	Pay Policy	
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	Reviewed by	Steve Bowers / Clare Brindle / Governing Body - named committee
	Date approved by Governing Body	
	Version	3
	(if a borough policy) Havering education services	
	Amendments since last policy update: • Support staff pay award has now been agreed at 3.3%. Back dated to April and hopefully will be paid in October salaries. • The 2026 STPCD has been amended to allow for UPS progression annually or two yearly.	

Pay Policy

Contents	Page
A - Introduction	**3-4**
1. Introduction	3
2. Aims of the Policy	3
3. Principles	3
B – Teaching Staff	**5-16**
4. Annual Appraisals	5
5. Pay Determination	5
6. Pay Progression	8
7. Movement to the Upper Pay Range	10
8. Part Time Teachers	11
9. Short Notice/Supply Teachers	11
10. Allowances	12
11. Additional Payments	14
12. Safeguarding	14
13. Appeals	15

C – Support Staff	**17-20**
14. Pay Determination	17
15. Pay Progression Based on Performance	18
16. Additional Responsibility Payment	18
17. Honorarium Payment	18
18. SEN Allowance	19
19. TA2 Allowance	19
20. Safeguarding	19
21. Appeals	19
D – List of Attachments	**20**
22. List of Attachments	20

A. Introduction

1.0 Introduction

1.1 The Governing Body has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for those employed by the School.

1.2 The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying statutory guidance and with national and local pay agreements for support staff.

1.3 The Governing Body is advised to have a Pay Committee to oversee the application of the School's pay and performance arrangements. The Governing Body must also have regard to their own delegated powers in respect of this Policy.

2.0 Aims of the Policy

2.1 To maintain and improve the quality of education provided for pupils in the School by having a pay policy which supports the School Development Plan.

2.2 To demonstrate that decisions on pay are both objectively justifiable and equitable by recognising the principle of equal pay for like work and for work of equal value.

2.3 To provide flexibility to recognise individual staff performance linked to pay decisions.

3.0 Principles

3.1 Diversity and Equal Opportunities

3.1.1 The Governing Body seeks to ensure equal opportunities and respects the diversity of all employees regardless of age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

3.1.2 The Governing Body will promote equality in all aspects of school life, particularly as regards to advertising of posts, appointments, promotions, pay, training and staff development.

3.2 Vacant Posts

3.2.1 Full information relating to all vacant posts, allowances, enhancement payments, temporary, and acting posts will be made known in time for prospective candidates to submit their application for consideration by the closing date.

3.3 Job Descriptions

3.3.1 The Head Teacher will ensure that each employee is provided with a job description in accordance with the staffing structure agreed by the Governing Body.

3.3.2 Job descriptions will be reviewed from time to time in consultation with the post-holders in order to make reasonable changes.

3.4 Performance

3.4.1 All teaching staff will be assessed in accordance with the provisions as set out in the STPCD and detailed in the School's Teacher Appraisal Policy (Attachment 4).

3.4.2 All support staff will have their performance assessed against the School's Performance Based Progression Scheme (Attachment 9).

3.5 Monitoring

3.5.1 The Governing Body will adopt methods of equality monitoring proportionate with the objective of identifying potential discrimination in workplace policies and procedures.

3.6 Wellbeing

3.6.1 Governing bodies and school leaders have a duty of care towards their employees. When setting targets it should be ensured that wellbeing is routinely considered and discussed.

B. Teaching Staff

4.0 Annual Appraisals

4.1 The Governing Body will ensure that each teacher's performance is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

4.2 The Governing Body will ensure that the Head Teacher's annual appraisal review is completed by 31 December. This requirement also extends to Executive Head Teachers and Heads of School.

4.3 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 formal statement will be issued after any review and, where applicable, will give information about the basis on which it was made.

4.4 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.

4.5 Whenever a change in the organisation is undertaken the Head Teacher should re-examine the job descriptions of all posts affected to ensure that any resultant changes are reflected in the duties, grading and salaries of the employees involved.

5.0 Pay Determination

The pay ranges of Executive Headteachers, Headteachers and leadership teams in post should only be reviewed when there have been significant changes to responsibilities and/or size of the school and not just because the top of the current range has been reached.

