



Buckinghamshire Council / Pebble Brook School

Model Pay Policy

Signed_____ dated_____

Chair of Governors

Date Approved /Ratified	Spring 2025
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1. Introduction

1.1 This document sets out the school's policy on pay. It is based on Buckinghamshire Council's Model Pay Policy which was written in consultation with the relevant Teachers' Professional Associations and UNISON. This policy sets out the procedures that apply in setting pay levels for staff in schools and the discretions that the Governing Board must apply. This policy is underpinned by the following core criteria and this school will:

- Comply with legislation as set out in the Schoolteachers' Pay and Conditions Document, the Conditions of Service for Schoolteachers in England and Wales (the Burgundy Book) and Bucks Pay employment conditions. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply.
- Abide by all other relevant legislation including compliance with the following legislation: the Employment Relations Act⁽¹⁾, the Equality Act ⁽²⁾, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 ⁽³⁾ and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 ⁽⁴⁾ and in particular not to discriminate in the application of this policy on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation or other grounds protected in law, e.g. part-time worker status, Trade Union membership or HIV positive status).
- Have a staffing structure related to the school's stated aims and development plan.
- Demonstrate that the Governing Board is implementing its Pay Policy in a fair, consistent and responsible way.

1.2 A copy of the school's Policy and Toolkit can be found in the school office (and the Model Policy is available on the HR zone of Buckinghamshire Council's Schoolsweb).

2. Scope

This Pay Policy applies to all teaching and support staff employed in Pebble Brook School, schools in Buckinghamshire and also to centrally employed teaching staff.

(1) 1999 (c.26)

(2) 2010 (c.15)

(3) S.I. 2000/1551

(4) S.I. 2002/2034

3. Roles and Responsibilities

3.1 The Governing Board will:

- Ensure that all employees and Governors are given clear access to copies of the Pay Policy including the toolkit, appendices, the staffing structure and any updates.
- Ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
- Review the staffing structure as necessary based on recommendations from the Headteacher and, where changes are proposed, take into account comments from staff following a consultation process.
- Seek to ensure there is pay relativity between jobs within the school.
- Delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions.
- Agree the school budget and ensure that appropriate funding is allocated for performance pay at all levels.

3.2 The Finance, Premises and Personnel Committee will:

- Review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased.
- Consider recommendations from the Headteacher on matters relating to pay and grading.
- Treat information about individual members of staff (including earnings) as confidential.
- Exercise its responsibilities within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans.
- Consult with employees when drawing up the Pay Policy and during each annual review of the Policy.

3.3 The Headteacher will:

- Provide job descriptions for all employees on behalf of the Governing Board. Job descriptions need to be in place at the time of appointment and

will be reviewed as part of the appraisal / performance management process. Any changes will be made in consultation with the post holder.

3.4 The Employee will:

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

4. Principles

- 4.1 The Governing Board seeks to provide equal opportunities for all staff in accordance with equal opportunities, equal pay legislation and the school's Code of Conduct.
- 4.2 The Governing Board will promote equality in all aspects of school life, including in the advertising of posts, appointing, promoting and paying employees, training and employee development.
- 4.3 The Governing Board seeks to ensure that all staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.
- 4.4 The Governing Board has responsibility for establishing the school's Pay Policy and for ensuring that it is followed, having taken advice from the Headteacher on all matters with the exception of their own salary. It considers and approves the staffing structure for the school.
- 4.5 The Governing Board delegates authority to the Finance, Premises and Personnel Committee to administer the Pay Policy on its behalf, including the determination of gradings, salaries and pay progression. The committee will also hear appeals in respect of any decision taken in relation to an individual's pay.
- 4.6 The Finance, Premises and Personnel Committee will review job descriptions regularly and will reconsider the grade if responsibility or accountability is changed. The Committee will consider recommendations from the Headteacher. Committee members are required to treat information about each individual's earnings as confidential. These responsibilities are exercised within the constraints of the school's locally managed budget and in accordance with the school's Financial and Development Plans.

