IMPERIUM FEDERATION

Pay Policy

Policy Review Schedule			
Date Policy Agreed by Staff	**October 2026**	**Date Policy Agreed by Governing Body**	**December 2026**
Policy Review Schedule	**Annually**	**Date for Review**	**December 2027**
Signed by Chair of Governors	Carol Ladbrook		
Signed by Headteacher	Meic Griffiths		

ROYAL borough of GREENWICH

1 Introduction

The Governing Body has a statutory responsibility for making decisions on pay, for reviewing school leadership and teachers' salaries annually, determining support staff pay and for developing a School Pay Policy.

The aim of the Governing Body is to provide for both pupils and staff an environment in which all people are valued. The Governing Body will seek to ensure fairness and equity for all staff and to fulfil its statutory and other responsibilities as a good employer. The Pay Policy will assist the Governing Body in seeking to ensure that all staff receive proper reward for their work and their contribution to the school, and that decisions are taken within the context of the School's Improvement Plan and equality of opportunity.

Some aspects of the Pay Policy are not prescriptive as there is a need for an element of flexibility. Other aspects are not covered comprehensively as more detailed information is available from other sources.

In accordance with the Freedom of Information Act 2000 this Pay Policy will be published and will be available on demand.

Any enquiries relating to the content of this Pay Policy should be made to Mr Meic Griffiths in the first instance.

Advice will be sought from Schools HR Professional Services as appropriate.

Signed	
Chair of Governors	

2 Scope
The Pay Policy covers all staff directly employed to work at the school.

3 Consultation & Review
The Governing Body will consult with members of staff and their school professional associations and trade union representatives, both in drafting this policy and subsequent annual review.

4 Equality Impact Assessment
An equality impact assessment has been conducted on this policy. The assessment will be reviewed on an annual basis to ensure that the application of the policy does not disadvantage any particular group with a protected characteristic(s) as defined by the Equality Act 2010.

5 Procedures for Making Decisions on Pay
Matters relating to pay, including annual pay reviews, will be decided by a Committee of the Governing Body. This function might either be performed by a dedicated Pay Committee or be part of a more wide ranging Personnel Committee. It will include the Executive Headteacher, except in the case of decisions about the Executive Headteacher's pay. The Chair of the Governing Body will convey decisions on the Executive Headteacher's pay to the Executive Headteacher.

The Governing Body will also have a responsibility to maintain an overview of all payments made to staff including payments for additional responsibilities and recruitment and retention allowances.

Notifications to payroll regarding pay awards should be authorised by the School Business Manager/SAO and due process followed. In the case of pay awards made to the headteacher, the Chair of the Governing Body will also be required to provide additional authorisation. Where the membership of the Committee includes staff governors (other than the headteacher), they cannot be party to any decision, directly or indirectly, which affects the pay or performance appraisal of any particular person working at the school. This does not affect general discussions about general policy.

The terms of reference of the Pay Committee are available from Mrs Carol Ladbrook.

In making any determination relating to pay, the Governing Body will comply with the requirements of the Equality Act 2010, The Employment Equality Regulations, Employment Relations Acts of 1996, 1999, and 2002 and the Part-Time Worker and Fixed-Term Employees Regulations. The procedures for determining pay will also be consistent with the principles of public life, objectivity, openness and accountability.

In the case of Early Career Teachers (ECTs), pay progression can be awarded on successful completion of the first year of induction.

To be fair and transparent, assessment of performance will be properly rooted in a range of appropriate evidence. In this school we will ensure fairness by (insert here how the school will ensure that objectives and assessments are consistent, including any arrangements for quality assurance and moderation.)

The Governing Body will behave with financial responsibility and ensure that appropriate funding is allocated for pay progression at all levels.

6 Appeals
Any member of staff will have the right to appeal against a decision on pay to an Appeal's Committee of the Governing Body (where this is within the jurisdiction of the Governing Body).

The membership of this Committee will consist of 3 governors and will be determined by the Governing Body. It will not include any governor involved in the making of the original decision. The Governing Body may seek professional advice if this is considered necessary. The appeal will be conducted along the lines as for appeals in other circumstances. See Appendices 2 and 3 for the process to be followed.