5.1 Executive Head Teacher Pay Determination

5.1.1 The Governing Body will assign a seven point Individual Pay Range (IPR) based on the Executive Head Teacher's group size by the application of the total unit score of all the schools calculated in accordance with the arrangements as set out in the STPCD. These additional factors will relate to the School context and challenge, and the wider accountability of the Executive Head Teacher, which may include circumstances where:

- One or more schools are causing concern.
- Without such additional payment, the Governing Body considers that there would either be a substantial difficulty filling a vacant Executive Head Teacher post or retaining the current Executive Head Teacher.
- The Executive Head Teacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

5.1.2 The salary can exceed up to 25% of the maximum of the schools' combined group size by the Governing Body making a determination to:

- Increase the IPR, thereby allowing for pay progression
- Set a minimum and maximum rate for an additional allowance, which also allows for pay progression
- Set a fixed allowance that will remain at that rate irrespective of performance.

5.1.3 Other than in exceptional circumstances, the salary of an Executive Head Teacher will not exceed 25% of the maximum of the schools' combined group size. A decision to exceed 25% of the maximum of the school group size must be supported by a clear business case referred for external independent advice before being considered by the Governing Body.

5.1.4 The Governing Body will ensure that, other than in exceptional circumstances, there is no overlap of salary bands between the Executive Head Teacher and other leadership posts.

5.1.5 In addition, the Governing Body may consider an additional payment to the Executive Head Teacher in respect of temporary additional duties and responsibilities not included as a permanent factor in the calculation of the IPR, for example:

- Where they are providing services to another school as a consultant leader or school improvement partner

- Where the Executive Head Teacher is appointed as a temporary Executive Head Teacher of one or more additional schools.

The additional payment will be time limited and will not exceed 25% of the agreed salary or 25% of the school group size, whichever is lower.

5.1.6 The IPR may be reviewed and subject to change to fill a vacant Executive Head Teacher post. For a newly appointed Executive Head Teacher the salary will be within the agreed IPR taking into account the experience of the successful candidate.

5.1.7 The Governing Body will ensure that reasons for setting the IPR at a given level are properly recorded and that the process for the determination of the Executive Head Teacher's salary is objectively justifiable.

5.2 Head Teacher Pay Determination

5.2.1 The Governing Body will assign a seven point Individual Pay Range (IPR) based on the school group size and any permanent additional relevant factors, as determined within the framework of the current STPCD. These additional factors will relate to the School context and challenge, and the wider accountability of the Head Teacher, which may include circumstances where:

- The School is causing concern.
- Without such additional payment, the Governing Body considers that the School would either have substantial difficulty filling a vacant Head Teacher post or retaining the current Head Teacher.
- The Head Teacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

5.2.2 The salary can exceed up to 25% of the maximum of the schools' combined group size by the Governing Body making a determination to increase the IPR. Other than in exceptional circumstances, the IPR will not exceed 25% of the maximum of the school group size. A decision to exceed 25% of the maximum of the school group size must be supported by a clear business case referred for external independent advice before being considered by the Governing Body.

5.2.3 The Governing Body will ensure that, other than in exceptional circumstances, there is no overlap of salary bands between the Head Teacher and other leadership posts.

5.2.4 In addition, the Governing Body may consider an additional payment to the Head Teacher in respect of temporary additional duties and responsibilities not included as a permanent factor in the calculation of the IPR, for example:

- Where they are providing services to another school as a consultant leader or school improvement partner
- Where the Head Teacher is appointed as a temporary Head Teacher of one or more additional schools.

The additional payment will be time limited and will not exceed 25% of the agreed salary or 25% of the school group size, whichever is lower.

5.2.5 The IPR may be reviewed and subject to change to fill a vacant Head Teacher post. For a newly appointed Head Teacher the salary will be within the agreed IPR taking into account the experience of the successful candidate.

5.2.6 The Governing Body will ensure that reasons for setting the IPR at a given level are properly recorded and that the process for the determination of the Head Teacher's salary is objectively justifiable.

5.3 Deputy/Assistant Head Teacher Posts Pay Determination

5.3.1 The Governing Body will determine a five point pay range for all Deputy and/or Assistant Head Teacher posts. The Governing Body will apply the pay uplift to the

discretionary reference points between the minimum and maximum for each school leadership pay range in accordance with the provisions as determined within the framework of the current STPCD. These points are as set out in Attachment 2.