5. Pay Discretions

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

6. Consultation

The Finance, Premises and Personnel Committee will consult with members of staff when drawing up the Pay Policy and during each annual review of the Pay Policy. The Governing Board will also consult with the Council and / or advisers, and relevant professional associations where appropriate.

7. Vacant Posts

Information about vacancies, including those carrying additional payments or allowances (whether permanent, temporary or acting) will be made known to employees in time for them to apply for posts for which their training and experience are appropriate.

8. Staffing Structure

The Governing Board will keep the school staffing structure under review and ensure that a copy is kept with this policy. If any changes are proposed, including to posts attracting Teaching and Learning Responsibility payments, there will be full consultation with staff and the relevant unions or professional associations, usually for a maximum of 5 weeks, prior to implementing any changes. Where any posts could be deleted the Governing Board may need to apply their Redundancy Policy.

9. Job Descriptions / Role Profiles and Job Summaries

The Headteacher will provide job descriptions for all employees on behalf of the Governing Board. Job descriptions / role profiles and job summaries need to be in place at the time of appointment and job descriptions should be reviewed as part of the appraisal process to check that they are still appropriate. Any changes will be made in consultation with employees. Job

summaries will identify key areas of responsibility and line management structures. Written statements of the terms and conditions of employment will be provided.

10. Appraisal / Performance Management⁽⁶⁾

- 10.1 All school employees are required to participate in arrangements made for their appraisal in accordance with their conditions of employment. Reference will be made, in the case of teachers, to the school's Appraisal Policy and the relevant legislation.
- 10.2 Relevant information from appraisal / performance review statements will be taken into account by the Headteacher and the Governing Board (or the Finance, Premises and Personnel Committee of the Governing Board) in taking decisions and in advising those responsible for taking decisions on the use of any discretion in relation to pay. For teaching staff any decision to increase pay must be related to an assessment of performance in accordance with the Schoolteachers' Appraisal Regulations 2012.

11. Pay Relativity

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

12. Principles

Salary records will be confidential to the individual concerned, the Headteacher and the Finance, Premises and Personnel Committee.

Support Employees

13. General

- 13.1 The Governing Board will comply with all local agreements on employees' Conditions of Service, i.e. Bucks Pay, National Joint Council for Local Government Services and Local Amendments.
- 13.2 The Finance, Premises and Personnel Committee will determine the range and grade of each post based on the requirements of the role profile and job

⁽⁶⁾ Refer to Toolkit Paragraph 1a

summary. Where appropriate, these will be compiled following a formal job evaluation process undertaken by the Human Resources service.

- 13.3 The Finance, Premises and Personnel Committee will place all new appointees on a Bucks Pay Range.

14. Designated First Aiders (3 Day Trained)

- 14.1 The Governing Board has determined to pay designated First Aid at Work trained employees a retainer of £118.80 per annum (£9.90 paid monthly) while they are available, qualified and willing to render First Aid to employees.

15. Bucks Pay (Schools)

- 15.1 The Finance, Premises and Personnel Committee will determine the starting salary within the range and will base this decision on the following criteria:
- Level of experience.
 - Qualifications.
 - Added value to the school.
 - Level of training required to fulfil the needs of the post.
 - Present salary.
 - Protection in cases of re-deployment
 - Date next increment due.
 - Formal evaluation.
- 15.2 Annual increments are paid on 1st April each year subject to satisfactory performance. This will be managed through the appraisal process.
- 15.3 Employees new to the Council and existing Council employees who have been promoted or re-graded and who have not been in post or paid their new salary for 6 months at 1st April, i.e. those appointed between 1st October and 31st March will receive their first increment 6 months after appointment subject to satisfactory job performance. All subsequent increments will be paid on 1st April each year.
- 15.4 The Governing Board may award merit or accelerated increments within the range at any time. Criteria for such decisions will be:
- Successful completion of job-related examination / qualifications.
 - Achievement exceeding normal job requirements but at an equivalent level of responsibility.