The grounds for appeal against a decision on pay will be one or more of the following:

- In the case of teachers, incorrect application of the School Teachers' Pay and
- Conditions Document.
- Incorrect application of the Schools' Pay Policy.
- Failure to have proper regards for statutory guidance.
- Failure to take proper account of relevant evidence.
- Taking account of irrelevant or inaccurate evidence.
- A biased decision.
- An unlawful decision.

Upon receipt of written confirmation of a decision the member of staff (who is not satisfied with the decision) should first seek to resolve the matter by informal discussion with the decision maker normally within 10 working days.

7 Job Descriptions
All staff will be given a Job Description that reflects the duties and responsibilities of their post. There will be an opportunity for reviewing the content of a Job Description when appropriate, and a Job Description will be reviewed when a post becomes vacant, or as part of any staffing structure reviews.

The Governing Body recognises the necessity to award equal pay for equal work of the same value and the need to maintain parity with other like employment within the Royal Borough. Therefore:

- All support staff posts will be subject to the Royal Borough's Job Evaluation process at the point of the revision of a Job Description and School's Human Resources will be asked to undertake such an evaluation.

A post may be revised or reviewed:

- When it falls vacant.
- As part of a school staffing structure.
- As part of a reorganisation.
- Where the post-holder and manager agree that the duties and responsibilities of the post vary considerably from the job description.
- For other reasons as determined by the Governing Body.

Reference to the determination of the level of teaching staff posts is made under the paragraph titled 'TEACHERS' (12) of this policy statement.

8 Job Share

All posts within the school will be considered suitable for job share unless the headteacher/Governing Body believe and can demonstrate there is an objective reason why a job cannot be shared. The Governing Body will not unreasonably refuse a request from a member of staff to job share their existing post (whether on returning from maternity leave or for another reason) provided that the particular job share is manageable and is applied and accepted in accordance with the Royal Borough's job share arrangements.

Advice will be sought from Schools HR Professional Services as appropriate.

9 Contracts

All staff will be issued with a Statement of Terms and Conditions of Employment relating to the post they hold. Any variation to the terms and conditions of employment will be confirmed in writing. Advice will be sought from Schools HR Professional Services as appropriate.

10 Vacancies

All vacancies should be advertised within the school as a minimum in line with the schools' recruitment policy. Wherever appropriate, advertisements will be placed in such a way as to encourage applications from under-represented groups.

The posts of Executive Headteacher, Head of School will always be advertised nationally.

11 Staff Records

Any record held by the school relating to the pay or personnel matters for individual staff will be held in personal files and will be treated confidentially. Individual staff will have the right to inspect their own files by prior arrangement.

12 Teachers

12 i) Introduction

The School will operate within the relevant School Teachers' Pay and Conditions Document (STPCD), the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) and local agreements operative within the Royal Borough of Greenwich.

12 ii) Pay Determination on Appointment

The Governing Body will not restrict the pay range or starting salary for a vacancy prior to advertising it other than the minimum of the main pay range and the maximum of the upper pay range. The principal of pay portability will be applied when making pay determinations for all new appointees, who will be paid in line with the reference points detailed below.

M1 £40,317
M2 £42,234
M3 £44,238
M4 £46,339
M5 £48,952
M6 £52,300
UPR 1 £57,632
UPR 2 £60,464
UPR 3 £62,496

12iii) Pay Award 2025

The 2025 version of the School Teachers' Pay and Conditions Document will come into effect on 1st September 2025.

In line with the recommendations in the School Teachers' Review Body's (STRB's) 35thReport, from 1 September 2025 a 4% increase will be applied to all pay and allowance ranges and advisory points. All pay uplifts will be back dated to 1 September 2025.

Progression on any pay range will still be dependent on performance and the individual meeting the requirements for progression detailed within this policy.

12 iv) Pay Progression

The Governing Body has determined that the pay scale for main pay range teachers will be in line with the minimum and maximum of the pay range and the pay committee will use reference points when making pay determinations.

In this school all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their

strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

The criteria this school will use when making decisions on pay progressions are :

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

12v) Upper Pay Range

The Governing Body has determined that the pay scale for upper pay range teachers will be in line with the minimum and maximum of the pay range and the pay committee will use reference points when making pay determinations.

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

12 vi) Applications and Evidence

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

One application may be submitted annually in this school. Deadline for receipt of completed applications is end of Autumn 1 or Spring 2 Every teachers application will be treated fairly regardless of submission date.. See Appendix 4.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school. However, schools within the Borough may liaise to consider the case for granting joint applications.

