

The Governing Board will follow the requirements of the current School Teachers' Pay and Conditions Document (STP&CD) in implementing the pay policy for teaching staff. A copy of the current Schoolteachers' Pay and Conditions document is available on-line from the DFE website:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/920904/2020\\_STPCD\\_FINAL\\_230920.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/920904/2020_STPCD_FINAL_230920.pdf)

The discretions allowed by the STP&CD will be applied according to identified Academy needs and based on clearly laid down criteria, subject to annual review.

### **21. Staffing structure**

A copy of the school staffing structure for teaching staff is set out in Appendix 1 to the Pay Policy. The structure sets out the posts and their values within the school and has been agreed by the Governing Board following consultation with the relevant teachers' professional associations. Changes to the structure will only be made with the approval of the Governing Board and by further consultation.

### **22. Appraisal/performance management**

The Governing Board will ensure that a review against appraisal/performance objectives is undertaken annually in accordance with the Academy's agreed Appraisal policy for teaching staff.

### **23. Part-time teaching staff**

The Management Committee will calculate part-time teaching hours in accordance with the provisions of SP&CD, based on timetabled teaching time (the pro-rata principle). This pro-rata principle means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the schools timetabled teaching week.<sup>1</sup>

### **24. Pay Reviews**

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

The School Teachers' Pay legislation removes the provision for automatic pay uplifts (the former "cost of living" pay increase). All pay uplifts are at the discretion of the Governing Board.

In line with the recommendations in the School Teachers' Review Body's 30<sup>th</sup> Report, with effect from 1 September 2020 the Governing Board will apply salaries based on the following:

- Adoption of the DfE's advisory 6 point pay structure for the Main Pay Range
- A 5.5% uplift will be applied to the minimum of the Main Pay Range (M1)
- A 2.75% uplift will be applied to the maximum of the Main Pay Range (M6)
- A sliding scale uplift of between 5.5% and 2.75% will be applied for points M2 through to M5
- A 2.75% uplift will be applied to all pay points across all other pay ranges
- Teaching and Learning and SEN allowances – a 2.75% uplift will be applied to all allowances

Salary ranges applicable from 01/09/2020 are shown in Sections 31 – 37.

All other salary decisions will be made following the outcome of appraisal reviews and formal decisions of the Management Committee.

### **25. Pay Appeals – teaching staff**

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

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

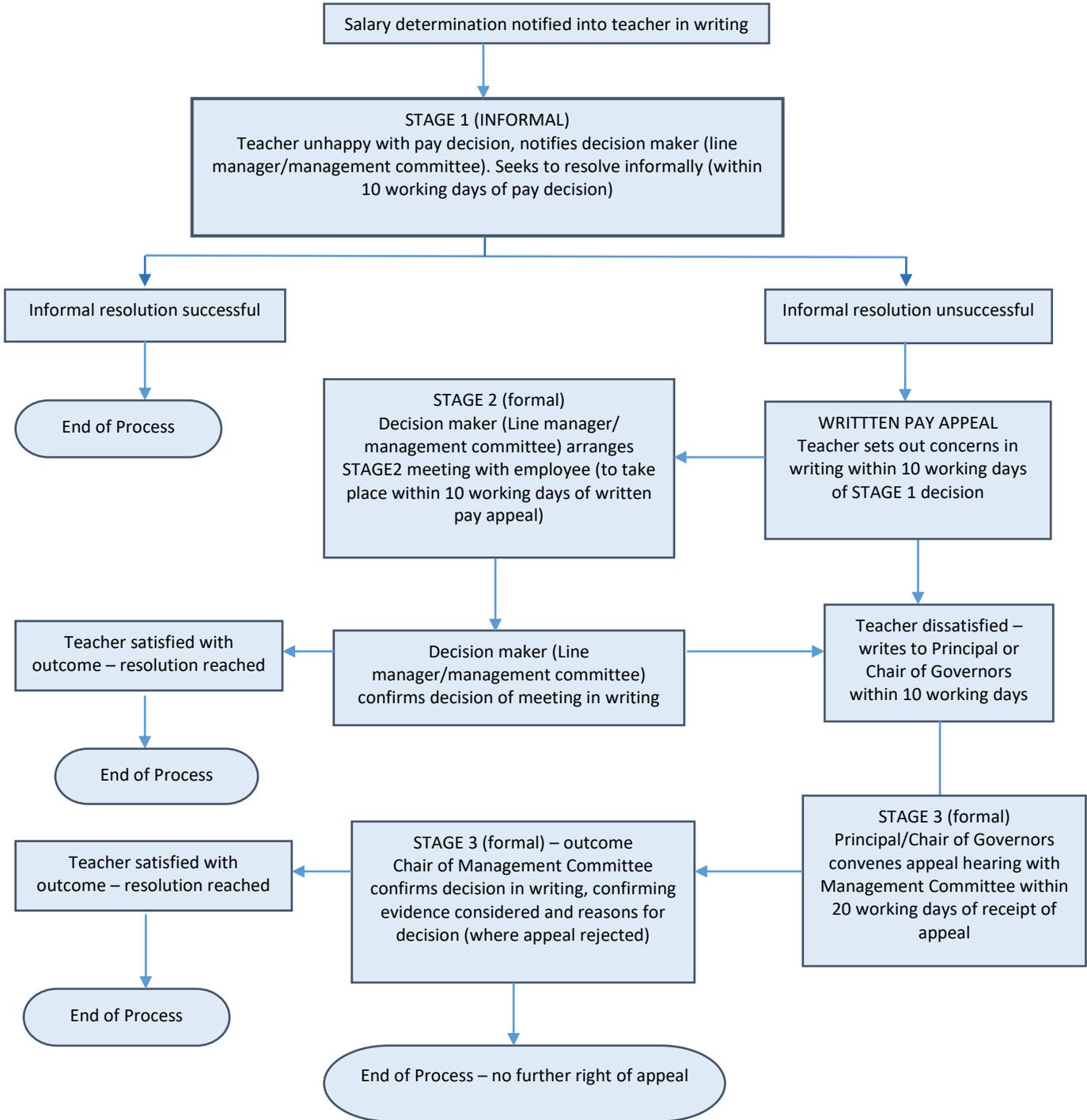
- incorrectly applied any provision of the document
- failed to have proper regard for statutory guidance
- failed to take account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher.

