



**WHOLE SCHOOL MODEL PAY POLICY  
EFFECTIVE FROM 1 SEPTEMBER 2021**

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Approved by \_\_\_\_\_

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## Wandsworth Hospital and Home Tuition Service

### WHOLE SCHOOL PAY POLICY 2021/2022 ACADEMIC YEAR

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## SECTION ONE

### Introduction:

The Governing Board aims to maximise the achievement of every pupil at the school and recognises that a well-motivated and capable board of teaching and support staff are essential to achieve this. This pay policy seeks to ensure that all staff are properly rewarded for their contribution towards this shared goal and sets out the framework for making decisions relating to pay.

The Governing Board is required to establish a whole school pay policy, monitor the implementation and outcome(s) of the arrangements and review the policy and its operation every year. This policy has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document. The Governing Board will have regard to the statutory guidance when interpreting and implementing the requirements of the Document. The pay policy has clear links to the Teachers' Appraisal Policy with regard to pay decisions which are linked to individual performance, and should be read in conjunction with this policy.

In adopting the pay policy the aim is to:

- Maximise the quality of teaching and learning at the school, by ensuring that implementation of the policy takes full account of the school's plans for improvement and development.
- Have proper regard for the work/life balance of staff at the school.
- Recruit, retain, motivate and develop staff.
- Be able to demonstrate that the policy and decisions on pay are managed in a fair, just and equitable way, recognising the principle of equal pay for like work and work of equal value.
- Determine the annual pay budget, including that for pay progression, compatible with the school's overall budget position.
- Ensure that pay decisions are managed in a fair, just and transparent way, with objectivity, openness and accountability.

This policy has been consulted on with staff and/or recognised trade unions and was adopted by the Governing Board of Wandsworth Hospital & Home Tuition Service on \_\_\_\_\_

### Basic Principles:

The Governing Board has established a pay committee with fully delegated authority for this function. The membership and terms of reference for the pay committee is attached (**Appendix 1**).

The staffing structure for the school is attached (**Appendix 2**). All posts within the structure have detailed job descriptions which are subject to review from time to time, in consultation with staff, to reflect the changing needs of the

school. Job descriptions are written with due regard to enabling staff to maintain a reasonable work/life balance.

The Governing Board has determined the range and grade of each post in accordance with the relevant job evaluation scheme, taking into account the duties and responsibilities of each post and the need to attract and retain high performing staff.

The Governing Board is committed to the operation of a performance management scheme for support staff and an appraisal policy for Teachers, with the objective of maximising the professional development of all staff and progress of pupils. The Governing Board will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs.

The Governing Board will ensure that the pay policy is implemented fairly and consistently and that decisions can be objectively justified. Adjustments will be made to take account of special circumstances, eg maternity absence, on a case by case basis.

## **Appeals Procedure:**

A member of staff may seek a review of any determination in relation to his or her pay or any other decision taken by the Governing Board (or committee or individual acting with delegated authority) that effects his or her pay.

Where incremental progression is not automatic, the member of staff will receive written confirmation of their pay determination and the basis upon which the decision was made.

Appeals may be made on the grounds that the person or committee by whom the decision was made has:

- a) Incorrectly applied this pay policy
- b) incorrectly applied any statutory provision
- c) failed to have proper regard for statutory guidance
- d) failed to take proper account of relevant evidence
- e) was biased
- f) took account of irrelevant or inaccurate evidence, and/or
- g) otherwise unlawfully discriminated against the individual concerned.

This list is not exhaustive. It is the intention of the Governing Board that appeals will be dealt with promptly, thoroughly and impartially. The procedure for considering appeals is as follows:

### *Informal stage*

1. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision.
2. Where this is not possible, or where the staff member continues to be dissatisfied with the decision, he/she may follow a formal appeal process.

### *Formal stages*

3. The staff member should set down in writing the grounds for questioning the pay decision and send it to the person or committee who made the determination, within ten working days of the notification of the decision being appealed against or the outcome of the informal discussion referred to above.
4. The committee or person who made the determination should arrange a hearing, within ten working days of receipt of the written appeal, at which he/she/they will consider the appeal and give the staff member an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal to the Chair of the Governing Board. The deadline for any appeal will be ten working days from receipt of written confirmation of the decision.
5. Any further appeal should be submitted in writing, stating the grounds of the appeal. The appeal will be heard by a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt. The member of staff will be given the opportunity to make representations in person and the person or committee who made the decision will attend to explain the procedures that were observed in the pay determination process. The appeal panel shall consider all the evidence in private before making a decision. The decision of the appeal panel will be given in writing and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision. The decision of the appeal panel at this hearing will be final.