- Completion of key tasks to a degree which exceeds Line Manager's recorded expectations.

16. Payments for Additional Duties

Where an employee is required by the Governing Board to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least 4 weeks they will be entitled to receive the appropriate salary to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of 4 weeks has been completed, payment at the higher rate will be backdated to the first day the duties were undertaken and cease when they revert to their substantive post.

17. Honoraria

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

- A significant part of the duties of a higher graded post.
- Duties outside of the scope of his / her post which are particularly onerous.
- Undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description.

18. Handling Salary Queries

If an employee has a query about their salary they should, in the first place, seek to resolve the matter informally with the Headteacher (or in the case of the Headteacher with the Chair of the Finance, Premises and Personnel Committee). If the matter remains unresolved the Grievance Procedure could be followed if necessary.

Teachers

19. General

The Governing Board will follow the requirements of the current School Teachers' Pay and Conditions Document in implementing the Pay Policy for teaching staff.

A copy of Teachers' Pay Ranges is available in school and is also online from the Department for Education website:

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

The discretions allowed by the Teachers' Pay Rates will be applied according to identified school needs and based on clearly laid down criteria, subject to annual review.

20. Staffing Structure

A copy of the staff structure is available on the school website.

21. Appraisal

The Governing Board will ensure that a review against appraisal objectives is undertaken annually in accordance with the school's Appraisal Policy for teaching staff.

22. Part-Time Teaching Staff

The School Business Manager will calculate part-time teaching hours based on timetabled teaching time. This pro-rata principle means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week.⁷

23. Pay Reviews

The Governing Board will apply any national or locally agreed pay awards and, for teachers, will decide annually whether or not they should be applied to all salaries within the pay ranges set out in this policy.⁸

The Governing Board will ensure that every teacher's salary is reviewed with effect from 1st September each year. A written statement will be provided setting out the teacher's salary and any other financial benefits to which they may be entitled within one month of the pay decision.

A revised statement will be issued at other times of the year to reflect any changes to circumstances or the job description. Where a pay decision leads

⁷ School Teachers' Pay and Conditions Document 2018 para 40 and 41

⁸ Refer to Toolkit para 1a

or may lead to the start of a period of safeguarding, the Governing Board will give the notification as soon as possible and no later than one month after the date of the determination.

The School Teachers' Pay legislation removes the provision for automatic pay uplifts (the former 'cost of living' pay increase). All pay uplifts (other than explicit changes specified in the Schools Teachers' Pay and Conditions Document) are at the discretion of the Governing Board.

Salary ranges adopted are in line with the national teachers' pay awards.

All other salary decisions will be made following the outcome of appraisal reviews and formal decisions of the Finance, Premises and Personnel Committee.

24. Pay Appeals – Teaching Staff

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

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

- Incorrectly applied any provision of the document.
- Failed to have proper regard for statutory guidance.
- Failed to take account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- Was biased.
- Otherwise unlawfully discriminated against the teacher.

This list is not exhaustive.

The appeal process has 3 stages:

24.1 Stage 1

Informal discussion with the appraiser or Headteacher.

24.2 Stage 2

Formal representation to the person or Governor Committee making the pay determination.

24.3 Stage 3

Formal appeal hearing to an Appeals Panel of Governors.

The decision at Stage 3 will be final. Refer to the Toolkit for detailed process.

Salary Entitlements

25. Senior Leadership Team

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

- Headteacher
- Deputy Headteacher
- Assistant Headteacher

The Finance, Premises and Personnel Committee will establish and recommend to the whole Governing Board for approval the school group size and appropriate pay ranges for members of the Senior Leadership Team in accordance with the provisions of the document. The school group size will be recalculated:

- Whenever a new Headteacher is to be appointed.
- If it becomes necessary to change the Headteacher group (including where the Headteacher becomes responsible and accountable for more than one school in a federation on a permanent basis).
- If there has been a significant change to the responsibilities of the post.
- At least every three years.

