

| <b>Testwood School<br/>Pay Policy</b> |               |
|---------------------------------------|---------------|
| Key Responsibility area:              | CC            |
| Last Review:                          | November 2025 |
| Next Review:                          | November 2026 |

## 1. General commitment

The Board of Trustees will seek to ensure that staff are rewarded in an open and transparent way for the level of responsibility they carry and the individual contributions and impact they make to the work of the school subject only to the constraints of statutory documents, national and local pay structures. Budgetary provision will only be a consideration in respect of determining what posts are held in the school structure and not in respect of eligibility for pay progression.

This policy sets out the framework for making decisions on pay. The policy aims to:

- maximise the quality of teaching and learning at the school;
- support the school improvement plan;
- support the recruitment and retention of a high-quality workforce;
- enable the school to recognise and reward all staff appropriately;
- support equality, inclusion and diversity through ensuring that decisions on pay are managed in a fair, objective and transparent manner, complying with equalities legislation.

This policy operates in conjunction with the school's policy on [Managing Performance of Staff in Schools](#).

## 2. Basic principles and governance

### 2.1 Terms and conditions

All teachers at the school are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document. A copy can be found online at: <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>.

The statutory pay arrangements give discretion on pay progression for classroom teachers and leaders as well as discretion on use of teaching and learning responsibility payments (TLRs) and other allowances. Decisions on the way these

discretions are applied are the responsibility of the Board of Trustees, advised by the headteacher where appropriate, and are set out in this pay policy for the school.

Support staff at this school are paid in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') and locally agreed conditions of service, as they apply to schools, under 'Employment in Hampshire County Council 2007' ('EHCC2007'). Their pay is set in accordance with Hampshire County Council's pay framework.

Teachers or support staff who transfer to the school as part of a TUPE transfer will be subject to alternative terms and conditions which will continue to apply unless through voluntary agreement or where a formal process has been followed to change terms and conditions.

The Board of Trustees will actively promote equality, inclusion and diversity in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training, and staff development.

The Board of Trustees and headteacher will ensure that each member of staff is provided with a job description/list of duties in accordance with the agreed staffing structure. Job descriptions should be reviewed annually as part of the performance management process by the member of staff's line manager, senior leadership team or in the case of the headteacher, by the Board of Trustees, in consultation with the individual employee concerned in order to make any reasonable changes. This will form part of the performance management discussions between the employee and their reviewer.

## **2.2 Pay reviews**

The Board of Trustees will review every teacher's salary to apply with effect from 1 September by no later than 31 October every year (31 December for the headteacher).

A principle of automatic pay progression will be applied within their range or grade unless a teacher is underperforming and subject to the [Managing Performance of Staff in Schools](#) policy, or in other exceptional circumstances.

Within one month of the pay determination, the Board of Trustees will give all teachers a formal statement saying what their salary is and how it has been arrived at. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of a teacher's pay.

Likewise, the Board of Trustees will review the salary of all support staff to apply with effect from 1 September each year.

Where a pay determination leads (or may lead) to the start of a period of salary safeguarding/protection, the Board of Trustees will give the required notification as soon as possible, and no later than one month after the date of the determination.

### **2.3 The Pay Panel**

School decisions on pay will be taken by the Staffing & Pay Panel. The Panel consists of a minimum of three trustees, elected annually and is responsible for:

- taking decisions on the headteacher's pay normally by 30 November based on recommendation from the Headteacher Performance Management Panel;
- reviewing recommendations to ensure equality, inclusion and diversity matters have been considered and be assured that performance management has been appropriately applied
- taking decisions on pay for other staff based on headteacher or line manager recommendations, normally by 30 November for teachers and for support staff;
- considering the school's approach towards the exercising of pay discretions;
- recommending fair, proportionate and justified leadership salaries;
- keeping the school's pay policy up-to-date and under review;
- ensuring that pay decisions for each member of staff in the school are communicated to them in writing;
- approving the annual teachers' pay statements.

The headteacher will make all pay recommendations to the Pay Panel. The headteacher will have a right to provide professional advice in relation to the recommendations made. The headteacher will withdraw during consideration of his/her pay. It may also be appropriate for him/her to withdraw whilst the pay of the deputy or assistant headteacher is discussed if, for example, a pecuniary interest arises from consideration of differentials.

Staff trustees are not eligible to be members of the Pay Panel as they would need to withdraw from the panel during consideration of pay decisions.

The full Board of Trustees retains responsibility for endorsing any proposed changes to the school's pay policy. Any substantive changes should be discussed with and communicated to the staff in writing by the headteacher, to allow for consultation prior to a decision being taken by the Board of Trustees.

### **2.4 Complaints/appeals**

Where a member of staff is dissatisfied with a decision of the trustees' Pay Panel, this should be taken up informally with the headteacher (or the chair of the Headteacher's Performance Management Panel if it is the headteacher who is dissatisfied about their own pay progression) and, if unresolved, then pursued via the Board of Trustees' Appeals Panel. Any formal appeal should be set out in writing, clarifying the ground(s) for appeal, and sent to the clerk to the Board of Trustees (who can be contacted via

the school office) within ten working days of either the notification of the original decision, or of the outcome of the discussion with the headteacher referred to above. Information on appeal arrangements and grounds for appeal are described in Section 9 at the end of this policy document.

## **2.5 Confidentiality**

The elements of the school's pay policy will be shared and discussed openly with the school's staff. Individual pay decisions will be handled confidentially between the Pay Panel, headteacher and the staff concerned. Where pay information is requested by the wider Board of Trustees it will be anonymised.

## **3. Basic Salary**

### **3.1 Part-time teachers**

Teachers employed on an on-going basis at the school but who work less than a full working day or week are deemed to be part-time. The statutory School Teachers' Pay and Conditions Document requires schools to calculate their part-time teachers' pay fractions, PPA entitlement and directed time allocation with reference to the 'school timetabled teaching week' (STTW). The STTW will determine the proportion of directed time which applies to part-time teachers.

In this school the total weekly STTW is 25 hours.

In accordance with the School Teachers' Pay and Conditions Document, the STTW includes the school's session hours timetabled for teaching, including PPA time and non-contact time. The STTW excludes break times, registration and assemblies, although most of these elements remain part of directed time hours.