At all hearings under formal procedures the staff member is entitled to be accompanied by a work colleague or union representative or member of their professional association.

### *Modified Procedure*

There will be no entitlement to invoke the appeal procedure after leaving the employment of the school. Where an appeal has been lodged under point 5 of the formal stage of the procedure, but has not been heard prior to leaving, the Chair of the Governing Board will consult with relevant school staff and provide a written response on behalf of the school.

## **SECTION TWO:**

### **Support Staff Pay:**

The Governing Board recognises and values the contribution made to the school by non-teaching staff, known collectively as support staff.

#### ***Conditions of Service***

The pay and conditions for support staff are determined through the National Joint Council for Local Government Services as adopted by Wandsworth Council and the School. This group of staff includes all staff at the school that are not subject to Teachers' pay and conditions.

#### ***Pay Spine***

The Governing Board has adopted the Wandsworth Council [pay spine for support staff](#).

#### ***Job Descriptions and Job Evaluation***

The Governing Board has determined the scale and grade of each post in accordance with the agreed job evaluation scheme, taking into account the duties and responsibilities of each post.

#### ***Salary on Appointment***

It is expected that on appointment an individual will normally be placed at the minimum of the relevant grade. Where an individual was previously employed under the conditions of service of the National Joint Council for Local Government Services immediately prior to appointment at the school, their starting pay should not be less than their previous salary, as far as this may be accommodated within the overall grade of the post. Consideration may also be given to appointment above the minimum of the scale in recognition of experience and/or qualifications and where there is a justifiable business case for doing so.

#### ***Incremental Progression***

In accordance with the incremental progression procedure adopted by the Governing Board, support staff are eligible to progress within their pay grade on 1<sup>st</sup> April each year until the maximum of the grade is reached. Where an individual commences employment with the school after 1<sup>st</sup> October in any year there will be no incremental progression the following April; this may instead take place at the date 6 months from their start date, subject to

satisfactory performance and thereafter on 1<sup>st</sup> April each year as above. In all cases, progression is subject to satisfactory performance and there will be no incremental progression beyond the maximum of the grade.

Incremental progression may be withheld if the staff member is subject to poor performance procedures. The Governing Board may choose to award the incremental point at a later date when the staff member's performance has returned to satisfactory.

### ***Additional Payments***

Governing bodies have discretion to reward support staff with an additional payment for outstanding performance contributions over and above their normal duties where eligible, using one of the schemes below:

#### **Acting allowance**

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

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

#### **Special recognition payment**

Where a member of staff undertakes partial duties of a higher graded post or a temporary and exceptional increase in the volume of duties at their substantive grade or a lower grade, for a period of at least 4 weeks, a special recognition payment may be considered.

The level of payment will depend upon the circumstances and will be paid as a percentage uplift in salary, to a maximum of 10% of their basic salary, for a time limited period. It would not normally be expected to award a special recognition payment for longer than 6 months duration and any payment will be subject to regular review.

#### **Voluntary overtime**

In some circumstances voluntary overtime may be offered to staff to cover specific duties. In all cases, voluntary overtime must be agreed in advance of any work undertaken. The rate of pay for voluntary overtime will be time and a quarter for all hours worked in excess of 36 hours per week for grades Scale 1a to Scale 6. Flat rates for planned overtime have been adopted for grades SO1 and above.

## **SECTION THREE:**

### **Teaching Staff Pay:**

The Governing Board recognises and values the contribution made to the school by teaching staff. This group of staff includes all staff at the school that are subject to Teachers' terms and conditions, including unqualified Teachers/instructors.

The professional duties applicable to all Teachers are set out in Section 2, Part 7 of the STPCD 2021.

### ***Conditions of Service***

Pay and conditions for teaching staff are negotiated nationally and the statutory requirements are set out in the School Teachers' Pay and Conditions Document (issued annually) and the Conditions of Service for School Teachers in England and Wales (often referred to as the Burgundy Book).

### ***Pay Spine***

All Teachers employed at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document, as updated. A copy of the STPCD 2021 may be viewed in the school office or online at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

### ***Pay Reviews (paragraph 3, STPCD 2021)***

The Governing Board will ensure that every Teacher's salary is reviewed annually, to take effect from 1 September each year. Reviews will take place no later than 31 October (31 December for Head Teachers). Where a Teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis. Within one month of the determination, the Governing Board must provide the Teacher with an individual written pay statement setting out their salary and any allowances to which they are entitled, and the end date of any temporary allowances or arrangements. The statement will advise where a copy of the whole school pay policy (including the staffing structure) may be inspected.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided 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 a period of salary safeguarding, the Governing Board will give the required notification as soon as possible and no later than one month after the date of the determination.