This list is not exhaustive.

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<sup>1</sup> School Teachers' Pay and Conditions Document 2020 para 40 and 41

### School Teacher's Pay Appeal Process



Note: at stages 2 and 3 the teacher may make representations in person and be accompanied by a colleague or union representative

## **Salary entitlements**

### **26. Leadership group**

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

- the Principal
- the Vice Principals

The Management Committee will establish, and recommend to the whole Governing Board for approval of the school group size (September 2020 group size 6) and appropriate pay ranges for members of the Leadership Group in accordance with the provisions of the document. The school group size will be recalculated whenever a new Principal is to be appointed and will be reviewed at least every three years. After setting the school group size appropriate pay ranges will be established for each member of the Leadership Group. These individual ranges will be reviewed on a regular basis, but not more than once per year.

The Governing Board will ensure that a review against performance objectives is undertaken annually in accordance with the Academy's appraisal policy. Members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the Academy. The Management Committee will consider recommendations made to it following the performance review.

### **27. Principal**

The Management Committee will set a seven point pay range (Individual School Range (ISR) from within the range of points for the school group (September 2020 L21-L35). The ISR is the Principal's pay range. Newly appointed Principals will not be appointed above the 4<sup>th</sup> point of the range. The ISR will be reviewed on a regular basis to take account of any change to the size and circumstances of the Academy. The Management Committee will formally record the Academy's ISR and note the rationale for the decision.

Additional payments may be made to the Principal where:

- there are any difficulties in recruiting to the post or retaining an existing Principal
- the Academy is a school causing concern
- the Principal has been appointed to a post as Acting Principal of one or more additional Academies.

Any additional payments made in accordance with the above will not exceed 25% of the current Principal's salary point on the leadership pay spine.

The Governing Board may determine that additional payments can be made to the Principal which exceed the limit of 25%; this would only be in wholly exceptional circumstances.

### **28. Vice Principals**

The Management Committee will identify the salary of the highest paid classroom teacher as defined in the SP&CD (i.e. the minimum point of the upper pay range, the value of any TLR and the value of any SEN allowance).

The Management Committee will set a pay range of five consecutive points from within the range of points for the school group (September 2020 L12-18) for each Vice Principal as follows:

- the maximum to be more than one point below the minimum of the Academy's Individual School Range
- the minimum will be higher than the salary of the highest paid classroom teacher
- Vice Principals' pay ranges may overlap
- where an Academy has more than one Vice Principal, separate pay ranges can apply based on the requirements of the post
- newly appointed Vice Principals will not be appointed above the 3<sup>rd</sup> point of their pay range.