The school will consult on any changes to the STTW. If a part-time teacher suffers a financial loss as a result of these changes however, there is no entitlement to salary safeguarding/protection.

Part-time teachers who are employed on specific days of the week will not be required to work at the school on a day on which they are not normally employed.

### **3.2 Short notice/supply teachers**

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers who work less than a full day will be paid in proportion to the length of the school day.

### **3.3 Salary safeguarding/salary protection**

There are provisions in the School Teachers' Pay and Conditions document which provide salary safeguarding in some situations where a teacher's salary is reduced as a result of a restructure or redeployment. There are also salary protection arrangements which may apply to support staff under the EHCC agreement, depending on the nature of the restructure/redeployment as specified in Hampshire County Council's Salary Policy. If this school determines a need to restructure, such a decision will be subject to consultation and the school will confirm the salary protection arrangements which apply in specific situations during that consultation period.

### **3.4 Pay portability**

While Hampshire County Council encourages schools to consider pay portability, teachers on the unqualified, main and upper pay ranges who move to a new school need to check whether the new school will match their current range and salary. Pay portability is not applicable for leading practitioner and leadership posts where the range for each role is determined based on the context of the role and the size of its responsibilities. This school's approach to pay portability for new appointments for those on the unqualified, main and upper pay ranges is covered in section 4.

### **3.5 Pay ranges**

#### **3.5.1 Leadership pay ranges**

The full board of Trustees will set salary ranges for staff on the leadership pay ranges having regard to the content of the relevant School Teachers' Pay and Conditions Document Any salary determinations made are only permanent whilst the teacher remains employed at this school.

Differing arrangements apply to members of the leadership group appointed on or before 31 August 2014, and those appointed after this date:

- Members of the leadership group who were appointed on or after 1 September 2014 are subject to the arrangements in the current School Teachers' Pay and Conditions Document
- Members of the leadership group who were appointed on or before 31 August 2014 (regardless of their start date) are subject to the arrangements in the 2013 School Teachers' Pay and Conditions Document, or earlier, as adjusted for pay awards.

The Board of Trustees will review the pay of leadership pay range teachers paid under the 2013 School Teachers' Pay and Conditions Document where there is a significant change in responsibilities. Any re-determination of the pay range will be undertaken in accordance with the current School Teachers' Pay and Conditions Document.

Where the Board of Trustees has made a determination to pay any leadership pay range teachers under the current School Teachers' Pay and Conditions Document, the Board of Trustees will make a determination to review the pay of all teachers paid on the leadership pay range to maintain consistency between leadership staff.

The full Board of Trustees must approve any changes to leadership pay arrangements and all determinations made in relation to setting the pay ranges of members of the leadership group will be formally recorded in minutes, along with the rationale for the determinations made.

The Board of Trustees will be mindful that they are using public money and that their decision-making must adhere to all relevant legislation, in the public interest, to high ethical standards and achieving value for money.

The pay of teachers on the leadership pay range, both those paid under the 2013 or earlier Document and those paid under the current document, will be set in accordance with the 43 point range as detailed in Table 1 below.

| Point | Annual amount £ | Headteacher group |
|-------|-----------------|-------------------|
| L 1   | 51,773          |                   |
| L 2   | 53,069          |                   |
| L 3   | 54,934          |                   |
| L 4   | 55,747          |                   |
| L 5   | 57,137          |                   |
| L 6   | 58,569          |                   |
| L 7   | 60,145          |                   |
| L 8   | 61,534          |                   |
| L 9   | 63,070          |                   |
| L 10  | 64,691          |                   |
| L 11  | 66,368          |                   |
| L 12  | 67,898          |                   |
| L 13  | 69,596          |                   |

|      |         |  |
|------|---------|--|
| L 14 | 71,330  |  |
| L 15 | 73,105  |  |
| L 16 | 75,049  |  |
| L 17 | 76,772  |  |
| L18  | 78,702  |  |
| L 19 | 80,655  |  |
| L 20 | 82,654  |  |
| L 21 | 84,699  |  |
| L 22 | 86,803  |  |
| L 23 | 88,951  |  |
| L 24 | 91,158  |  |
| L 25 | 93,424  |  |
| L 26 | 95,735  |  |
| L 27 | 98,106  |  |
| L 28 | 100,540 |  |
| L 29 | 103,030 |  |
| L 30 | 105,595 |  |
| L 31 | 108,202 |  |
| L 32 | 110,89  |  |
| L 33 | 113,646 |  |
| L 34 | 116,456 |  |
| L 35 | 119,350 |  |
| L 36 | 122,306 |  |
| L 37 | 125,345 |  |
| L 38 | 128,447 |  |
| L 39 | 131,578 |  |
| L 40 | 134,860 |  |
| L 41 | 138,230 |  |
| L 42 | 141,693 |  |
| L 43 | 143,796 |  |

*Table 1: The 43 point leadership pay range*

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

### **3.5.1.1 Leadership pay arrangements**

#### **WHERE LEADERSHIP TEACHERS ARE PAID UNDER 2013 OR EARLIER LEADERSHIP PAY**

In making determinations on pay ranges, the Board of Trustees will already have ensured that:

- a. the school's headteacher group is calculated in accordance with the statutory School Teachers' Pay and Conditions Document 2013 or earlier;
- b. the seven point headteacher pay range for the headteacher (where determined on or after 1 September 2011) falls within the headteacher group;
- c. the five point ranges for deputy and/or assistant headteachers] are set in accordance with the provisions of section 3.5.1.3 on pay differentials.

#### **WHERE LEADERSHIP TEACHERS ARE PAID UNDER THE CURRENT DOCUMENT**

In making determinations on pay ranges, the Board of Trustees will already have ensured that:

- a) The school's headteacher group is calculated in accordance with the current statutory School Teachers' Pay and Conditions Document.
- b) The seven point pay range for the headteacher will be calculated in accordance with Hampshire County Council's [Guidance on setting the pay range of the headteacher](#).
- c) The requirements of the current School Teachers' Pay and Conditions Document are followed when determining the headteacher range and temporary allowances. This will include ensuring the minuting of the rationale for decisions regarding the salary range and allowances. The Board of Trustees will also ensure the commissioning of external independent advice should the full Board of Trustees be considering setting the range beyond 25% above the group size maximum, or be seeking to pay allowances beyond 25% of the headteacher's current basic salary.
- d) the five point ranges for deputy and/or assistant headteachers] are set in accordance with the provisions of section 3.5.1.3 on pay differentials.