All applications should include the results of reviews or appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).

Applications should contain evidence from the preceding two year period including two successful and consecutive performance management/appraisal reviews and any recommendation on pay. Those teachers who are not subject to the Appraisal regulations 2012, or who have been absent, through sickness, disability or maternity may cite written evidence from a two year period before the date of application, from this school and other schools in support of their application. Include also information about how and to whom (e.g. line manager/subject leader/head of school/head teacher) applications should be made and, if written applications are required, whether the school will provide a standard form). See extract from 2025 STPCD, (Further information).

The Assessment satisfied that:

An application form from a qualified teacher will be successful where the Governing Body is
(a) The teacher is highly competent in all elements of the relevant standards including the Teachers Standards which are a clear baseline of expectations for the professional practice and conduct of teachers and reflects the minimum level of practice,
and
(b) The teacher's achievements and contribution to the school are substantial and Sustained.

For the purposes of this pay policy:
'**substantial**' means the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of Children, but also in making a positive and distinctive contribution to the school, which impacts on pupil progress and the effectiveness of staff and colleagues.; A teacher who takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning. A teacher who is able to lead the professional development of others, sharing their own good practice.

'**sustained**' means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently in line with the expectations contained in the school's appraisal policy.

The application will be assessed by assessing the evidence submitted, cross referenced within line management and performance management meetings. This will then be presented to the Governing Board Finance Committee for approval.

Processes and Procedures
The assessment will be made within 20 working days before the applicant will receive a response to their application, or if there is a single deadline for applications, whether there will be a single date for applicants to be informed of the outcome.)
If successful, applicants will move to the minimum point on the upper pay range from the start of the academic year.

If unsuccessful feedback will be provided by the Head of School, in a face to face meeting with a set of independent minutes to follow. This will occur within 10 working days of the decision. Upon receipt of written confirmation of a decision, the member of staff (who is not satisfied with the decision) should first seek to resolve the matter by informal discussion with the decision maker normally within 10 working days.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

12 vii) Part Time Teachers
Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post.

12 viii) Teaching and Learning Responsibility Payments (TLRs)
A TLR 1 OR 2 may be awarded to a classroom teacher for undertaking 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 he/she is made accountable. The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post-holder.

Optional from 1st September 2025: Part time teachers may not be awarded a full time TLR 1 or 2 payment; this must be pro rata'd to reflect their contract e.g. 3 days per week contract = 60% pro rata.

From 1st September 2025, the Governing Body may determine the value of any existing or new TLR1 and TLR2 payment, based on the proportion of the TLR the teacher is undertaking - i.e. the proportion of the full-time equivalent responsibility. Where a part-time teacher is taking on the responsibilities associated with a TLR1 or TLR 2, the Governing Body is no longer mandated to utilise the pro-rata principle (as defined at paragraph 40.1 of the STPCD) when determining the value of the TLR1 or TLR 2 payment. Equally, a part-time TLR may be awarded to a full-time teacher where the responsibilities are being shared with another teacher. For the avoidance of doubt, relevant bodies must act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

Unqualified Teachers may not be awarded a TLR.

The annual value of a TLR1 must be no less than £10,174 and no greater than £17,216
The annual value of a TLR2 must be no less than £3,527 and no greater than £8,611.
A TLR1 or 2 will be awarded for posts in which the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

The award of TLR1 must include line management responsibility for a significant number of People.

A TLR 1 or 2 will be awarded to the holders of the appropriate posts indicated in the

attached staffing structure.

TLR 2 (minimum) to be paid to those staff with a curriculum role in line with the duties that they have to undertake in a small organisation.

The responsibility or package of responsibilities for which a TLR1 or TLR2 is awarded will be clearly set out in the job description of the post holder. A teacher cannot hold a TLR1 and a TLR2 concurrently.
A fixed term TLR (TLR3) may be awarded to a classroom teacher for a clearly time-limited school improvement project, or one-off externally driven responsibilities. The annual value of a TLR 3 must be no less than £702 and no greater than £3,478. The duration will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. A teacher in receipt of a TLR1 or TLR2 may also hold a concurrent TLR3. TLR3s are not subject to safeguarding.