### ***Pay range for the leadership group***

#### **Head Teachers (paragraphs 5 - 9, STPCD 2021)**

The Governing Board has a statutory duty to assign a school group size and a pay range for the Head Teacher whenever it sees fit, eg when planning a new appointment or when there is a change in the school, such as an increase in pupil numbers or the introduction of additional services, which leads to a significant change in responsibilities for the Head Teacher.

The Governing Board will calculate the Head Teacher group size each September and determine the appropriate Head Teacher Pay Range (HPR) within the parameters of the current STPCD and with due regard to current Council guidance on Head Teacher performance management and pay.

Where an HPR has been determined prior to 1 September 2011 and is above the calculated group size, it will remain in place until a new determination is made. A new determination **must** be made should the Head Teacher post become vacant.

Where the Governing Board has, prior to 1 September 2011, made a decision to increase the individual school range beyond the maximum of the leadership pay range (previously Spine Point L43), this will remain in place and the Governing Board will continue to determine the value of each point above the highest point for so long as that HPR applies.

The Governing Board will ensure that the process of determining the remuneration of the Head Teacher is fair and transparent. There will be a proper record made of the reasoning behind the determination of the HPR and the ratification of decisions made in this respect.

The group range for the academic year 2021-2022 is: group 3 (L19 – L24) per annum.

The Head Teacher pay range for the academic year 2021-2022 is:

Reference point	£ per annum (full time)
L19	£73,715
L20	£75,345
L21a	£76,249
L21b	£77,011
L22	£78,725
L23	£80,472
L24a	£81,461

The Governing Board will ensure that salary on appointment is such that there is scope for future performance related pay progression.

## Deputy and Assistant Head Teachers (paragraph 9, SPTCD 2021)

The Governing Board has determined that 1 Deputy Head Teacher posts and 2 Assistant Head Teacher posts are to be included in the school's staffing structure. Where there is more than one Deputy Head Teacher or more than one Assistant Head Teacher, the Governing Board have the discretion to determine different pay ranges for each post.

The professional duties of Deputy and Assistant Head Teachers are set out in paragraphs 48.1 – 48.2 and 50.1 – 50.16 of the STPCD 2021.

The Governing Board has determined a pay range or ranges for Deputy and Assistant Head Teachers in accordance with paragraph 9 of the STPCD 2021 with due regard to pay rates for other teaching posts and the Head Teacher. The pay range for Deputy Head Teachers for the academic year 2021-2022 is as follows:

Reference Point	£ per annum (full time)
DHT L13	£64,700
DHT L14	£66,114
DHT L15	£67,556
DHT L16	£69,146
DHT L17	£70,552

The pay range for Assistant Head Teachers for the academic year 2021-2022 is as follows:

Reference Point	£ per annum (full time)
AHT L7	£57,003
AHT L8	£58,132
AHT L9	£59,380
AHT L10	£60,701
AHT L11	£62,066

The Governing Board will determine the pay range for Deputy and Assistant Head Teachers in the following circumstances:

- When it proposes to make new appointments, or
- Where there is a significant change in the responsibilities of serving Deputy or Assistant Head Teachers.

The pay range will be determined on 1 September each year or at any other time of year to reflect changes in circumstances or job description that lead to a change in the basis for calculating pay, or at any time if it is considered necessary to retain a Deputy or Assistant Head Teacher.

In making any decision to exercise its discretion in this respect, the Governing Board will ensure that to action such an increase will offer the school value for money in the services it is able to provide in relation to the costs incurred and will require evidence to support any such case.

The Governing Board will ensure that salary on appointment is such that there is scope for future performance related pay progression.

### ***Pay range for other Teachers (Section 2, Part 3, STPCD 2021)***

#### **Leading Practitioners (paragraph 16, STPCD 2021)**

There are currently no Leading Practitioner roles for 2021-2022

#### **Classroom Teachers**

The professional responsibilities of classroom Teachers are set out in paragraphs 50.1 to 51.12 of the STPCD 2021.

#### **Main pay range (paragraph 13, STPCD 2021)**

Qualified Teachers who have not been assessed as meeting the criteria to access to upper pay range will be paid in accordance with the main pay range.

The Governing Board has adopted the following main pay range:

Reference point	£ per annum (full time)
M1	£32,157
M2	£33,658
M3	£35,226
M4	£36,866
M5	£39,492
M6	£42,624

In determining where on the main pay range an individual Teacher should be placed on appointment, the Governing Board will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Number of year's teaching experience
- The Teacher's current remuneration

On first appointment to the main pay range, a Teacher will normally be placed at the minimum of the range

On first appointment to the main pay range within this school, the school will endeavour to match the salary of an existing Teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

### **Upper Pay Range (paragraph 14, STPCD 2021)**

Qualified Teachers who have been assessed as meeting the criteria to access the upper pay range will be paid accordingly.