5.3.2 The relevant leadership range will be established in three pay bands and will be determined according to the duties and responsibilities of the post. The pay range may vary between posts. A post with a designated deputy role, in the absence of the Head Teacher, will be remunerated accordingly above the range for other leadership posts.

5.3.3 The maximum of the Deputy or Assistant Head Teacher's pay range must not exceed the maximum of the Head Teacher group for the School. The pay range for a Deputy or Assistant Head Teacher should only overlap the Head Teacher's pay range in exceptional circumstances.

5.3.4 On appointment, a teacher paid on the leadership scale will be appointed according to their experience at any point below the maximum of the pay range.

5.3.5 The pay range for teachers paid on the leadership spine will be reviewed on 1 September each year. Alternatively the pay range may be reviewed at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for an employee on the leadership spine.

5.3.6 The Governing Body will ensure that the reasons for setting the pay range at a given level are recorded and that the process for the determination of all leadership posts is objectively justifiable.

5.4 Leading Practitioners Pay Determination

5.4.1 The Governing Body may also establish other teaching posts paid above the Upper Pay Range. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the School and the wider school community which impact significantly and positively on pupil progress. These posts will assume a leadership role in developing, implementing and evaluating policies and practices in the School that contribute to school improvement.

5.4.2 The pay range will be within the minimum and maximum of the range for Leading Practitioners as set out in Attachment 3.

5.4.3 When determining the pay range for such posts, the Governing Body will do this by reference to the weight of responsibilities of the post and also the need to ensure objectively justifiable pay relativities between other posts.

5.4.4 The policy of the Governing Body is to appoint any new Leading Practitioner at the bottom point of their pay range.

5.5 Main & Upper Pay Range Teachers Pay Determination

5.5.1 The Governing Body will ensure that posts are paid in accordance within the salary ranges as determined by the current STPCD and the salary points as set out in Attachment 3.

5.5.2 The starting salary of a teacher newly appointed to the School will be determined in accordance by the advertised pay band of the post and the associated level of skill required for the vacant role. A teacher will normally be appointed to the minimum pay point of the band, or their current pay point where continuous service applies. However, appointment to a higher pay point in the band may be agreed to take account of a teacher's previous salary and/or relevant skills and experience.

5.5.3 For a main pay scale Teacher, who is appointed directly from another school for the start of the Autumn term and is not at the top of the scale, it will be expected that they would be appointed at the next pay point. The exception to this would be if the previous school had notified to both the teacher and the School that their incremental progression would have been withheld due to capability proceedings had they remained.

5.6 Unqualified Teachers Pay Determination

5.6.1 The Governing Body will appoint unqualified teachers to a salary within the range as determined by the current STPCD and the salary points as set out in Attachment 3.

5.6.2 A newly appointed unqualified teacher will normally be appointed a pay point as determined by the Head Teacher taking into account the unqualified teacher's previous salary and/or relevant skills and experience.

6.0 Pay Progression

6.1 Pay Progression – Senior Leaders

(Executive Head Teachers, Head Teachers, Deputy & Assistant Head Teachers & Lead Practitioners)

6.1.1 Senior leaders should have their performance set against the annual appraisal review and the Governing Body's expectations.

6.1.2 Senior leaders should expect progression within the IPR for their role to the maximum point. The Governing Body may decide on the recommendation of the Performance Management committee to either:

- Award one increment for sustained high quality performance in line with School expectations,

or

- Award two increments where performance has exceeded School expectations,

or

- Withhold Incremental Progression where performance has fallen someway short of school expectations and commence/continue capability proceedings.

6.1.3 Incremental Progression can only be withheld where performance has fallen someway short of school expectations and capability proceedings have either been commenced or are about to commence.

6.1.4 The Governing Body will ensure that the process used for the determination of the senior leaders pay increments salary is objectively justifiable.

6.1.5 The Governing Body may award additional allowances to senior leaders. Whilst these allowances are not subject to pay progression, they should be reviewed annually to ensure relevance and consistency.

6.2 Upper Pay Range & Main Pay Scale Pay Progression

6.2.1 The arrangements for teacher appraisal are set out in the School's Teacher Appraisal Policy. Teachers will receive pay progression until they are at the top of their relevant pay scale, unless they are subject to capability proceedings. Irrespective of performance, there is no entitlement to automatic pay progression from Main Pay Scale to Upper Pay Range or Leading Practitioner.