## 29. Acting allowances

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

## Teaching staff not paid on the leadership pay spine

## 30. Salary ranges

The Governing Board will pay teaching staff on the following pay ranges:

- the leading practitioner pay range
- the upper pay range
- the main pay range
- the unqualified teacher range.

## 31. Leading Practitioners (formally Advanced Skills/Excellent Teacher Roles)

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

Leading Practitioner posts will be advertised across the whole school and applications invited from internal applicants in the first instance. Current teaching staff occupying advanced skills or excellent teacher posts, will be able to apply and will be assimilated across onto the next highest salary equivalent to their current salary (including any performance points awarded).

The starting salary on the pay range (September 2020 L10-14) will be based on the requirements of the post which might include:

- (i) coaching, mentoring and induction of teachers, including trainees and NQTs
- (ii) disseminating materials and advising on practice, research and continuing professional development provision
- (iii) assessment and impact evaluation, including through demonstration lessons and classroom observation
- (iv) helping teachers who are experiencing difficulties.

The Leading Practitioner pay range applicable is as set out below:

£(Fringe area) 1 September 2020		
Min	1	43,570
	2	44,634
	3	45,718
	4	46,832
	5	47,971
	6	49,141
	7	50,436
	8	51,565
	9	52,826
	10	54,152
	11	55,525
	12	56,784
	13	58,174
	14	59,592
	15	61,042
	16	62,639
	17	64,058
Max	18	65,631

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

### **32. Qualified teachers – Main Pay Range**

All qualified teachers, other than those appointed as Leading Practitioners, will be placed on the appropriate point of the main pay range, or Upper pay range (for teachers who are designated as post-threshold teachers).

The Main pay range is as follows:

£(Fringe area) 1 September 2020		
Min	1	26,948
	2	28,828
	3	30,883
	4	32,999
	5	35,307
	6	38,174

The above reflects the introduction of a single advisory point structure in the 2020 STPCD, and as such the previous variations of option A / B and M6a/M6b pay points are no longer applicable.

Upper Pay Range:

£(Fringe area) 1 September 2020		
Min	1	39,864
	2	41,295
Max	3	42,780

### 33. Qualified Teachers

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

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

Whilst there is no presumption of portability of salaries in the pay and conditions document the Management Committee will take full account of the relevant previous experience of any newly appointed teacher.

### 34. Unqualified Teachers

The Governing Board will only employ an unqualified teacher who can meet one of the following criteria:

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

Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the unqualified scale.

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

The salary range will be as follows:

£(Fringe area) 1 September 2020		
Min	1	19,363
	2	21,473
	3	23,587
	4	25,699
	5	27,812
Max	6	29,924

## **Salary progression**

### **35. Annual pay review**

Annual pay reviews will take place following a review of performance objectives conducted in accordance with the Academy's appraisal policy. Teachers will need to have made good progress towards their objectives and have demonstrated they are competent in all elements of the Teachers' standards. Assessments will be properly rooted in evidence and will include assessment of performance against the teacher standards and against individual appraisal objectives. Where, during the course of the appraisal year, it becomes apparent that a teacher may not succeed in successfully meeting the objectives set they will be informed of the potential impact for their next pay review and measures will be agreed to achieve the standard required. The Management Committee will be able to justify its decision to award no points, one point or more than one point, and will have been advised by the Principal before making its decision.

### **36. Upper Pay Range**

Arrangements for movement onto the Upper Pay Range will take place in accordance with the Schoolteachers' Pay and Conditions document.

#### **Movement to Upper Pay Range from 1 September**

The committee will consider applications from any teacher who wishes to apply to move to the Upper Pay Range. Applications may be made once per academic year, and no later than 31 October.

Any successful application will apply only to the post in this Academy.

The Governing Board will be satisfied that the application supports the following:

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

In considering the application to support the above, the Management Committee will take account of the two most recent performance management/appraisal reviews, plus any additional evidence the teacher wishes to provide.

The process for making an application is as follows:

- apply in writing to the Principal (enclosing supporting evidence) by 31 October
- the application will be acknowledged and the name of the assessor will be notified within 5 working days
- the application will be assessed, and if successful a recommendation will be made by the Principal to the Management committee for pay to be increased
- the Governing Board's Management Committee will ratify the recommendation and notify the teacher of the outcome, within 10 working days of the original application.

Where the application has been successful, pay movement to the minimum point of the Upper Pay Range will be backdated to 1 September.

Further guidance in respect of movement to the Upper Pay Range can be found at Appendix 3.