After setting the school group size, appropriate pay ranges will be established for each member of the Senior Leadership Team. These individual ranges will be reviewed on a regular basis, but not more than once per year.

The Governing Board will ensure that a review against performance objectives is undertaken annually in accordance with the school's Appraisal Policy. Members of the Senior Leadership Team must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the school.

The Finance, Premises and Personnel Committee will consider recommendations made to it following the performance review and will agree an award where there has been sustained high quality performance, taking into account the performance objectives.

The leadership pay range that the Governing Board will apply is set out in Appendix 1 - Leadership Bandings.

26. Headteacher

The Finance, Premises and Personnel Committee will set a pay range from within the range of points for the school group. In doing so the Finance, Premises and Personnel Committee will take into account the following:

- The complexity and challenge of the role.
- Difficulty in recruiting to the post.
- Permanent additional responsibilities.
- Long term provision to other schools.

The pay range will form the basis for the future pay progression of the Headteacher. The Finance, Premises and Personnel Committee will ensure that appropriate objectives are set and that the level of progression is clearly established and measured. The pay range will be reviewed on a regular basis to take account of any change to the size and circumstances of the school. The Finance, Premises and Personnel Committee will formally record the school's group size and the Headteacher's pay range and note the rationale for their decisions.

The Governing Board will consider setting a pay range with a limit of 25% above the top of the assessed Headteacher group range where the Committee consider the permanent responsibilities and level of challenge go beyond the assessed pay range. The reasons for doing so will be formally noted.

The Governing Board may determine that additional payments can be made to the Headteacher which exceed the limit of 25%. However, this would only be in wholly exceptional circumstances and external independent advice will be sought before any such arrangement is made. A business case will be agreed by the Governing Board setting out the rationale for the decision.

27. Deputy / Assistant Headteachers

The Finance, Premises and Personnel Committee will set a pay range of 5 consecutive points for each Deputy and Assistant Headteacher, taking account of the complexity and challenge of their roles.

The Finance, Premises and Personnel Committee will carefully consider pay differentials between members of the Senior Leadership Team to ensure fairness and equity. Decisions on pay ranges for Deputy and Assistant Headteachers will be formally noted, together with the rationale for the decision.

28. Acting Allowances

The Governing Board will consider awarding an acting allowance to a teacher who, for a minimum period of 4 weeks, carries out the duties of a member of the Senior Leadership Team. Such an allowance would be assessed as though the teacher were being appointed to the substantive post. Payment will be backdated to the commencement of the duties.

Teaching Staff Not Paid on the Leadership Pay Spine

29. Salary Ranges

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

- The Main Pay Range.
- The Upper Pay Range.
- The Unqualified Teacher Range.

30. Leading Practitioners (N/A)

The Governing Board will not appoint qualified teachers whose primary purpose will include modelling and leading improvement of teaching skills. The Governing Board recognise that these criteria are entirely separate to the criteria for award of Teaching and Learning Responsibility allowances.

Leading practitioner posts will be advertised across the whole school and applications invited from internal applicants in the first instance. Each post will be appointed to an individual pay range of 5 consecutive points within the leading practitioner pay range. The starting salary on the individual pay range will be based on the requirements of the post which might include:

- Coaching, mentoring and induction of teachers, including trainees and NQTs.

- Disseminating materials and advising on practice, research and continuing professional development provision.
- Assessment and impact evaluation, including through demonstration lessons and classroom observation.
- Providing help to teachers who are experiencing difficulties.
- Outreach work at other schools.

The leading practitioner pay range is in line with the national teachers pay scales.

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

31. Qualified Teachers

All qualified teachers, other than those appointed as leading practitioners, will be placed on the appropriate point of the main pay range, or upper pay range (for post-threshold teachers).