6.2.2 Pay progression will be deemed to apply unless concerns about standards of performance have been formally raised and formal capability proceedings have or are due to commence. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has exceeded School expectations.

6.2.3 Where a teacher has been absent on maternity leave, the School will base any appraisal determination on the evidence available for any period before and after the maternity leave, including taking account of performance in previous appraisal periods.

6.2.4 In the case of Early Career Teachers (ECTs) the induction period of 2 years does not in any way prevent the Governing Body from awarding pay progression at the end of their first year.

6.2.5 Teachers on the Upper Pay scale are eligible for progression every two years on a three point pay scale.

6.3 Unqualified Teachers Pay Progression

6.3.1 Pay progression for unqualified teachers is normally by annual increments. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has exceeded School expectations.

6.3.2 Where performance has not been of a sustained high quality the Governing Body may decide that there should be no pay progression. Pay progression will be deemed to apply unless concerns about standards of performance have been formally raised and formal capability proceedings have or are due to commence. The Governing Body may decide to award one increment for sustained high quality performance or two increments where performance has exceeded School expectations.

6.3.3 Where an unqualified teacher obtains qualified teacher status whilst employed by the School, they will transfer to the minimum pay point of the relevant pay band for qualified teachers and/or at a salary at least equivalent to the salary they were being paid as an unqualified teacher. This decision may depend on the demonstrable skills and experience of individual teachers.

6.3.4 The Governing Body may pay additional allowances to an unqualified teacher where, the teacher has either:

- Taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgment;

or

- Gained relevant qualifications or experience, which brings added value to the role being undertaken.

7.0 Movement to the Upper Pay Range

7.1 Applications and Evidence

7.1.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

7.1.2 The School will communicate to all relevant teachers the following:

- The deadline date for applications to be received by the School.
- Who the application has to be presented to.
- The format to be used for making applications.
- The timescale for the assessment to be carried out and a response to be made to the applicant.
- Who will provide feedback and the timescale within which it will be provided to any unsuccessful applicants and the format that the feedback will take.

7.1.3 If a teacher is simultaneously employed at another school they may submit separate applications if they wish to apply to be paid on the upper pay range in both schools. The School will not be bound by any pay decision made by another school.

7.1.4 All applications should include the results of reviews or appraisals under the Education (School Teachers' Appraisal) (England) Regulations 2012, including any recommendation on pay or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria.

7.1.5 At the initial meeting of the performance management cycle, teachers should be made aware of the range of information that will be used to inform decisions about assessment of performance, which will be properly rooted in evidence.

7.1.6 Applications should contain evidence from the applicant's last two appraisals and any other evidence that they feel demonstrates that they meet the relevant teaching standards.

7.1.7 Where an applicant has had a break in service for example due to maternity leave and the evidence above is not available, the Head Teacher considering the application can take account of other evidence presented in place of the appraisal reports.

7.2 The Assessment

7.2.1 An application from a qualified teacher will be successful where the Governing Body is satisfied that the teacher is both:

7.2.1.1 ● highly competent in all elements of the relevant standards, and

7.2.1.2 ● Their achievements and contribution to the School are substantial and sustained.

7.2.2 For the purposes of this pay policy "highly competent" means performance which is not only consistently good but also good enough to provide coaching and mentoring to other teachers by giving advice and demonstrating effective teaching practice on how to make a wider contribution to the work of the School, in order to help them meet the relevant teaching standards and develop their teaching practice.

7.2.3 For the purpose of this pay policy "substantial" means:

- Of real importance, validity or value to the School.
- Playing a critical role in the life of the School.
- Providing a role model for teaching and learning.
- Making a distinctive contribution to the raising of pupil standards.
- Taking advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

7.2.5 Where a teacher has been absent on maternity leave, the School will base any pay and appraisal determination on the evidence available for any period before and after the maternity leave, including taking account of performance in previous appraisal periods.

8.0 Part Time Teachers

8.1 Teachers employed on an ongoing basis at the School but who work less than a full working day/week are deemed to be part-time. The Governing Body will ensure that part time teachers' pay and working time will be dealt with in accordance with the current STPCD. The Governing Body will give all part-time teachers a written statement detailing their working time obligations and the basis on which their pay has been calculated. This is subject to the provisions of the statutory pay and working arrangements and by comparison with the School's timetabled teaching week for a full-time teacher in an equivalent post. Pay scales and pay progression will be determined in line with the relevant arrangements stated elsewhere within the policy.