If the application is unsuccessful the Management Committee will ask the Principal to provide feedback and the teacher will be informed of their right to appeal the decision. The Pay Appeal process in section 25 will apply.

## **Allowances and additional payments for teaching staff (Main Pay Range and Upper Pay Range)**

### **37. Teaching and Learning Responsibility payments (TLRs)**

The Management Committee has designated posts within the Academy's staffing structure as attracting a TLR payment for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high quality teaching and learning across the school. While a teacher occupies that post either on a permanent or temporary basis (for example covering maternity or long term sick leave) the TLR will be payable.

TLR posts must:

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

The Management Committee has decided that:

The values of TLRs to be awarded are as set out below:

**TLR 1** (in addition to the above criteria, there is also line management responsibility for a significant number of people)

1 September 2020		
Min	1a	£ 8,291
	1b	£10,201
	1c	£12,113
Max	1d	£14,030

Note: There must be a minimum of £1,500 difference between steps

### **TLR 2**

1 September 2020		
Min	2a	£3,186
	2b	£5,099
Max	2c	£7,017

Note: There must be a minimum of £1,500 difference between steps

**TLR 3**

The Governing Board may consider awarding a fixed term TLR 3 to a member of staff who is allocated a time limited Academy improvement project or for one off externally driven responsibilities.

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

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

1 September 2020		
Min	3a	£ 571
	3b	£1,130
	3c	£1,696
	3d	£2,262
Max	3e	£2,833

**Special Educational Needs allowance****38. SEN Allowance**

The Management Committee will award an allowance not more or less than the minimum and maximum rates set out in this policy which will be paid to a classroom teacher in accordance with the provisions below:

**Mandatory**

Shall be awarded to classroom teachers who are:

- employed in an SEN post that requires a mandatory SEN qualification
- working in special schools; or
- are engaged wholly or mainly in taking charge of special classes of children who are hearing impaired or visually impaired or who teach pupils with statements of special educational needs in designated special classes. Or where he/she is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

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

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

## **Discretionary**

Subject to the above, the Management Committee will not award the special educational needs allowance to a classroom teacher in an ordinary school who is engaged wholly or mainly in teaching children with special educational needs, none or not all of whom have statements.

## **39. Salary Safeguarding**

The Management Committee will ensure that safeguarding provisions set out in the School Teachers' Pay and Conditions document and, for support employees, the Bucks Pay Employment Conditions will apply in all relevant cases.

## **Additional Payments**

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

## **40. Residential Allowances (not applicable to the Chiltern Hills Academy)**

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

## **41. Recruitment and retention incentives and benefits**

These can be awarded to any member of the teaching staff (including members of the leadership team). The Principal's benefits should not exceed the limit of the discretionary payment detailed above in paragraph 27.

The Governing Board will pay a benefit to teachers who are newly recruited and meet the following criteria:

- where there has been a shortage of suitable applicants, and
- to teachers who have specific skills and experience that the school need to retain.

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

## **42. Salary Sacrifice arrangements**

The Management Committee will provide for a teacher to participate in these arrangements where the Academy operates a child care voucher or other child care benefit scheme or a cycle/cyclist's safety equipment scheme.

## **43. Initial teacher training activities**

Any payment for activities related to the provision of initial teacher training as part of the ordinary conduct of the Academy shall be determined by the Management Committee taking into account the level of funding available to the Academy by virtue of its partnership with a higher education institution.

#### **44. Out of school hours learning activity**

The Management Committee will pay a teacher who participates in out-of-school hours learning activities provided:

- the teacher has been asked by the Principal to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- such activity has taken place outside of the 1265 directed hours of working
- the basis on which such a payment is made by the Academy to the teacher is reviewed on a regular basis.

A separate contract of employment will be issued for this work.

Payment will be based on 1/195 of the teacher's salary, by completion of a supply claim form.