### **3.5.1.2 Leadership pay differentials**

The school has teachers on the leadership pay ranges paid under arrangements as defined in both the current School Teachers' Pay and Conditions Document and the 2013 School Teachers' Pay and Conditions Document (or earlier). Pay has been reviewed and the Board of

Trustees has determined not to exercise its discretion to bring all leaders onto the current School Teachers' Pay and Conditions Document.

### 3.5.1.3 Headteacher group and leadership pay ranges within this school

The school headteacher group is 5.

Within this school the leadership pay ranges are:

- headteacher – L28 to L34.
- deputy headteacher – L18 to L22.
- assistant headteacher – L13 to L17.
- assistant headteacher – L11 to L15
  
- Chief Financial Officer - L5 to L9
  
- CFO L5 - L9

Progression along these ranges is dependent on performance, as defined in section 5 of this policy. Any salary determinations made are only permanent whilst the teacher remains employed at this school.

### 3.5.2 Leading practitioner

The school structure does not currently contain any leading practitioner posts. The Board of Trustees will regularly review whether the inclusion of a leading practitioner post is required to realise the school's aims for improvement.

### 3.5.3 Upper pay range

In this school, the upper pay range will consist of 3 points, as set out in Table 3.

| Point | Annual amount £ |
|-------|-----------------|
| UPR 1 | 47,472          |
| UPR 2 | 49,232          |
| UPR 3 | 51,048          |

*Table 3: Salaries paid at each point of the upper pay range*

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

Pay progression will normally be at two-yearly intervals and be decided based on performance during the previous two years, but the principle of automatic pay progression will be applied unless a teacher is underperforming and subject to the Managing Performance of Staff in Schools policy, or in other exceptional circumstances.

#### **a) Upper pay range application process**

Any qualified teacher who wishes to be assessed against the upper pay range in this school must complete an application form and submit this no later than 31 October in the year in which they wish to progress. If the teacher is successful, the teacher will be moved to the bottom of the upper pay range, backdated to 1 September of that same year. Full details of the application process and the application form can be obtained from the headteacher's PA.

A qualified teacher will be successful in moving to the upper pay range where the Board of Trustees is satisfied that:

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

The relevant definitions for the purposes of this pay policy are:

- i. highly competent - meaning performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- ii. substantial - meaning playing a critical role in the life of the school and making a clear, distinctive contribution to the raising of pupil standards. The teacher takes advantage of appropriate opportunities for professional development and uses the outcomes effectively as evidenced by an improvement in pupils' learning.
- iii. sustained - meaning continuously maintained over a period of two school years.

Determinations that a teacher meets these upper pay range criteria are only valid for salary within this school.

#### **3.5.4 Main pay range**

In this school, the main pay range will consist of 6 points as set out in Table 4.

| Point | Annual amount £ |
|-------|-----------------|
| MPR 1 | 32,916          |
| MPR 2 | 34,823          |
| MPR 3 | 37,101          |
| MPR 4 | 39,556          |
| MPR 5 | 42,057          |
| MPR 6 | 45,352          |

*Table 4: Salaries paid at each point of the main pay range*

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

Pay progression will be decided based on performance during the previous year, but the principle of automatic pay progression will be applied unless a teacher is underperforming and subject to the Managing Performance of Staff in Schools policy, or in other exceptional circumstances.

Any salary determinations made are permanent while the teacher remains employed in this school.

### 3.5.5 Unqualified teacher

The Board of Trustees will decide, on a case-by-case basis, whether to pay an unqualified teacher on one of the employment-based routes into teaching (for example, School Direct salaried programme), on the unqualified or qualified teacher pay range.

In this school, the unqualified teacher pay range will consist of 6 points as set out in Table 5.

| Point | Annual amount £ |
|-------|-----------------|
| UQ 1  | 22,601          |
| UQ 2  | 25,193          |
| UQ 3  | 27,785          |
| UQ 4  | 30,071          |
| UQ 5  | 32,667          |

|      |        |
|------|--------|
| UQ 6 | 35,259 |
|------|--------|

*Table 5: Salaries paid at each point of the unqualified teacher range*

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

Pay progression will be decided based on performance during the previous year, but the principle of automatic pay progression will be applied unless a teacher is underperforming and subject to the Managing Performance of Staff in Schools policy, or in other exceptional circumstances.

Any salary determinations made are only permanent while the teacher remains employed in this school.

### 3.5.6 Support staff

The Board of Trustees will apply the provisions of national and local conditions of service, in relation to support staff pay. Support staff grading is determined by matching the role to the appropriate standard Hampshire County Council role profile; each role profile has been subject to job evaluation and is therefore linked with one of the grades A to K in the Hampshire County Council pay structure. Table 6 provides the salaries at each point.

EHCC Salary ranges: April 2025

From 1 April 2025 the EHCC pay scales are as set out below.

|      | GRADE |       |       |       |       |       |
|------|-------|-------|-------|-------|-------|-------|
| STEP | A     | B     | C     | D     | E     | F     |
| 5    |       |       | 26244 | 30564 | 36369 | 45077 |
| 4    |       |       | 25990 | 29833 | 35467 | 43923 |
| 3    | 24415 | 25128 | 25586 | 29216 | 34589 | 42798 |
| 2    | 24291 | 24796 | 25392 | 28410 | 33972 | 41704 |
| 1    | 24225 | 24796 | 25186 | 27780 | 33178 | 40643 |

|      | GRADE |       |       |       |        |
|------|-------|-------|-------|-------|--------|
| STEP | G     | H     | I     | J     | K      |
| 5    | 54423 | 63080 | 73902 | 92410 | 106647 |

|          |       |       |       |       |        |
|----------|-------|-------|-------|-------|--------|
| <b>4</b> | 52995 | 61307 | 71808 | 89779 | 103603 |
| <b>3</b> | 51605 | 59583 | 69778 | 87226 | 100646 |
| <b>2</b> | 50254 | 57909 | 67807 | 84744 | 97774  |
| <b>1</b> | 48948 | 56285 | 65895 | 82339 | 94988  |

*Table 6: Support staff grades and salaries with effect from 1 April 2025*

\* The salaries for steps 1 and 2 of grade B are the same. Staff paid on either step 1 or 2 of grade B will progress to step 3 from April, as appropriate.