The Governing Board has adopted the following upper pay range:

Reference point	£ per annum (full time)
U1	£46,971
U2	£49,279
U3	£50,935

In determining where on the upper pay range an individual Teacher should be placed on appointment, the Governing Board will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Evidenced contribution to the development of the school
- Number of year's teaching experience
- The Teacher's current remuneration

### **Applications to the upper pay range**

Applications to the upper pay range will be managed in accordance with paragraph 15 of the STPCD 2021.

The school's criteria for progression to the upper pay range and procedure for assessing applications for all other Teachers is set out in Appendix 3.

Any decision to move a Teacher to the upper pay range or to award pay progression within the range by this school will be permanent, for as long as the Teacher remains continuously employed in this school.

On first appointment to the upper pay range, a Teacher will normally be placed at the minimum of the range.

Any qualified Teacher may apply to be paid on the upper pay range once in any school year. Teachers who are simultaneously employed at another school will need to submit a separate application to each school for

consideration. This school will not be bound by any pay decision made by another school.

### **Unqualified Teachers Pay Range (paragraph 17, STPCD 2021)**

An Unqualified Teacher does not hold Qualified Teacher Status and may be, for example, an overseas trained Teacher, student Teacher or Teacher trainee, or instructor.

The pay range for an Unqualified Teacher is:

<b>Reference point</b>	<b>£ per annum (full time)</b>
1	£22,849
2	£24,962
3	£27,075
4	£29,187
5	£31,298
6	£33,410

In determining where on the unqualified pay range an individual Teacher should be placed on appointment, the Governing Board will consider:

- Specialist skills and knowledge
- Specialist qualifications
- Previous teaching experience
- The Teacher's current remuneration

On first appointment to the unqualified pay range, a Teacher will normally be placed at the minimum of the range.

On first appointment to the unqualified pay range within this school, the school will endeavour to match the salary of an existing Teacher previously subject to the School Teachers' Pay and Conditions Document, within the advertised pay range.

Unqualified Teachers are not eligible for teaching and learning or special educational needs allowances. The Governing Board will not under any circumstances determine a salary for an Unqualified Teacher outside of the Unqualified Teacher pay range.

### **An Unqualified Teacher who becomes qualified (paragraph 18, STPCD 2021)**

Upon obtaining Qualified Teacher Status, an unqualified Teacher will be transferred to the main pay range. Where the unqualified Teacher was employed within this school immediately prior to obtaining qualified status, they will be placed on the main pay range on the same or a higher salary than

the sum of their previous salary in the unqualified Teacher range and any unqualified Teacher allowance they had been receiving.

## **Pay progression for all Teachers**

There is no automatic right to pay progression within the pay ranges for Teachers. Decisions regarding pay progression will be made with reference to the most recent appraisal report and recommendation on pay and an assessment of the Teacher's performance against the relevant Teacher standards at the expected career stage.

In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be informed by the statutory induction process.

Where a Teacher remains in post on 1 September 2021 in the school having been employed during the previous school year, the Governing Board will give consideration to progression by one point up the relevant pay range. The criteria for one point's progression are:

- Sustained high quality performance
- Demonstrable contribution to the development of the school
- Assessed as competent against the relevant Teacher Standards, with regard to the defined career stage expectations
- Achievement of or good progress towards their objectives
- A record of 'good' teaching (as defined by Ofsted)

Judgements will be properly rooted in evidence.

The Governing Board does not intend to exercise their discretion in relation to awarding accelerated progression for exceptional performance.

Where there is evidence of exceptional performance in relation to the above criteria beyond the career stage expectation, and where teaching is 'outstanding' (as defined by Ofsted), the Governing Board will give consideration to enhanced progression, up to a maximum of 2 points in any year.

It is not expected that Teachers who are subject to poor performance procedures during the previous year will be awarded pay progression.

Any pay progression awarded by this school will be permanent, for as long as the Teacher remains continuously employed in this school

## ***Allowances for Teachers (Section 2, Part 4, STPCD 2021)***

The School Teachers' Pay and Conditions Document 2021 requires that the pay range for members of the leadership group takes into account all of the permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations. No additional temporary allowances are therefore payable to members of the leadership group except for clearly temporary responsibilities or duties in addition to their post which have not previously been taken into account when determining the pay range.

The total value of any allowances paid to members of the leadership group must not exceed 25% of their annual salary and the total value of salary plus allowances must not exceed 25% above the calculated group size. Additional payments for residential duties as a requirement of the post and/or personal relocation expenses are however permissible and excluded from the 25% calculation.