#### **45. Payment for continuing professional development**

The Management Committee has determined to use its discretion to award an additional payment for undertaking voluntary Continuing Professional Development at weekends or in school holidays, based on a daily rate of 1/195 of the teacher's current salary provided:

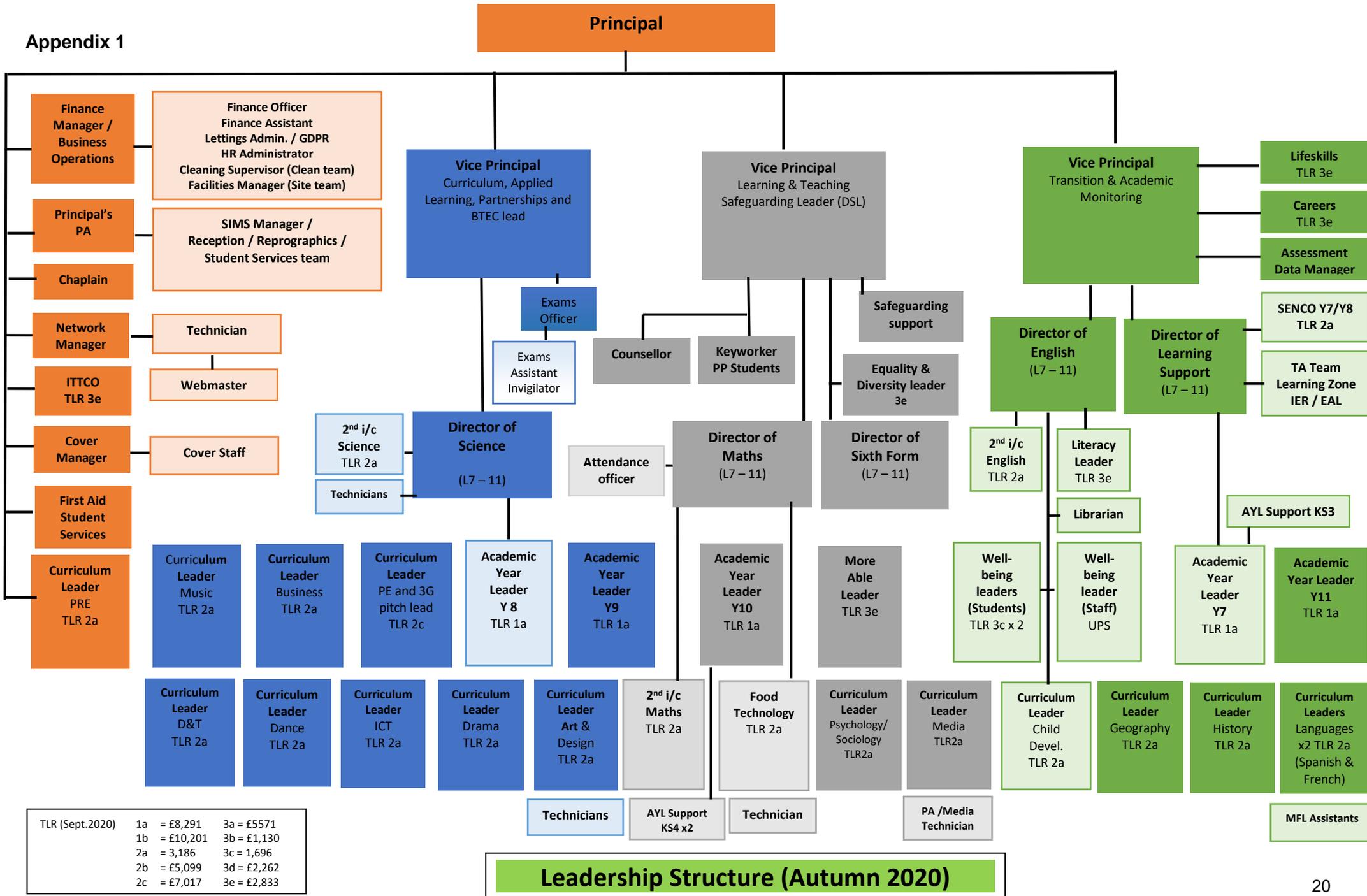
- the teacher has been asked by the Principal to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1,265 directed hours of working
- the basis on which the payment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

#### **46. Short notice/supply teachers**

Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of the STP&CD on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of less than a day being calculated pro-rata.

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 6.5 to arrive at the hourly rate.

Appendix 1



TLR (Sept.2020)	1a = £8,291	3a = £5571
	1b = £10,201	3b = £1,130
	2a = 3,186	3c = 1,696
	2b = £5,099	3d = £2,262
	2c = £7,017	3e = £2,833