Note: There may be some small variances between some of the published annual salaries and employees' actual salaries due to rounding.

### **3.5.6.1 Part-time support staff**

Support staff employed on an on-going basis at the school but who work less than a full working day or week, and/or who work less than 52 weeks per year, are deemed to be part-time. The salary of part-time support staff is calculated against a reference of 37 hours per week for full-time staff. The salary of support staff who are employed on contracts of less than 52 weeks per year is calculated based on their actual working weeks, adjusted to take account of their annual leave entitlement which is based on grade and length of service. The salary for all support staff is paid in 12 equal monthly instalments across the year.

## **4. Pay on appointment including promotional posts**

For all new appointments, the Board of Trustees will determine, within the ranges set, an appropriate pay range for the post and the salary to be offered to the person offered the position. In determining the range and salary, the Board of Trustees may take account of the factors listed below. This list is not exhaustive and may not apply to all appointments:

- the nature of the post
- the level of skills, qualifications and experience required
- the wider school and labour market context
- their existing salary
- the stage of their performance review cycle

Teaching posts should be advertised to include main pay range and upper pay range pay levels to ensure as wide a field of applicants as possible.

In this school, teaching staff will be offered pay portability and for support staff the salary offer will be based on the grade applicable to the role profile of the role.

#### **4.1 Headteacher**

The Board of Trustees will advertise the minimum and maximum of the indicative range for the post. Once a preferred candidate has been selected, the Board of Trustees may, in exceptional circumstances, review the indicative range to ensure it is still appropriate before making a final determination on the salary range for the post. The Board of Trustees will allow appropriate room for progression within the Headteacher Pay Range when offering a starting salary.

The Headteacher Pay Range will be set in accordance with section 3.5.1 and Hampshire County Council's [Guidance on setting the pay range for the headteacher](#).

#### **4.2 Deputy headteacher, assistant headteacher and head of school**

The Board of Trustees will advertise the minimum and maximum of the range for the post. The starting salary offered will normally be one of the first 3 points of the Range.

The pay range(s) will be set in accordance with section 3.5.1 and Hampshire County Council's [Guidance on setting the deputy/assistant headteacher pay range](#).

#### **4.3 Leading practitioner**

The school structure does not currently contain any leading practitioner posts.

#### **4.4 Qualified classroom teachers**

The Board of Trustees will advertise for teachers across the main pay range and upper pay range to ensure as wide a field of applicants as possible and an appropriate level of salary will be determined when the job is offered. A teacher will be offered pay portability to enable them to be paid on the same range and at the same rate they were being paid in the previous school.

#### **4.5 Appointments to the upper pay range**

The circumstances in which payment on the upper pay range will or may be considered are below:

- If the teacher was previously employed as a post-threshold teacher in this school without a break in the continuity of their employment, the Board of Trustees will pay the individual as an upper pay range teacher.

- If the teacher was previously employed as a post-threshold teacher in another school, then this school will consider whether the individual should be offered employment on the upper pay range.
- If the teacher was employed as a member of the leadership group in this school on or after 1 September 2000 for an aggregate period of one year or more, then this school will pay the individual as an upper pay range teacher.
- If the teacher was previously employed as a leading practitioner in this school or any other school, this school will consider whether the individual should be offered employment on the upper pay range.
- If the teacher was previously employed on the upper pay range under the revised criteria in place from 1 September 2013, then this school will consider whether the individual should be offered employment on the upper pay range.

If the teacher meets none of the above criteria or the school determines to appoint the teacher on the main pay range, then the teacher must apply to access the upper pay range in this school.

#### **4.6 Unqualified teachers**

An unqualified teacher may be appointed where a qualified teacher is unavailable or where they are undertaking a salaried teacher training route. Appointments for individuals without qualified teacher status will be on the unqualified teacher pay range.

In this school, where the teacher has previous service as an unqualified teacher, they will be offered pay portability in relation to the unqualified teacher pay range.

#### **4.7 Support staff**

For new employees (those who have not previously worked within a maintained school in Hampshire) it is the responsibility of the recruiting manager to decide the appropriate step within the salary range of the evaluated grade for the role on which to appoint a candidate (not exceeding Step 3 for grades A and B, and step 5 for grades C to K). This assessment is based on the skills and experience of the candidate, while also taking account of the wider market context and any impact on existing employees and future pay progression opportunities. .

Existing employees promoted to a new post within the school will normally be appointed to the first step of the appropriate salary range. They may also be entitled to an increased annual leave allowance in line with Hampshire County Council (EHCC2007) annual leave entitlement.

## 5. Pay progression

The Board of Trustees expects the majority of staff to be meeting the expectations for their role and will apply the principle of automatic progression-

Progression will continue until the member of staff reaches the maximum of their pay range. Individuals will not progress beyond their pay range, with the exception of those teachers on the main pay range who are successful in their application to progress to the upper pay range.

The Board of Trustees expects members of staff to be provided with access to relevant development where that is required to support the achievement of their objectives and progression through the pay range. Where a member of staff is not meeting the expectations of their role, the Board of Trustees expects that appropriate support and assistance will be provided, including training, coaching and other development activities as required, and that the individual will be made aware of the potential consequence for their pay progression.

The school will ensure that assessment of performance is fair and transparent and based on appropriate and proportionate evidence, in accordance with the policy [Managing Performance of Staff in Schools](#). Under the provisions of the Equality Act 2010, adjustments that are reasonable will be considered to enable staff with a disability to perform to the required standard. When setting objectives for an employee covered by these provisions, managers will ensure that the employee has the opportunity to discuss the impact, if any, that their disability could have on the objectives set. In this context the manager will consider whether any adjustments to those objectives, or support to achieve those objectives would be reasonable.

Pay decisions are made via recommendation from the headteacher to the Board of Trustees Pay Panel or, in the case of the headteacher, from the Headteacher Performance Management Panel to the Board of Trustees Pay Panel.