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

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

Whilst there is no presumption of portability of salaries in the School Teachers' Pay and Conditions Document, the Finance, Premises and Personnel Committee will take full account of the relevant previous experience of any newly appointed teacher.⁹

32. Unqualified Teachers

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

⁹ Refer to Toolkit para 1a

- A trainee working towards Qualified Teacher Status.
- An overseas trained teacher who has not exceeded the 4 years allowed without having Qualified Teacher Status.
- An instructor with a particular skill who will be used only for so long as a qualified teacher is not available.

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

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

Salary Progression

33. Annual Pay Review

Teaching Staff (Main Pay Range, Upper Pay Range, Leading Practitioner Pay Range, Unqualified Teacher Pay Range)

Annual pay reviews will take place following a review of performance objectives conducted in accordance with the school's Appraisal Policy. Teachers will need to have made good progress towards their objectives and have demonstrated they are competent in all elements of the Teachers' Standards.

Assessments will be properly rooted in evidence. The evidence that will be used will include Line Manager monitoring, knowledge of the teacher, student progress data and outcomes, lesson observations and any management actions.

All supporting evidence put forward by teachers which has been taken into account by the appraiser at the appraisal review meeting will also be reviewed by the Governors' Pay Committee either in the case of recommending or not recommending pay progression. The Governors Pay Committee and Appeals Committee will only consider evidence provided by the teacher to the appraiser with clarification from the Headteacher.

Where, during the course of the appraisal year, it becomes apparent that a teacher may not successfully meet the objectives set, they will be informed of the potential impact for their next pay review and measures will be agreed so there may be a reasonable prospect of achieving the standard required for potential pay progression.

For newly qualified teachers, evidence from following the statutory induction process will inform decisions on pay progression.

34. Movement to Upper Pay Range

The committee will consider applications from any teacher who wishes to apply to move to the upper pay range. Applications may be made once per academic year and no later than 31st October.

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

- That the teacher is highly competent in all elements of the relevant standards.
- The teacher's achievements and contribution to the school are substantial and sustained.
- The teacher has led on department / school development.

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

The process for making an application is as follows:

- Apply in writing to the Headteacher (enclosing supporting evidence) by 31st October.
- The application will be assessed and, if successful, a recommendation will be made by the Headteacher to the pay committee for pay to be increased.
- The Governing Board's pay committee will ratify the recommendation and notify the teacher of the outcome in writing, no later than one month following the decision.

Where the application has been successful, pay movement to the minimum point of the upper pay range will take effect from the start of the academic year in which the application has been made and pay will be backdated to 1st September. If the application is unsuccessful the Finance, Premises and Personnel Committee will ask the Headteacher to provide feedback and the teacher will be informed of their right to appeal the decision. The pay appeal process in section 24 will apply.

35. Main Pay Range

It is assumed that every teacher on the main pay range is a 'good teacher' and will progress through the main pay range each year unless they have not successfully met all the teacher standards and / or appraisal objectives.

36. Upper Pay Range

It is assumed that every teacher on the upper pay range is highly competent in all elements of the Teacher Standards and their achievements and contribution to the school are substantial and sustained.

A teacher remains on each upper pay scale point for 2 years before progression to the next upper pay scale point.

A teacher will not be eligible to move to the next upper pay scale point if they have not successfully met all the teacher standards and/or appraisal objectives.

37. Accelerated Pay Progression

Teachers may apply for accelerated progression (maximum 2 points on main pay scale or 1 point on upper pay scale) if they are able to provide the following evidence.

37.1 Main Pay Scale

- Had 2 consecutive successful appraisals.
- Had teaching assessed as good with outstanding features.
- Led on department / school development.

37.2 Upper Pay Scale

- Had 2 consecutive successful appraisals.
- Had teaching assessed as good with outstanding features. Had at least one assessed class make outstanding progress and the rest of the classes make good progress as defined by management.

- Led on departmental / school development.
- Formally coached / mentored staff.

Allowances and Additional Payments for Teaching Staff (Main Pay Range and Upper Pay Range)

38. Teaching and Learning Responsibility Payments (TLRs)

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

TLR posts must:

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

TLR roles are set out below.