12 viix) Recruitment and Retention Allowances
The Governing Body may exercise its discretion to make such payments or provide such other financial assistance support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and/or the retention of existing teachers. In respect of the award of an allowance for retention purposes the Governing Body will decide whether to award an allowance on a monthly basis, or as a lump sum at the end of a specified period; in normal circumstances the latter will apply. The Governing Body are free to determine the value of any award.

Headteachers, deputy headteachers and assistant headteachers may not be awarded a recruitment and/or retention allowance other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a headteacher must be taken into account when determining the headteacher's salary range. Where a recruitment or retention incentive or benefit has been paid under the provisions of a previous document, subject to review, the benefit may continue at its existing value until such time as the respective pay range is reviewed in line with this policy.

The period of the award will be determined by the Governing Body who will make clear at the outset the expected duration and the review date at which it may be withdrawn. The Governing Body will conduct a regular formal review of all such awards.

The Governing Body will confirm in writing to the recipient the amount of the allowance, its expected duration, how and when it will be paid, whether it is awarded for recruitment or retention, and the reason for its award. Please see Appendix 7 – model letter.

The award of any points under this heading will not set a precedent.

12 vx) Special Needs
A Special educational needs (SEN) allowance on a range of between £2,787 and £5,497 will be awarded to any teacher in accordance with the criteria set out in paragraph 21 of the STPCD.

When deciding on the amount of the allowance to be paid, the governing body will take into

account the structure of the school's SEN provision, 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. The governing body will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

12 xi) Leading Practitioner Posts

Leading Practitioners will be qualified teachers employed to model and lead the improvement of teaching skills across the school. The governing body may determine that different posts in the same school may be paid on different individual pay ranges within the leading practitioner pay range. The governing body must ensure that there is appropriate scope within each individual pay range to allow for pay progression over time. Additional duties will be set out in the job description of the Leading Practitioner and will include:

- A leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement;
- The improvement of teaching schools within school (and the wider school community) which impact significantly on pupil progress;
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as oracy.
- The individual post range will be determined for each post within the minimum and maximum of the leading practitioner pay range as set out in the STPCD.

It is not the intention of the governing body to create a leading practitioner post at this time but this position will be regularly reviewed.

12 xii) Salary Review

The Governing Body will review the salaries of all qualified teachers each year, with effect from 1 September and no later than 31st October each year and will issue a formal statement to each teacher setting out what their salary is and how it has been arrived at and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances, or Job Description, that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination. The review will be carried out in the context of the school's management structure, its performance management and pay policies, and its obligations under equal opportunities legislation.

12 xiii) Acting Allowances

The Governing Body will decide within four weeks of the start of such arrangements whether a teacher who is covering a post at a higher level, which normally attracts a Teaching and Learning Responsibility allowance, should receive an acting allowance. Such an allowance will be that appropriate to the post covered.

Likewise, the Governing Body will consider within four weeks whether to award an allowance to a teacher temporarily carrying out the duties of headteacher, deputy headteacher or assistant headteacher. Such an allowance must be equivalent to the minimum point on the Leadership Scale payable in the school for the post in which the teacher is acting. Similar arrangements will apply in the case of assistant/deputy headteachers acting as deputy/headteacher.

In all cases the acting allowance awarded will be backdated to the time when the teacher took on the additional responsibilities.

13 Leadership

13 i) Pay Determinations effective from September 2025

The following will apply to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have significantly changed or if the school's headteacher group changes.

However, the Governing Body may choose to review the pay of all leadership posts under the new arrangements introduced in the 2014 document, if they determine that this is required to maintain consistency either with pay arrangements for new appointments to the leadership team made on or after 1st September 2014 or with pay arrangements for a number of members of the leadership group whose responsibilities have significantly changed on or after that date.

The Governing Body has determined that the pay scale for leadership posts will be in line with the minimum and maximum as detailed in the STPCD and that the pay committee will use reference points when making pay determinations. The pay range for headteachers will be seven points and the pay range for all other leadership posts will be five points.

Minimum £61,554
Maximum 153,490

13 ii) School Headteacher Group

The Governing Body will first determine the headteacher group of the school by reference to the formula set out in the STPCD (paragraph 6 for ordinary schools or paragraph 7 for special schools).

13 iii) Salary Ranges

The Governing Body will determine the pay range of any leadership post, Headteacher, Deputy or Assistant, in accordance with paragraph 9 of the STPCD. When determining a leadership pay range the Governing Body will take into account the following:

- The permanent responsibilities of the role
- Any challenges that are specific to the role
- All other relevant considerations

The Governing Body will also ensure when setting a pay range that there is sufficient scope to allow for pay progression over time.