In respect of teachers, where a determination is made by the Pay Panel, the individual will be notified of the outcome and basis of the decision, in writing, of the Board of Trustees Pay Panel within one month of the decision.

Any member of staff has the right to appeal against the pay decision of the Board of Trustees Pay Panel. Details of the appeal process are contained in section 8.

In the context of this section, performance has a broad interpretation and will include conduct as well as capability matters. Any teacher who is subject to the formal Disciplinary Policy, where in exceptional circumstances a breach of Part 2 of the Teachers' Standards is substantiated, may be deemed to not meet the required standard in terms of performance. Likewise, a member of support staff who is subject

to the formal Disciplinary Policy may be deemed to not meet the required standard in terms of performance.

In respect of teaching staff, the Board of Trustees Pay Panel will consider annually whether or not to increase the salary of teachers (including the headteacher) who have completed a year of employment since the previous annual pay determination. A year of employment is defined as 26 weeks service, which does not have to be continuous. The 26 weeks service includes periods of paid or unpaid absence, e.g. due to sickness or family friendly leave. A teacher who has not completed a year of employment will still have their performance reviewed annually although this will not have an impact on salary progression.

In respect of support staff, staff who are new employees (i.e. without continuous previous service with the same employer) and who join the school between June and August each year, will not be eligible to receive step progression in September. Performance will be assessed for progression for September of the following year.

The Board of Trustees recognises that funding cannot be used as a criterion to determine pay progression and the budgeting process will allow for the potential for pay progression for all staff where there is room on their range or grade, including progression to the upper pay range for experienced teachers on the main pay range. The Board of Trustees will ensure consistency and equitable treatment in the determination of performance pay decisions across all groups of staff in the school.

## **6. Assessment of Performance**

### **6.1 Leadership group**

#### **6.1.1 Headteachers**

As part of the performance management review, the headteacher must demonstrate:

- consistently high quality performance, with particular regard to leadership, management and pupil progress at the school, and
- achievement of performance management objectives, or of key milestones where objectives span more than one academic year, and
- that they are meeting the Teacher Standards and Headteacher Standards.

#### **6.1.2 Deputy headteachers, assistant headteachers and heads of school**

As part of the performance management review, the teacher must demonstrate:

- consistently high-quality performance, with particular regard to leadership, management and pupil progress within their areas of responsibility, and

- achievement of performance management objectives, or of key milestones where objectives span more than one academic year, and
- that they are meeting the Teacher Standards.

## **6.2 Leading practitioners**

The school structure does not currently contain any leading practitioner posts.

## **6.3 Qualified classroom teachers: upper pay range**

Any qualified teacher paid on the upper pay range should demonstrate a sustained contribution that:

- they are highly competent in all elements of the Teachers' Standards;
- their achievements and contribution to the school are substantial and sustained; and
- that they have made substantial progress towards the achievement of their performance management objectives.

## **6.4 Qualified classroom teachers: main pay range**

Performance of teachers on the main pay range should demonstrate performance in the previous year that meets their objectives and the Teachers Standards.

## **6.5 Newly qualified and early career teachers**

It is recognised that there will be some individuals continuing to complete a full-time equivalent of a newly qualified teacher one year induction and early career teachers commencing a full-time equivalent two-year induction. For both groups, evidence from the induction period will be considered in an assessment of the teacher's performance in the relevant academic year. The same performance management ratings and outcomes for pay will apply to these teachers as for qualified classroom teachers identified in section 6.7. Both groups are eligible for pay progression after a year in employment, as defined at the start of this section, as a minimum of 26 weeks of service at 1 September.

## **6.6 Unqualified teachers**

Salary progression, in relation to the previous academic year, will be based directly on the performance of the teacher. Salary progression will only occur where the Board of Trustees is satisfied that the performance of the teacher in that year meets the required standards, taking into account that they are not qualified.

## 6.7 Performance ratings and pay outcomes for teachers

As a result of the performance management process undertaken, a determination will be made on whether, during the relevant academic year, the teacher has demonstrated the expected level of performance. This review will be in accordance with the school's performance management policy and the following ratings will apply: ***Achieved expectations*** or ***Not met expectations***. Under the principle of automatic pay progression, the rating of ***Not met expectations*** is not sufficient to override automatic pay progression, unless the individual concerned is also subject to the implementation of the policy Managing Performance of Staff in Schools.

In this school the above ratings of performance are defined as set out in the sections below.

### ***Achieved expectations***

- Demonstrates consistent good performance, meeting all teaching standards in a manner appropriate for their career stage and teaching or leadership role
- Consistently demonstrates expected performance, according to the expectations of their teaching or leadership role
- Confidently demonstrates sound teaching skills, knowledge and practice for their career stage and role
- Has met all performance management objectives to an appropriate and acceptable level
- Demonstrates consistent good performance, and for leaders in particular, credibility amongst colleagues
- Seeks professional support and guidance to guide further development and as teachers, in strong areas can offer guidance and cascade best practice to others and as leaders takes responsibility for ongoing professional development through undertaking wider reading and research
- As a leader (those on the leadership range or holding a TLR), provides professional challenge and support to colleagues, when appropriate, and empowers staff to make improvements to their practice as well as acting as a role model, offering professional guidance and cascading best practice within the school
- For teachers, sustained progress of pupils is evident, as is good subject knowledge and for leaders, sustained progress of pupils is evident across the school or within their area(s) of responsibility

### ***Not met expectations***

- Is not meeting the requirements of the relevant standards in a manner appropriate for their teaching or leadership role and career stage
- Skills, knowledge and/or practice require development in a number of areas of the relevant standards

- Falls short of expected performance for their teaching or leadership role and career stage
- Requires advancement of skills to meet requirements of their role
- Has not either met performance objectives or has not met performance objectives to an acceptable level
- Does not sustain a consistent level of good performance (i.e. the level of performance described under achieved expectations)
- Requires professional support and guidance to support an acceptable level of performance
- Children in their class(es), or in the case of leaders, across the school or within their area(s) of responsibility, do not make sufficient progress

## 6.8 Support staff

In this school, assessment of performance of support staff is reviewed in October. New employees who joined between 1 June to 31 August are not eligible for pay progression in the September following their appointment, but will have their performance reviewed.