Note the rates are to be agreed by Buckinghamshire Council then approved by the Governing Board.

Pay awards are backdated to September following completion of all staff appraisals in the Autumn term.

38.1 TLR 1

In addition to the above criteria there is also line management responsibility for a significant number of people.

None.

38.2 TLR 2

Head of Maths
Head of English

38.3 TLR 3

High Needs Lead main school
Pupil Premium
Sixth form Personalisation Co-ordinator
Main School Careers

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

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

A teacher in receipt of either a TLR 1 or TLR 2 may also hold a TLR 3 at the same time. The criteria for the award, level and duration of any TLR 3 payment will be set out in any job description or project documentation.

39. Special Educational Needs Allowance

Standard SEN allowance updated annually (in line with the standard pay policy set nationally) for all qualified teachers, paid pro rata for part-time teachers.

The Finance, Premises and Personnel Committee will award an allowance which will be paid to a classroom teacher in accordance with the provisions below:

An allowance will be awarded to classroom teachers who are:

- Employed in an SEN post that requires a mandatory SEN qualification.
- Working in special schools.

- Engaged wholly or mainly in taking charge of special classes of children or who teach pupils with SEN in designated special classes. Or where he / she is taking charge of special classes consisting wholly or mainly of children with SEN.
- Working in a non-designated setting where the post involves working directly with children with SEN, requires the teacher's professional skills and judgement in the teaching of children with SEN and has a greater level of involvement in the teaching of children with SEN than the normal requirement for teachers in this school.

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

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

40. Salary Safeguarding

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

Additional Payments

The payment of honoraria to teaching staff is not permitted under the terms of the Teachers' Pay and Conditions Document

41. Recruitment and Retention Incentives and Benefits (including Salary Advance Scheme for Rental Deposits)

Please note the Salary Advance Scheme is a repayable loan.

These can be awarded to any member of the teaching staff (excluding the Headteacher, Deputy or Assistant Headteachers).

A recruitment and retention incentive or benefit can be paid as an additional allowance to the monthly salary. This will be subject to regular (annual) review. Staff will be informed of the level of allowance, the reason for the award and the date the allowance will be reviewed or ended.

42. Salary Sacrifice Arrangements

The Finance, Premises and Personnel Committee will provide for staff to participate in these arrangements where the School / Council operate any of the following schemes (for appropriate groups of staff):

- A child care voucher or other child care benefit scheme.
- A cycle or cyclist's safety equipment scheme.

43. Initial Teacher Training Activities

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

44. Out of School Hours Learning Activity

The Finance, Premises and Personnel Committee will pay a teacher who participates in out-of-school hours learning activities provided:

- The teacher has been asked by the Headteacher to participate in such activity and has agreed to do so.
- The teacher has made a substantial and, where appropriate, regular commitment to such activity.
- Such activity has taken place outside of the 1,265 directed hours of working.
- The activity requires the exercise of the teacher's professional skills and judgement.
- The basis on which such a payment is made by the school to the teacher is reviewed on a regular basis.

A separate contract of employment will be issued for this work. Payment will be based on 1/195 of the teacher's salary, by completion of a supply claim form.

45. Payment for Continuing Professional Development

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

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

46. Short Notice / Supply Teachers

Teachers employed on a day to day or other short notice basis must be paid in accordance with the provisions of the document on a daily basis calculated on the assumption that a full working year consists of 195 days. Periods of less than a day will be calculated pro rata, to arrive at an hourly rate taking into account an element for PPA (Planning, Preparation and Assessment) time.

47. Payment for Provision of Services to One or More Additional Schools

The Governing Board will make payments to a teacher other than a Headteacher, in respect of the provision of services relating to the raising of education standards to one or more additional schools.

Teachers pay rate details for the current year can be found on the NASUWT website Appendix 4 in Teachers' Pay on Governor Hub.