8.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time also allocated on a pro rata basis.

9.0 Short Notice/Supply Teachers

9.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements as stated in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

9.2 Teachers who work less than a full day will have their salary calculated pro-rata.

9.3 A short notice teacher who is employed by the School throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

10.0 Allowances

10.1 Teaching & Learning Responsibility (TLR) Payments

10.1.1 TLR payments will be awarded to a teacher on the Main Pay Range or Upper Pay Range where a teacher is required to undertake a clearly defined and sustained additional responsibility within the School's staffing structure. This additional responsibility will be for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

10.1.2 For a post to be eligible for either a TLR1 and TLR2 payment it will need to cover all of the following criteria (for a TLR3 payment is the first 3 criteria only):

10.1.2.1 Is focused on teaching and learning.

10.1.2.2 Requires the exercise of a teacher's professional skills and judgment.

10.1.2.3 Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

10.1.2.4 Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.

10.1.2.5 Involves leading, developing and enhancing the teaching practice of others.

10.1.3 The Governing Body may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility.

10.1.4 Where a part-time teacher is taking on the full responsibilities associated with a TLR1 or TLR 2, the full value of the TLR should be awarded. A part-time TLR may also be awarded to a full-time teacher where the responsibilities are being shared with another teacher.

10.1.5 Allowances are paid within the minimum and maximum of the range for TLRs in accordance with the current STCPD and as set out in Attachment 3.

10.2 TLR3 Payments

10.2.1 The Governing Body may award a temporary TLR (TLR3) payment to a post requiring additional duties for a time limited period for a specific project. This project will be either identified as a priority within the School Development Plan, or as a substantial school improvement project or an exceptional one off externally driven responsibility.

10.2.2 The value of any temporary TLR3 will be determined on an individual basis according to complexity, level of responsibility and time spent on the role, but has to adhere to the minimum/maximum range

10.2.3 The duration of such temporary TLR3 payments would normally not exceed a set period after which time they will be reviewed and may be extended if appropriate. The Governing Body will formally notify the teacher the purpose for which the responsibility is paid, the length of the fixed term, the amount of the award and that it will be paid in monthly instalments.

10.2.5 There will be no safeguarding of any temporary TLR3 payments.

10.3 Special Educational Needs (SEN) Allowance

10.3.1 The Governing Body will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:

10.3.2 Is in any SEN post that requires a mandatory SEN Qualification.

10.3.3 Who teaches pupils in one or more designated special classes or units in the School.

10.3.4 Is in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post:

- Involves a substantial element of working directly with children with special educational needs.
- Requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs.
- 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.

10.3.5 The Governing Body will determine a spot value for each post, taking account of the structure for SEN provision in the School and:

10.3.6 Whether any mandatory qualifications are required for the post.

10.3.7 The qualifications and expertise of the teacher relevant to the post.

10.3.8 The relative demands of the post.

10.3.9 The value of any SEN allowance in the School will be within the range prescribed in the current STPCD.

Non-consolidated recognition awards scheme

10.3.10

10.3.11 A non-consolidated payment is a one off, non-pensionable financial amount that can be awarded to a teacher.

10.3.12 From 1 September 2026, Schools may make modest non-consolidated awards to teachers to recognise exceptional contribution or achievement. This can also be vouchers and a non-monetary award.

10.3.12 Any reward should be for genuine additional contribution but should not be used as a replacement for pay progression or for TLRs.

10.3.14 Authority on whether to give an award can be delegated to the Headteacher. Schools should ensure there are clear, published, criteria with robust oversight by the Governing Body, ensuring equality on awards made.

10.3.15 There is no right of appeal for teachers around awards given. The grievance procedure should be followed, where relevant.

10.4 Acting Allowances

10.4.1 A teacher who covers all of the duties, for a period of at least 4 weeks, associated with a post of a higher grade or additional allowances to their own will be considered for an acting allowance.

10.4.2 A determination should be made within a period of 4 weeks, beginning on the day on which the duties are first assigned and carried out. If such a determination is made to pay an allowance, this payment will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post. The payment will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

10.5 Recruitment & Retention

10.5.1 The Governing Body may, on the advice of the Head Teacher, consider awarding a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

10.5.1.1 Required to attract suitable candidates for a post which it has been or it is considered difficult to fill.

10.5.1.2 Required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.

10.5.1.3 To recognise a teacher's performance which exceeds the School's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

10.5.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case and will take into account salary relativities across the School's staffing structure and known staffing changes in the future.