This assessment will be in accordance with the school's performance management policy and the following ratings will apply: ***Achieved expectations or Improvement required***. Under the principle of automatic pay progression, the rating of ***Improvement required*** is not sufficient to override automatic pay progression, unless the individual concerned is also subject to the implementation of the policy Managing Performance of Staff in Schools.

The Board of Trustees Pay Panel will consider the recommendation of the headteacher in respect of the pay progression of each member of support staff.

***Achieved expectations*** is defined as:

- Consistently met the majority of objectives/standards – in some areas, accomplishments may have exceeded expectations, whereas in others they may occasionally have fallen slightly short; however, the overall performance is acceptable for accomplishing objectives/standards
- The job was delivered and the requirements of the role met
- Behaviour and the way the role has been performed has met expectations e.g.
  - Good support and service to pupils and colleagues
  - Contributing to the team and supporting others in their role of Positive attitude to achieving objectives
  - Engaging in opportunities to learn and develop

***Improvement required*** is defined as:

- Objectives not achieved and/or performance frequently fell below role requirements
- The job was either not accomplished in its entirety or was accomplished with too high a reliance on others ('hand holding')
- Behaviour has not met expectations e.g.
  - Poor support and service to pupils and colleagues
  - Negative impact on team or individual's goals
  - Making minimal contributions to the team or not helping others
  - Resisting opportunities to learn or improve

## **6.9 Absence**

### **6.9.1 Teaching staff**

For teaching staff special arrangements are in place for individuals who have been absent from work for more than 26 calendar weeks of the year. In these cases, assessment of performance within the academic year may be difficult. Where there is not enough evidence to support a performance rating under section 5.7 due to absence, an 'achieved expectations' rating will normally be applied. The exception to this is if the performance rating for the preceding year was 'not met expectations', in which case that rating should apply, unless the headteacher can demonstrate to trustees a strongly evidenced argument to change the rating.

### **6.9.2 Support staff**

For support staff, the EHCC collective agreement has special arrangements in place for individuals who have been absent from work for more than nine months of the year. In these cases, an 'achieved expectations' rating will be applied. The exception to this is if the performance rating for the preceding year was 'improvement required', in which case that rating should apply, unless the headteacher can demonstrate a strongly evidenced argument to trustees to change the rating. In cases of absence of less than 9 months of the year, the headteacher will rate the performance based on the period of work in attendance.

## **7. Allowances and other payments**

This section sets out the payments this Board of Trustees has determined may be payable in the school to certain groups of employees and/or specific post holders. A teacher in receipt of safeguarded salary may have the value of that safeguarding reduced or removed, depending on the allowance being paid to that teacher.

### **7.1 Headteacher**

As at 1 September 2014, the headteacher of this school was not in receipt of any additional allowances and should this situation need to change, the Board of Trustees would consider this a substantial change and review the pay arrangements and bring the headteacher onto arrangements which apply under the current School Teachers' Pay and Conditions Document.

**7.2 Allowances/payments for all teachers, excluding headteachers paid under the current Document** This section defines payments that the Board of Trustees has determined as payable in this school to all teachers, including those on the leadership range, leading practitioners, qualified classroom teachers (including newly qualified/early career teachers) and unqualified teachers.

#### **7.2.1 Continuing professional development**

Teachers (excluding the headteacher if paid under the current document) who are asked to and agree voluntarily to undertake continuing professional development outside of directed time may be entitled to an additional payment. This payment will be considered by the Pay Panel in advance of the specific activity.

#### **7.2.2 Initial Teacher Training activities**

The school does not operate an approved school-centred Initial Teaching Training scheme.

#### **7.2.3 Out of school hours learning activities**

For activities covered by teachers (excluding the headteacher if paid under the current document) who voluntarily undertake learning activities outside of the normal school hours and whose salary range does not take account of such activity, a payment may be made in accordance with rates defined by the local authority.

Support staff who voluntarily undertake any duties outside of normal hours of work shall be paid in accordance with the rates for additional hours or overtime hours (see section 7.5.6).

#### **7.2.4 Consultancy**

The Board of Trustees will consider releasing members of staff from their normal working hours to undertake consultancy-type activities. Where this is approved by the Board of Trustees, the Board of Trustees shall place in writing the following details:

- the maximum number or days/hours of release within the academic year, and
- the full terms of the work to be carried out including arrangements for pay, expenses, time allocated to complete the work, and
- the nature of the consultancy work being undertaken.

In such circumstances, the payment made by the other party will be to the school and the Board of Trustees will consider whether there should be a payment to the member of staff to reflect the additional responsibility and activity.

#### **7.2.5 Acting allowance**

Where a teacher is required to cover the role of headteacher, deputy headteacher or assistant headteacher, due to sickness, other absence or a prolonged vacancy, any additional payment due will be agreed with the teacher ideally in advance but at least within four weeks of beginning that cover. Payment will be made in line with the School Teachers' Pay and Conditions Document and the teacher's total remuneration will not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

### **7.3 Allowances/payments for classroom teachers**

This section defines payments that the Board of Trustees has determined as payable in this school to classroom teachers, including qualified classroom teachers and newly qualified/early career teachers. Leading practitioners and unqualified teachers can receive some payments in this section, but not all. Those on the leadership group (headteachers and deputy/assistant headteachers) are excluded from receiving any payments in this section.

### **7.3.1 Recruitment allowances and/or benefits**

The Board of Trustees does not currently award recruitment/relocation incentives and/or benefits. The Board of Trustees will regularly review whether this discretion should be applied.

### **7.3.2 Retention incentives and/or benefits**

The Board of Trustees does not currently award retention incentives and/or benefits. The Board of Trustees will regularly review whether this discretion should be applied.

### **7.3.3 Teaching and learning responsibility payments (TLRs) – Levels 1 and 2**

TLRs will be awarded to the holders of posts indicated in the attached staffing structure which has been consulted upon with staff. TLRs are not payable to leading practitioners or teachers on the unqualified pay range.

TLRs are awarded to classroom teachers paid on the qualified teacher pay ranges where they undertake a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning for which they are responsible and accountable.