Review

This Pay Policy was agreed by the Governing Board in November 2022.-It will be reviewed annually thereafter on consultation with staff and, where appropriate, relevant unions, to take account of changes to pay and conditions legislation and advice issued by the council.

Appendix 1

Pebble Brook School Leadership Bandings September 2024

Leadership Pay Range

L01	
L02	
L03	
L04	
L05	
L06	Assistant Head range - replacing Senior Teacher roles
L07	Assistant Head range - replacing Senior Teacher roles
L08	Assistant Head range - replacing Senior Teacher roles
L09	Assistant Head range
L10	Assistant Head range
L11	Assistant Head range
L12	Assistant Head range
L13	Assistant Head range
L14	Deputy Head range
L15	Deputy Head range
L16	Deputy Head range
L17	Deputy Head range
L18	Deputy Head range
L19	Head Teacher range - Band 5 SEN school
L20	Head Teacher range - Band 5 SEN school
L21	Head Teacher range - Band 5 SEN school
L22	Head Teacher range - Band 5 SEN school
L23	Head Teacher range - Band 5 SEN school
L24	Head Teacher range - Band 5 SEN school
L25	Head Teacher range - Band 5 SEN school
L26	Head Teacher range - Band 5 SEN school
L27	Head Teacher range - Band 5 SEN school
L28	Head Teacher range - Band 5 SEN school
L29	Head Teacher range - Band 5 SEN school
L30	Head Teacher range - Band 5 SEN school
L31	Head Teacher range - Band 5 SEN school

Appendix 2

TA Pay Structure

1. Teaching TA Roles

Form Tutor and teaching responsibilities full-time role includes:

- All planning, assessment and reporting.
- Attendance at all Teachers Meetings (3 per week).

The Senior Leadership Team feel that Teaching TA's contribution to the school is as important and equal to fully qualified teachers.

An M6 Teacher has a salary of £48,282 including the SEN allowance.

Governors approved the new pay rate for teaching TA roles in December 2024.

Bucks Pay – Band 6 39 week FTE. This is aligned with the Unqualified Teachers' pay – Band 5.

A contract letter explaining Band 6 role will be changed back to a Band 2 TA role when / if the role ends.

Start date January 1st 2025.

2. Band 3 Roles

Anyone implementing lessons, including planning and assessments, for 6 or more lessons a week, timetabled for at least a term, is promoted to Band 3.

A contract letter explaining the Band 3 role will be changed back to Band 2 TA role when / if the role ends.

3. Honorarium

Please note this only applies to Bucks Pay staff.

Flexible approach.

A termly review is carried out by the Senior Leadership Team.

Covering 12 lessons per half term is the threshold for the payment
Rate: £200 per term.

Other staff covering duties ad hoc to be discussed.

Preference of using one of the Band 3 roles for cover if an honorarium will not be paid.
Rate: £100 per term.

4. Other Duties

Please note this only applies to Bucks Pay staff.

After School Club Lead
Rate: £100 per term.

5. Residential Trips

Duke of Edinburgh expedition
National Citizenship Service
Hawes, Yorkshire Residential Trip
Rate: £25 per overnight day.

Residential trips do not qualify for honorarium payments or overtime.

Teachers do not receive any additional payments or overtime payments.

6. Tokens of Appreciation

The school reserves the right to provide small tokens of appreciation, up to the value of £25, for staff giving up their time.

7. Bucks Pay Extract 1st April 2024 – 31st March 2025

							38 Week Full Time Equivalent (FTE)	FTE Annual Salary
6	31	£35,432	£18.37			£18.37	0.868	£30,755.32
	32	£36,243	£18.79			£18.79	0.868	£31,458.92
	33	£37,074	£19.22			£19.22	0.868	£32,179.84
	34	£37,884	£19.64			£19.64	0.868	£32,883.44
	35	£38,715	£20.07			£20.07	0.868	£33,604.36

Unqualified Teacher Band 5 £31,409

Staff appointed on Band 6 Point 31 will receive yearly pay increases, topping out at Band 6 Point 35.