### **Teaching and Learning Responsibility Payments (*paragraph 20, STPCD 2021*)**

TLRs are awarded at the discretion of the Governing Board to the holders of the posts indicated in the attached staffing structure. Unless otherwise indicated, the TLR will last for the duration of the post.

Where the responsibilities are linked to a clearly time-limited school improvement project or one-off externally driven responsibilities, a fixed term TLR3 may be awarded.

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

TLR1 £8,291 per annum – currently no one in post.

TLR2 £2,873 per annum - currently no one in post

TLR3 £2,200 per annum pro-rata to the holder of Home Tuition and CEP Co-ordinator for the period. This is on a time-limited basis to be reviewed at the end of the academic year and review of CEP provision.

TLR3s will only be awarded if the Governing Board is satisfied that the duties include a significant responsibility 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, and
- c) has an impact on the educational progress of pupils other than the Teacher's assigned classes or groups of pupils,

In addition to the above, the award of a TLR1 or 2:

- d) requires the Teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum,
- e) involves leading developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, the Governing Board must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

A Teacher may not hold more than one TLR1 and/or TLR2 concurrently. A temporary TLR3 may however be awarded to a Teacher currently in receipt of a TLR1 or 2. A TLR1 or 2 is a payment integral to a post in the school's staffing structure and may therefore only be held by two or more people when job-sharing that post.

### **Special Educational Needs Allowance** ***(paragraph 21, STPCD 2021)***

The Governing Board will award an SEN Allowance to a classroom Teacher:

- a) In any SEN post that requires a mandatory SEN qualification (not including the mandatory SENCO qualification leading to the achievement of the National Award for Special Educational Needs Co-Ordination),
- 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 pupil referral unit) that is analogous to a designate 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 Teachers' professional skills and judgment 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 schools or unit within the school or, in the case of an unattached Teacher, the unit or service.

The SEN allowance is determined as a spot value, taking into account the structure of the school's SEN provision and:

- a) whether any mandatory qualifications are required,
- b) the qualifications and expertise of the Teacher relevant to the post, and
- c) the relative demands of the post.

SEN allowances will be paid to the holders of the posts indicated in the attached staffing structure (Appendix 2). The values of the SEN allowances to be awarded are set out below:

SEN £4,479 to the holders of Teacher of the Deaf (Qualified or with recent and relevant experience of more than two years and recently qualified with BSL Level 2 or above)

### **Acting allowance (*paragraph 23, STPCD 2021*)**

Where a Teacher is assigned and carries out duties of a Head Teacher, Deputy Head Teacher, or Assistant Head Teacher, but has not been appointed as an acting Head Teacher, Deputy Head Teacher or Assistant Head Teacher, the Governing Board will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.

Where the Governing Board determines that an acting allowance will not be paid but the relevant duties continue, then the Governing Board may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.

If paid, the acting allowance will be of such value as to ensure that the Teacher receives remuneration of equivalent value to such point on the leadership pay spine as the Governing Board has determined applies to the Head Teacher, Deputy Head Teacher or Assistant Head Teacher (as set out in this policy).

For as long as an acting allowance is being paid, the Teacher will be expected to undertake the professional responsibilities applicable to a Head Teacher, Deputy Head Teacher or Assistant Head Teacher and work to the relevant Teachers' standards.

### **Continuing professional development (CPD) undertaken outside of the school day (*Paragraph 26.1a, STPCD 2021*)**

A payment may be made to a Teacher for voluntary CPD which the Teacher has undertaken outside of the school day. The Governing Board has the discretion to decide which activities would be eligible for such a payment and the minimum number of hours that must be undertaken before a payment is considered. The Governing Board has determined the following method by which to calculate such a payment: usual hourly rate as applicable.

**Activities relating to the provision of initial Teacher training as part of the ordinary conduct of the school (*Paragraph 26.1b, STPCD 2021*)**

A payment may be made for activities which are undertaken on a voluntary basis relating to the provision of initial Teacher training (ITT). Such payments may only be made for ITT which is provided as part of the ordinary conduct of the school. Such activities may include: supervising and observing teaching practice, giving feedback to students on their performance and acting as a professional mentor, running seminars or tutorials on aspects of the course, formally assessing student competence. The governing body has determined that teachers undertaking these activities will be entitled to a payment of the usual hourly/daily rate.

Additional payments will not be made for any ITT activities undertaken outside of the ordinary running of the school, which would instead be considered as separate non-teaching employment. The Governing Board has determined that the following areas of work will be considered as separate employment: School Centred Initial Teacher Training, taking the lead in ITT courses, planning and preparation of materials for ITT courses, and taking responsibility for the well-being and tuition of ITT students.