10.5.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of no more than 3 years and will be subject to annual review, which may extend the period if appropriate. Any agreement to award a recruitment and retention payment will be formally notified and will include details of the amount of the award, the duration of the award and the review date after which the payment can be withdrawn.

10.5.4 Other than in respect of housing or re-location expenses, the Head Teacher will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the IPR for the Head Teacher's salary.

11.0 Additional Payments

11.1 Out of School Learning Activities

11.1.1 Teachers who undertake agreed voluntary learning activities outside the normal school day, and whose salary range does not take account of such activity, may be entitled to an additional payment. The Governing Body, advised by the Head Teacher, will consider each case individually before the activity takes place. Such activities may include but are not limited to:

- Activities for more able children.
- Breakfast clubs.
- Curriculum linked sporting or arts related activities or clubs.
- Holiday revision groups.
- Homework clubs.
- Saturday morning booster classes.

- Study support groups.
- Summer Schools.

11.2.1 The rate of payment will be determined according to circumstances, but will usually be at the teacher's daily or hourly rate calculated by reference to their actual salary on the Main or Upper Pay Range or by reference to a spine point salary which would most appropriately be the maximum point of the Main Pay Range.

11.2.2 Where the activity involves an increase in the individual teacher's responsibilities, however, this should be reflected by payment for the activity being on a higher spine point.

11.2 Continuing Professional Development

11.2.1 The governing body advised by the Head Teacher may consider, in advance, awarding additional payments to teachers in respect of continuing professional development undertaken outside of the school day. The Governing Body will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

12.0 Safeguarding

12.1 The Governing Body will apply the salary safeguarding provisions of the current STPCD. Where a pay determination may lead to the start of a period of safeguarding, the required notification will be given as soon as possible and no later than one month after the determination.

13.0 Appeals

13.1 Teaching staff may seek a review of any determination in relation to their pay or any decision taken by the Governing Body, or committee or individual acting with delegated authority that has affected them.

13.2 The Governing Body will consider appeals on the grounds that the decision:

- Was incorrectly applied to any provision of the Pay Policy or other statutory provision.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- Was biased.
- Had unlawfully discriminated against the teacher.

13.3 The procedure for considering appeals is set out in Attachment 5.

C. Support Staff

14.0 Pay Determination

14.1 Pay & Grading

14.1.1 The Governing Body will determine the pay and grading of support staff in accordance with the Havering Council's 2017 T&C collective agreement and also any subsequent amendments made by the Council, or directly by the Governing Body of VA Schools and Academies.

14.2 Salary on Appointment

14.2.1 It is normal practice for new employees to be offered and appointed on the first spinal point of the grade.

14.2.2 It may, subject to the approval of the Governing Body, be appropriate to appoint at a higher spinal point where the preferred candidate for the post has been in receipt of a higher hourly rate then the first spinal point of the grade.

14.2.3 In these cases the Governing Body should consider the following factors before making a decision:

14.2.3.1 Evidence of the preferred candidate's current or most recent salary.

14.2.3.2 Preferred candidate's recruitment selection outcome compared to the second placed candidate.

14.2.3.3 Benefits to the School in appointing the preferred candidate on a higher rate of pay.

14.2.3.4 Potential impact on other post holders of appointing the preferred candidate on a higher rate of pay.

14.2.4 Where a candidate is appointed with continuous service in the same role they would automatically retain their hourly rate on appointment and therefore Governing Body approval would not be required.

14.3 Term Time Working

14.3.1 Employees who are term time working and not all year round are regarded as being part time workers and therefore the Local Government Services National Agreement on Pay and Conditions of Service and the Havering Council Terms & Conditions review applies equally to them.

14.3.2 The only exception to this is annual leave, for which there is no entitlement to take during term time. Therefore, as also in the case of casual workers, their pro-rata annual leave entitlement is paid as added working weeks as set out in Attachment 7 for additional weeks' payable from 1 April 2023.