Appendix 2

**BUCKINGHAMSHIRE COUNTY COUNCIL  
RECOMMENDED STRUCTURE FOR SUPPORT STAFF IN SCHOOLS**

NJC SALARY RANGE	BUCKS PAY SALARY	GUIDANCE ON APPROPRIATE EXPERIENCE & QUALIFICATIONS	PEDAGOGICAL		CURRICULUM RESOURCE SUPPORT	ADMINISTRATION & ORGANISATION	PREMISES MANAGEMENT
			DELIVERING LEARNING	BEHAVIOUR / GUIDANCE / PASTORAL SUPPORT			
NJC Range 6+	<b>Bucks Pay Range 4 or Higher</b>	NVQ Level 3/4 or Equivalent Business Degree / Postgraduate Qualification Counselling Qualification Chartered Librarian Accounting Technician / part CIPFA Diploma in Social Work Computer Tech Skills.		School Counsellor  Attendance Officer	School Librarian  ICT Manager	School Business Manager / Bursar  Office Manager	
NJC Range 5	<b>Bucks Pay Range 3</b>	NVQ Level 3 or Equivalent Open College Network Level 3 SRN or current Equivalent Diploma in Social Work WP/Computer literacy Secretarial Qualification AAT (Acct. Tech.) H & S for Site Supervisor A Level education	Higher Level Teaching Assistant (H.L.T.A.)  Cover Supervisor	Pastoral Support Officer (Welfare, Health, Attendance)	Examinations Officer / Academic Secretary  Senior Science Technician  Senior ICT Technician	Finance Officer  Systems / Data Officer  School Secretary / P.A.	Site Supervisor
NJC Range 4	<b>Bucks Pay Range 2</b>	NVQ Level 2/3 or Equivalent Open College Network Level 2 NNEB A Level education and/or minimum number of years of work experience	Teaching Assistant Nursery Nurse SEN Support Assistant Learning Support Assistant	Pupil Mentor	Science Technician Resource Technician ICT Technician Senior Invigilator Senior Library Assistant	Financial Administrator  Secretarial Assistant	Caretaker
NJC Range 1-3	<b>Bucks Pay Range 1B</b>	Sound secondary education – GCSE's in Maths and English NVQ level 1	Care Assistant  Support Assistant		Technical Assistant Science Assistant D-T Assistant ICT Assistant Curriculum Clerical Assistant Library Assistant Invigilator	Office Clerical Assistant  Receptionist  Reprographics Assistant	Assistant Caretaker  Cook
	<b>Bucks Pay Range 1A</b>		Mid-day Supervisor		Display Assistant		Cleaner Kitchen Assistant
<b>INITIAL TRAINING</b>			<b>TEACHING ASSISTANTS INTRODUCTORY TRAINING</b>		<b>SUPPORT STAFF INTRODUCTORY TRAINING (Selective modules for Premises Management staff)</b>		

## **Appendix 3**

### **Movement between the Upper Pay Ranges**

#### **Who is eligible to move to range two from 1 September 2020?**

Teachers in post on 1 September 2020 who moved to point 1 of the Upper Pay Scale on or before 1 September 2018 are eligible to be considered for progression to point 2 of the Upper Pay Scale from 1 September 2020.

#### **What criteria will be used to make decisions on movement?**

The Principal, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS1 on or before 1 September 2018 and has a recent successful appraisal.

#### **How will decisions on movement be made?**

The decision will be based on the performance of the teacher over the previous two years and an application providing other evidence from the teacher will be permitted. Decisions on movement will be taken on the basis of the most recent successful appraisal.

#### **Is there an application process?**

Please submit a letter to the Principal outlining how you play a significant role in school improvement initiatives. Decisions on progression will be taken by the Principal who will make clear to all teachers the process to be used to inform his/her decision-making.

#### **Is there an appeal process for unsuccessful teachers?**

The pay appeal process in Section 25 will apply

#### **Who is eligible to move to range three from 1 September 2020?**

Teachers in post on 1 September 2020 who moved to point 2 of the Upper Pay Scale on or before 1 September 2018 are eligible to be considered for progression to point 3 of the Upper Pay Scale from 1 September 2020.

#### **What criteria will be used to make decisions on movement?**

The Principal, in approving the movement of an individual teacher, needs to ensure the teacher was placed on UPS2 on or before 1 September 2018 and has a recent successful appraisal.

#### **How will decisions on movement be made?**

The decision will be based on the performance of the teacher over the previous two years and an application providing other evidence from the teacher will be permitted. Decisions on movement will be taken on the basis of the most recent successful appraisal.

#### **Is there an application process?**

Please submit a letter to the Principal outlining how you make a major contribution to the strategic development of school improvement. Decisions on progression will be taken by the Principal who will make clear to all teachers the process to be used to inform his/her decision-making.

#### **Is there an appeal process for unsuccessful teachers?**

The pay appeal process in Section 25 will apply.