**Participation in out of school hours learning activity agreed between the Teacher and the Governing Board (*Paragraph 26.1c, STPCD 2021*)**

Teachers who agree to provide learning activities outside of normal school hours and whose salary range does not take account such activity will be entitled to a payment of the usual hourly/daily rate for out of school learning activities which include: homework clubs, summer schools, study support groups, activities for gifted and talented children, activities to improve literacy, clubs linked to the curricular, arts and hobby interest areas.

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

**Additional responsibilities and activities due to or in respect of the provision of services by the Head Teacher relating to the raising of educational standards to one or more additional schools (*Paragraph 26.1d, STPCD 2021*)**

The operating principles and requirements of the provision of services to other schools may be found within Section 3, paragraph 66, STPCD 2021.

Head Teachers may occasionally provide services to other schools, for example as a consultant leader, school improvement partner, local leader of education or national leader of education. When such arrangements have been entered into, the Governing Board will determine how much, if any additional payment will be made to the Head Teacher and for how long. Payments are not automatic. Additional payments will only be made where the arrangements are time limited and have not previously been taken into account when determining the Head Teacher pay range.

The Governing Board will also, in such circumstances, consider whether to review the remuneration of other staff whose duties and responsibilities may be impacted on by the Head Teacher's additional role.

Where such additional responsibilities are temporary, so are any related additional payments. Safeguarding arrangements will not apply when such payments cease.

### **Recruitment and retention incentives and benefits (*Paragraph 27, STPCD 2021*)**

Payments will not be made under the 'recruitment and retention' criteria for additional work undertaken, for specific responsibilities or to supplement pay for other reasons. Nor will any recruitment or retention payment be made to a member of the leadership group (other than the reimbursement of reasonably incurred housing or relocation costs) as this must be taken into account in determining the appropriate pay range.

In the case of retention, a recommendation to offer incentives or benefits would be made by the Headteacher for teachers, or the governor reviewers for the head teacher, to the Management Board.

In the case of recruitment difficulties, a recommendation to offer incentives or benefits would be made by the chair of the selection panel to the Management Board, unless authority in respect of this function has been delegated to the selection panel itself.

In either case, before a recruitment or retention incentive or benefit is agreed, a business case with supporting evidence should be constructed by the head teacher for teaching staff, or the governor reviewers for the head teacher, or the selection panel for new appointments, for consideration by the Management Board. Recommendations and authorisations must be recorded.

The Management Board have not determined a requirement for a **recruitment** award during 2021/2022.

The Management Board have not determined a requirement for a **retention** award during 2021/2022.

## **Payment for In Service Teacher Training (INSET)**

The Governing Board will make payments to all teaching staff who undertake voluntary INSET at weekends or during school closure periods. Payment for such activities will be based upon the savings derived from avoiding the need for supply cover. All payments must be paid with salary and will be subject to income tax and national insurance deductions and pension contributions.

## **Salary sacrifice**

The Governing Board supports the following salary sacrifice arrangements: Cycle to Work Scheme. Arrangements will be made to enable staff to participate in these schemes should they wish to do so and subject to availability

## **Bonuses/Honoraria**

The Governing Board notes that there is no provision within the STPCD 2021 for the payment of bonuses or honoraria in any circumstances and that any such award made to a Teacher for their teaching work would be unlawful. The Governing Board will not therefore pay any bonus or honoraria to any member of the teaching staff for carrying out their professional duties as a Teacher.

## ***Part-time Teachers (paragraph 40, STPCD 2021)***

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

Part time Teachers will be paid a pro-rata percentage of the appropriate full time equivalent salary and the same percentages will be applied to any allowances awarded to a part time Teacher as set out in paragraph 42.1 of the STPCD 2021.

## ***Short notice/supply Teachers (paragraph 42, STPCD 2021)***

Teachers employed on a day to day or other short notice basis must be paid in accordance with the STPCD 2021 on a daily rate calculated by dividing the annual amount by 195.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual amount by 1,265 to give an hourly rate.

A short notice Teacher who is employed by the school or another school in the authority throughout a period of 12 months (beginning August or September) will not be paid more in respect of that period than s/he would have if s/he had been in regular employment throughout the period.