Before awarding a TLR, the Board of Trustees must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that

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

**In addition, payment of a TLR 1 will require the teacher's role to include line management responsibility for a significant number of people.**

TLR2's will be awarded to the following posts:

- KS Co-ordinators (TLR2a-c)
- Curriculum Leaders (TLR1a-c)
- Numeracy Co-ordinator
- Literacy Co-ordinator
- Year Leaders

TLR1's will be awarded to the following posts:

- Curriculum Leaders (TLRa-b)

TLR 2s will be awarded to the following annual full-time equivalent values:

2a £3525

2b £5869

2c £8218

TLR 1s will be awarded to the following annual full-time equivalent values:

1a £10,173

1b £12,516

The above amounts are full-time values which will be pro-rated in accordance with section 3.1 for part-time teachers and where teachers work part year.

#### **7.3.4 Teaching and learning responsibility payments (TLRs) – Level 3**

The Board of Trustees has identified that the following projects which will enable the school to achieve its school improvement priorities meet the criteria for a fixed term TLR 3, in that they:

- are clearly time limited school improvement projects, or one-off externally driven projects; and
- are focused on teaching and learning; and
- require the exercise of a teacher's professional skills and judgement; and
- have an impact on the educational progress of pupils other than the teachers' assigned classes or groups of pupils.

Payment of the TLR 3 is not conditional upon successful completion, though individuals who are responsible for delivering these projects will have success criteria defined as a specific objective with their performance management objectives.

There is no safeguarding when the TLR 3 payment ceases. TLR 3 is not payable to leading practitioners or teachers paid on the unqualified teacher range.

#### **7.3.5 Special educational needs allowances**

The Board of Trustees does not currently have any posts or classroom teachers which meet the criteria as set out in the pay and conditions document for the award of special educational needs allowances. The Board of Trustees will regularly review whether these criteria are met.

#### **7.4 Allowances only payable to unqualified teachers – unqualified teacher allowance**

The Board of Trustees will pay an unqualified teachers' allowance to those on the unqualified pay range when the Board of Trustees considers their basic salary is not adequate having regard to their responsibilities, qualifications, experience and any recruitment difficulties. The value of the allowance will be determined according to the individual circumstances, in line with the statutory criteria below:

- the teacher has sustained additional responsibility focused on teaching and learning and requiring a teacher's professional skills and judgement; or
- the teacher has qualifications/experience which bring added value to role.

#### **7.5 Allowances/payments available for support staff**

There are several additional allowances/payments made to support staff, as defined in the collective agreement with recognised trade unions which is known as the Employment in Hampshire County Council agreement, or EHCC 2007. The purpose of this section 6.5 is to set out which of these payments apply in this school. The contents of this section do not provide a separate entitlement contractually or otherwise beyond those entitlements contained within the collective agreement (EHCC 2007). Any amendment to that agreement overrides the contents of this section 6.5.

##### **7.5.1 Night working, weekend working and shift working**

Weekend, night and shift working payments will only be paid to staff up to and including Grade E. These payments may also be paid to staff graded above Grade E in the following circumstances:

- where it is a critical business requirement that an essential service is delivered out of office hours; or
- where staff are required to participate in a regular and frequent standby rota and are called out whilst on standby.

The arrangements described below reflect the only arrangements for which the payments specified will be made. Where staff are entitled to receive an enhanced rate of pay, only ONE entitlement will be paid, namely shift allowance or weekend enhancement or night working, for the same hours worked.

##### **a) Definitions**

**Nights** are defined as those hours worked between 22.00 to 07.00 on Monday, Tuesday, Wednesday, Thursday and Friday.

**Weekend working** can take place on a Saturday which is taken as 00.00 to 24.00 (Saturday), or Sunday which is taken as 00.00 to 24.00 (Sunday).

**Rotating shifts** are defined as any work pattern where the total period covered by the shifts is 24 hours, e.g.:

- three shifts on a rota basis covering 24 hours including a night shift over 5 or 6 days a week, such as Monday to Friday or Tuesday to Sunday; or
- three shifts on a rotating basis covering 24 hours including a night shift over 7 days a week, such as Sunday to Sunday earlies from 06.00 to 14.00, lates from 14.00 to 22.00, nights from 22.00 to 06.00.

**Alternating shifts** are defined as any work pattern where the total period covered by the shifts is 11 hours or more, in any 24 hour period, and there are at least 4 hours between the start time of the earliest and latest shift. This is a two shift rota where the span of the shift pattern can be between 11 and 14 hours or more than 14 hours but less than 18 hours.

- b) Rates of pay for night or weekend working where employees are not receiving rotating or alternating shift allowance

Revised rates for weekend working and overtime were introduced in 2011, following an exercise to vary individual contracts of employment for those staff who might reasonably be expected to work hours covered by the changes. Those rates do not form part of a collective agreement with the trade unions.

For those staff who may be asked or required to work at weekends but have not been asked to vary their contract, the manager and the employee will need to discuss the arrangements on the basis of the post-2011 rates.

### **7.5.2 Stand-by, sleeping in allowances and call out payments**

Some areas of work require staff to be available either at home or at their place of work to be called on if required to deal with emergency or unusual situations.

- a) Stand-by

The Board of Trustees does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of stand-by allowances. The Board of Trustees will regularly review whether these criteria are met and if payments are due, these shall be made in accordance with the EHCC 2007 agreement.

- b) Call out – not on standby

There will be occasions when an employee is not on standby but nevertheless gets called out at short notice to attend work on site in response to an unplanned or

emergency situation, for example a caretaker responding to the police with regard to a break-in on site.

When an employee NOT on standby is required to attend work, this will be paid at the appropriate hourly rate for all hours worked, excluding normal travel time to standard place of work.

Call out rate for those not on standby rota: £25.00 per occasion

c) Sleeping In

The Board of Trustees does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of sleeping in allowances. The Board of Trustees will regularly review whether these criteria are met and if payments are due these shall be made in accordance with the EHCC 2007 agreement.