14.4 Job Evaluation

14.4.1 For the pay and grading of posts within the School to be both objectively justifiable and non-discriminatory, either the Council's Greater London Provincial Council (GLPC) Job Evaluation Scheme or the Greater London Whitley Council (GLWC) Job Evaluation Scheme is used.

14.4.2 To assist with the compliance to this requirement, the School have adopted where relevant to do so model support staff profiles available from and evaluated by HES HR.

14.4.3 If a Head Teacher has a post that does not fit either a model or school specific job profile then this will need to be evaluated by HES HR in accordance with the GLPC/GLWC Job Evaluation Procedure

14.4.4 The Governing Body shall verify that all employees subject to the GLPC/GLWC scheme are working to the levels of the job profile to which they have been assigned.

15.0 Pay Progression Based on Performance (LA Schools only)

15.1 In accordance with the Council's 2017 Collective Agreement the Governing Body applies a Performance Based Progression scheme (PBP) to determine progression from one spine point to the next with each grade.

15.2 Performance for pay progression will be assessed as being one of the following:

- Developing.
- Performing Well.
- Excelling.

15.4 The application of this process, including appeals, is set out in the Performance & Progression Management Toolkit for School Support Staff 2025/26

16.0 Additional Responsibility Payment

16.1 This is payable when a higher graded post becomes temporarily vacant for a continuous period of at least four weeks for any reason other than annual leave.

16.2 This payment is made to employees who carry out the full duties and responsibilities of the higher graded post and will receive the salary that would apply if they were promoted to the position, i.e. the first spinal point. However, if cover extends for more than six months, employees may be eligible for incremental progression.

16.3 Additional Responsibility Payments should not exceed twelve months unless it is covering the substantive post-holder's absence or the post falls within the scope of a proposed organisational change.

17.0 Honorarium Payment

17.1 This payment is made to employees who carry out the partial duties and responsibilities of a higher graded post.

17.2 Employees who undertake part of the duties and responsibilities of a higher graded post will receive a partial payment. For example, if 20% of the higher graded duties and responsibilities were being covered then 20% of the grade differential will be paid.

17.3 An honorarium payment may be shared between two or more support staff on a pro-rata basis.

18.0 SEN Allowance

18.1 All Teaching Assistants who routinely meet the criteria as set out in the "Local Agreement on the Application of a Special Educational Needs Allowance for Support Staff in Schools" in relation to an individually named pupil will be paid an allowance of up to £800.00 pa (pro-rata) per named pupil.

18.2 Where a team of Teaching Assistants provide "additional responsibility" support to one or more named pupils on an irregular basis, a payment of up to £200.00 pa (pro-rata)

will be paid to each Teaching Assistant. This is in recognition of the requirement that a Teaching Assistant could be called upon at any time to give support to a named pupil.

18.3 For the purposes of this agreement a named pupil is defined as a pupil named on a Teaching Assistant's contract of employment, including any subsequent variations.

19.0 TA2 Allowance

19.1 As part of the revised Terms and Conditions of Service an allowance is paid to Teaching Assistant 2 staff. This is calculated as the difference between spinal point 6 and 5. For 2025/26 the value of the TA2 allowance is £420 pro-rata.

20.0 Safeguarding

20.1 The arrangements for the safeguarding of salaries for support staff in GLWC Schools is for period of 12 months.

20.2 Local Authority Schools

The Governing Body will apply the salary safeguarding provisions of the Havering T&C review which is 6 months 100% salary protection followed by a further 3 months at 50%.

21.0 Appeals

21.1 An employee may appeal against the following:

21.1.1 The re-evaluation of a school specific job profile for which they are in post, for any reason other than organisational change.

21.1.2 The application of Pay Progression process and/or result of the assessment.

21.2 The procedure for considering these appeals are set out in Attachments 8 and 9 respectively.

D. List of Attachments

21.0 List of Attachments

A1 Head Teacher - Groups/Pay Ranges

A2 Leadership Group - Pay Ranges

A3 Teaching Pay Scales - Outer London Rates

A4 Teacher Appraisal Policy

A5 Teaching Staff - Pay Appeals Procedure

A6 Support Staff Pay Scales

A7 TTW - Additional Paid Weeks

A8 GLPC/GLWC Job Evaluation Procedure - Support Staff

A9a Performance & Progression Management Toolkit for School Support Staff 2025/6 (N/A for GLWC)

A9b Performance & Progression Form 2025/26 (N/A for GLWC)