## **Appendices:**

1. Management Board / Pay Committee Terms of Reference
2. Applications to the Upper Pay Range
3. Staffing Structure 2021/2022

September 2021

*HHTS Management Board/Terms of Reference* Appendix 1

**PRU Management Board  
Composition & Membership – September 2021**

Member categories	Number	Appointment arrangements (how and by whom)
Parent	1	By election organised by the Heads but if no parents stand for election or is less than the number of vacancies, the Board may make the appointment in line with the Schedule 1 of the 2007 Regulations.
Community	7	By the Board. A person who is a governor or member of staff of a maintained or Academy school in the community served by the PRU. (Regulations 2012 (No 1825)). Community members to comprise: <ul style="list-style-type: none"> <li>• 3 x primary school headteachers</li> <li>• 2 x secondary school headteachers</li> <li>• 1 x special school headteacher</li> <li>• 1 x representative of the Mental Health Trust</li> </ul>
LA	3	Appointed by the LA.
Staff	3	To be filled by current PRU Headteachers
Advisers	2	Head of Education Inclusion Service / Representative from CAMHS Wandsworth Clinical Commissioning Group
Member	Type	Appointed
Andy Hough, Education Inclusion Service	Adviser	n/a
Robert Dyer CAMHS – Wandsworth Clinical Commissioning Group	Adviser	n/a
Sarah Santos, Paddock School (Special School Rep)	Community	March 2017
Dr Oliver Sindall South West London or St George's Mental Health NHS Trust (CAMHS)	Community	November 2019
Lynn Anderson, Trinity St Mary's Primary School (Voluntary Aided)	Community	September 2021
Brian Grogan, John Burns Primary School (Community school)	Community	September 2021
Christian Kingsley, Chestnut Grove School	Community	September 2015
Clare Mitchell, St Mary's RC Primary School (Voluntary Aided School)	Community	November 2017
Renata Joseph, St Cecilia's CofE Secondary School	Community	November 2020
Cllr Judi Gasser, LA	LA	June 2019
Lisa Fenaroli, Assistant Director of Education	LA	September 2021
Cllr Sarah McDermott, LA	LA	
Felicia Efole	Parent	January 2019
Tara Bell, Head, Hospital Home & Tuition	Staff	n/a
Jackie Addison, Head, Francis Barber	Staff	n/a
Eileen Shannon, Head, Victoria Drive	Staff	n/a
Sarah Anderson	Clerk	

## Pay Committee Terms of Reference

### **Delegation of Function**

The Management Board shall establish a Finance and Resources Committee authorised to decide all pay matters relating to staff, to decide performance matters relating to staff other than the Head Teacher, to recommend the whole school pay policy for adoption by the Management Board on an annual basis, and to monitor the implementation of the approved pay policy.

### **Clerking**

The meeting of the Finance and Resources Committee should not be clerked by anyone who works at the school.

### **Membership**

The Finance and Resources Committee shall consist of at least three named members of the Management Board, elected by the Management Board, none of whom are paid to work at the school or who are Associate Members.

The Finance and Resources Committee will be advised by the Head Teacher, or for matters relating to the Head Teacher, by the external adviser.

### **Quorum**

Three Governors.

### **Terms of Reference**

The Finance and Resources Committee will have full powers to make decisions within the pay policy adopted by the management board. All discussions relating to individual pay and/or determinations made by the Finance and Resources Committee must remain confidential and all documentation must be stored appropriately. The terms of reference are:

- To draft the whole school pay policy on an annual basis and make a recommendation to the Management Board for its adoption.
- To achieve the aims and objectives of the school pay policy.
- To apply the criteria within the policy fairly and consistently, including links with the school performance management policy, in determining the pay of each member of staff, taking account of any recommendations made by the Head Teacher, or in the case of the Head Teacher by the Governor Reviewers.
- To observe all statutory and contractual obligations.
- To ensure that the pay policy complies with the most recent School Teachers' Pay and Conditions Document.
- To ensure that all pay decisions have regard to the legislation outlined in the introduction to the pay policy.

- Within the pay policy, to determine appropriate salary/salary range for leading practitioners and members of the leadership group. To determine the appropriate levels of teaching and learning responsibility allowances, special educational needs allowances and other allowances specified within the pay policy.
- To ensure that appropriate external advice is sought in relation to decisions made, eg school improvement partner, link inspector, the school's allocated human resources advisers, governor services.
- To ensure that a staffing structure for the school is maintained and appended to the pay policy, clearly indicating which posts will attract a teaching and learning responsibility allowance and which posts are part of the leadership group, with regard to the recommendations of the Head Teacher.
- To ensure that accurate and up to date job descriptions are maintained within the school so that decisions relating to additional allowances are informed and may be awarded in fair and consistent manner.
- To recommend the annual pay budget, including pay progression at all levels, to the governing body.
- To minute clearly the reasons for all recommendations and decisions and report back on these to the full governing body.
- To ensure that each member of teaching staff receives a written statement of their breakdown of pay as at 1<sup>st</sup> September by 31<sup>st</sup> October each year.
- To determine whether to delegate to the Head Teacher responsibility for agreeing performance objectives for teachers and members of the leadership group.