### **7.5.3 Acting up allowances**

The circumstances in which such arrangements might attract payment are covered in Hampshire County Council's salary policy. Typically, employees will act up into a higher graded role for at least one month to attract payment. Where an employee takes on additional responsibilities that are not acting up then the Board of Trustees, as advised by the headteacher, needs to assess whether the employee can accommodate the duties within the normal range of hours and consider whether the circumstances are exceptional to warrant consideration of a payment under the special recognition scheme (as outlined in section 7.5.7) and not as an acting up allowance.

### **7.5.4 First aid allowance**

A headteacher may designate a first aider, from amongst staff who hold a qualification approved by the HSE, to provide first aid to staff and others at their school as necessary. They may also take delegated responsibility for the checking and maintenance of first aid resources – medical box, information, updating of local procedures, etc. The designated first aider will receive the first aid allowance of £120 per annum.

This allowance is not payable to qualified first aiders or persons appointed to look after checking and maintenance of first aid resources – medical box, information, updating of local procedures, etc, who are not designated as a first aider for their school, i.e. holding a first aid certificate alone does not entitle an employee to receive the first aid allowance.

### 7.5.5 Working from home allowance

The Board of Trustees does not currently have any posts which meet the criteria as set out in the EHCC 2007 agreement for the payment of a home working allowance. The Board of Trustees will regularly review whether these criteria are met.

### 7.5.6 Overtime and additional hours

Table 10 sets out the rates for overtime and additional hours which apply since 2011. Additional hours are those hours worked which are above the employee's contracted hours in that contract, but which fall before 37 in anyone week. Overtime hours are those hours worked which are above 37 hours per week in that contract. Overtime rates will not be paid in conjunction with night, shift or weekend working payments for any grade of employee (only the higher rate of the two can be claimed).

These rates do not form part of the EHCC 2007 agreement as negotiations with recognised unions failed to reach agreement. Employees who were employed at the time of this change and who were claiming overtime were asked individually to vary their contract of employment.

| Type          | Days  | Time          | Additional Hours*                  | Overtime#  |
|---------------|---|---------------|------------------------------------|--|
| Days          | Mon-Fri   | 07:00 – 22:00 | Time                               | Time   |
| Weekend       | Saturday  | 00:00 – 24:00 | Time and a third                   | Time and a half                                  |
| Weekend       | Sunday  | 00:00 – 24:00 | Double time                        | Double time                                      |
| Bank Holidays | There are normally 8 public holidays • Good Friday  | 00:00 – 24:00 | Double time plus an entitlement to | Double time plus an                              |
|               | <ul style="list-style-type: none"> <li>• Easter Monday</li> <li>• Early May Bank Holiday</li> <li>• Late May Bank Holiday</li> <li>• August Bank Holiday</li> <li>• Christmas Day</li> <li>• Boxing Day</li> <li>• New Years Day</li> </ul> (Where a public holiday falls on a Saturday or Sunday then the Council will normally designate the next one or the following day as the designated 'public holiday'.) |               | time off in lieu at a later date.  | entitlement to time off in lieu at a later date. |

*Table 10: Rates of pay for additional hours, overtime hours and night and weekend working*

### **7.5.7 Special recognition scheme**

The Board of Trustees may recognise exceptional performance on a particular project or element of work by making a one-off payment under this scheme. An award may be made of up to 10% of an employee's basic salary.

### **7.5.8 Market supplements**

Where there is specific difficulty in recruiting and/or retaining a certain category of support staff, the Board of Trustees will give consideration to the use of market supplements, subject to statutory and local criteria being met.

## **7.6 Holiday pay payments**

In limited and exceptional circumstances, an employee may be entitled to an additional payment in respect of holiday pay, to ensure that they will not be financially worse off during periods of statutory annual leave (the minimum annual leave entitlement set by legislation, i.e. 20 days). This applies when a teacher or member of support staff submits a relevant claim, in which case an additional holiday pay payment may be made in addition to that claim, paid in the same month in which the relevant claim is paid. The relevant claims which may qualify for a holiday pay payment are limited to:

- Overtime or additional hours
- Sleep in payments
- Call out
- Standby fee
- Shift premiums
- Out of school learning activities (booster classes or one-to-one tuition)
- Continuing professional development, consultancy, seconded headteachers and Initial Teacher Training activities (paid via professional duties)

Where a holiday pay payment is due, it will be calculated on the following basis:

- Teachers: a payment of 20/195 of the value of the relevant claim.
- Support staff: a payment of 20/261 of the value of the relevant claim.

## **8. Overpayments**

The Board of Trustees will seek to recover all overpayments. The process the school will follow is set out in the Procedure for recovery of overpayments.

Where a pay deduction is required to recover an overpayment of wages or expenses, there is no requirement for an employer to obtain a written mandate from the employee, but in this situation the Board of Trustees will seek to obtain the employee's agreement.

Where the Board of Trustees has incorrectly told a new employee, orally or in writing, that they will receive a specific payment and the employee has accepted a job on that basis, the Board of Trustees will review whether to serve notice of a change in contract to correct the error.

## **9. Appeal arrangements**

The arrangements for considering appeals in relation to pay including withholding of pay progression based on performance management are as follows:

1. A member of staff may appeal in relation to their pay on the grounds specified in (2) below.
2. The grounds for appeal are that the person or panel by whom the decision was made:
  - a. incorrectly applied the pay policy or any provision of the relevant terms and conditions of service;
  - b. failed to have proper regard to statutory guidance, such as Teacher Standards;
  - c. failed to take proper account of relevant evidence;
  - d. failed to consistently apply the school's pay, or performance management policy;
  - e. took account of irrelevant or inaccurate evidence;
  - f. was biased; or
  - g. otherwise unlawfully discriminated against the member of staff.

An issue raised as a pay appeal cannot then be raised again as a grievance.

3. An appeal may be raised by writing to the clerk to the Board of Trustees (who can be contacted via the school office) within ten working days of either the notification of the original decision, making clear the grounds for appeal.
4. Employees who are dissatisfied in relation to their pay have a statutory right to raise a formal complaint about that pay decision. An issue raised as a pay appeal cannot then be raised again under the school's formal Resolving Workplace Issues Policy. Any complaints about pay that are submitted under the Resolving

Workplace Issues Policy will be considered under this procedure rather than the Resolving Workplace Issues Policy.

5. When a pay appeal is received, the employee raising the appeal will be provided with a copy of the process that will be followed.