### **Pecuniary Interest**

No member of the pay committee may participate in discussions leading to decisions in which s/he has a pecuniary interest.

### **Appeals**

Appeals against the decisions of the pay committee will be managed in accordance with the appeals procedure within the whole school pay policy.

### **Reporting**

The pay committee will report back to the governing body on an annual basis or more often as required on their actions and decisions in a confidential section of the agenda.

## *Applications to be paid on the Upper Pay Range* Appendix 2

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### ***Introduction***

Any qualified teacher may apply to be paid on the upper pay range. The procedure for making an application and criteria against which the application will be assessed is set out below.

It is the responsibility of the teacher to ensure that their application is fully supported by appropriate evidence.

It is the responsibility of the assessor to ensure applications are considered consistently and that recommendations are clearly attributable to the performance of the teacher in question.

The head teacher is responsible for moderating the recommendation of the assessor to ensure consistency and compliance with this procedure.

It is the responsibility of the Finance and Resource Committee to ensure that pay decisions are clearly attributable to the performance of the individual teacher.

### ***Procedure***

1. Teachers can apply to be paid on the upper pay range once in any school year.
2. The teacher completes the school's application form.
3. The completed application form and supporting evidence should be hand delivered to the head teacher by 31 October.
4. The head teacher will allocate the assessment of the application normally within 5 calendar days (excluding school closure periods).
5. The assessor may arrange to meet with the teacher to discuss the application and/or evidence for clarification on any matters arising. This is not compulsory.
6. The assessor will assess the application and make a recommendation on pay to the Finance and Resource Committee.
7. Where the assessor is not the head teacher, the application, evidence and recommendation will be passed to the head teacher for moderation purposes.

8. The head teacher will then refer the recommendation to the Finance and Resource Committee for consideration. The head teacher will act as adviser to the Finance and Resource Committee.
9. The Finance and Resource Committee will consider the application and evidence and advice of the head teacher and make a decision.
10. The Finance and Resource Committee will notify the teacher of their decision within 5 days of the determination.
11. Where the application is unsuccessful, the Finance and Resource Committee will include in their notification the areas where it was felt that the teacher's performance did not satisfy the criteria and the teacher's right of appeal.
12. The teacher may request oral feedback on the decision within 5 days of receipt of the notification. Where requested, oral feedback will be given by the assessor within 5 days of the request. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement.
13. Any appeals will be managed in accordance with the procedure set out in the pay policy. In the event of an appeal, point 12 of this procedure will be deemed to constitute the informal stage of the appeal procedure.
14. Where the application is successful, the teacher will move to the minimum of the upper pay range from [1 September of the current year].

### **Criteria**

1. Qualified Teacher Status
2. The teacher is highly competent in all elements of the Teachers' Standards [with regard to the School's defined Career Stage Expectations].
3. The teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

### **Definitions**

'Highly competent': performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and with regard to the Career Stage Expectations set out in the school's appraisal policy.

'Substantial': the achievements and contributions to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider

contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

'Sustained': the teacher must have had a successful appraisal report in this school covering the previous year and have made good progress towards their objectives during this period. They will be expected to demonstrate in their application that their teaching expertise has grown over the period and is consistently good to outstanding (as defined by Ofsted).

## ***Evidence***

In order for the assessment to be robust and transparent, it will be evidence based. Teachers should ensure they use the appraisal procedure and development planning in place in the school to build an evidence base to support their application.

All teachers must submit a written statement on the school's application form. The statement must include a summary of the supporting evidence.

Teachers must append supporting evidence to their application.

There are no restrictions on the evidence that may be provided in support of applications. The most recent appraisal reports and recommendation on pay arising from the school's appraisal policy must always be included.

Evidence should cover a period of no less than one year immediately preceding the application. Evidence over a longer period may be submitted if relevant. The aim of the evidence should be to demonstrate sustained and consistently high performance over the period.

Teachers may also wish to include other documents, such as lesson observation reports, pupil achievement data, pupil progress data.

**Application to be paid on the Upper Pay Range**

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**Personal Information:**

Name:	Job Title:
School:	Date of application:
Date of last application:	Current salary:

**Written Statement:**

Teachers should cover in this section how they meet the criteria and summarise the evidence that they have attached in support of their application.

(Continue on additional sheets if needed)

**Declaration**

I believe at the date of this request for assessment that I meet the eligibility criteria and I have submitted evidence to this effect.

Signed (applicant):

Date:

## Hospital & Home Tuition Staffing Structure 2021/2022 Appendix 3