13 iv) Executive Headteacher/Head of School Pay Range
The pay range for this group will not normally exceed the maximum of the school headteacher group.

However, the Governing Body may determine that circumstances specific to the role or candidate warrant a normal than higher payment, in which case the Governing Body will ensure that the maximum of the headteacher's pay range does not exceed the maximum of the school headteacher group by more than 25%, other than in exceptional circumstances; in such circumstances the Governing Body will seek external independent advice and support its decision with a business case.

The Governing Body will ensure that the process of determining the remuneration of the headteacher is fair and transparent. There will be a record made of the reasoning for the determination of the headteacher's pay range.

Where the Headteacher is appointed to be permanently responsible and accountable for more than one school, the Governing Body will base the determination of the headteacher group on the total number of pupil units across all schools, which will give a group size for the federation in accordance with the STPCD paragraph 6.6.

Where the HT is appointed as temporary Headteacher/Executive Headteacher of more than one school, in addition to their substantive post remuneration will take the form of a temporary payment (see below).

Where the arrangement for the headteacher is temporary, any adjustment to their pay and that of other teachers is also temporary, and safeguarding provisions will not apply when the arrangements cease. There is an expectation that temporary arrangements will be time limited and subject to regular review. The maximum duration should be no longer than two Years.

13 v) Temporary payments to Headteachers
The Governing Body may determine that additional payments are made to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. The Governing Body will not have previously taken such reason or circumstance into account when determining the headteacher pay range.

The total sum of temporary payments made to the headteacher in any school year will not exceed 25% of the annual salary payable to the headteacher. The total sum of salary and other payments made to the headteacher will not exceed 25% above the maximum of the headteacher group. In wholly exceptional circumstances and after seeking independent external advice, the Governing Body may determine that additional payments are made to the headteacher which exceed these limits.

13 vi) Pay Progression on the Leadership Pay Range
Pay progression decisions effective from September 2025

Following an individual's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

13 Vii) Partnership Arrangements
Under the Collaboration Regulations, the governing bodies of all the schools involved in the partnership may arrange for a Joint Committee to be established - made up of 2-3 governors from each of the schools involved - to oversee the pay of the Executive Headteacher. The Joint Committee should have delegated power to deal with the pay and performance management of the Executive Headteacher and other relevant staffing Issues.

14 Unqualified Teachers
Pay Determinations effective from September 2025
The Governing Body has determined that the pay scale for unqualified teachers will be in line with the minimum and maximum of the pay range and the pay committee will use the reference points detailed below when making pay determinations.

UQ1 £28,343
UQ2 £30,935
UQ3 £33,528
UQ4 £35,814
UQ5 £38,402
UQ6 £40,994

Following an individual Unqualified Teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

There are only three types of unqualified teachers allowed by the law - trainees working toward QTS; overseas trained teachers who have not exceeded the four years they are allowed without having QTS; and instructors who have a particular skill as set out in the Education (School Teachers) (Qualified and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012. Since September 2012 The Education (School Teachers) (Qualifications and Specified Work) (Miscellaneous Amendments) (England) Regulations 2012 has removed the condition that an instructor may only carry out specified work, if no suitable qualified teacher or teacher on the employment based training scheme is available. It has also removed the restriction that an instructor may only carry out specified work for such period of time as no suitable qualified teacher or teacher on the employment based training scheme is available.

In accordance with the LA's advice an overseas trained teacher will be paid on the unqualified scale with an allowance to bridge the gap between the unqualified scale and a point on the qualified teachers' scale the teacher would have been entitled to be paid if already a qualified teacher in England and Wales.

Wherever possible an unqualified teacher will be considered for either the registered or graduate teachers' programmes or, in the case of a teacher who has qualified overseas, the Overseas Trained Teachers' Scheme.

The Governing Body may determine that such an additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers in the context of its staffing structure that the teacher has:

a) b) taken on a sustained additional responsibility which-
i) ii) is focused on teaching and learning
requires the exercise of a teachers' professional skills and judgement; or
qualifications or experience which bring added value to the role being undertaken.

15 Supply Teachers/Short Notice

Supply teachers (qualified or unqualified) will be assessed in the same way as qualified or unqualified teachers and paid 1/390 of the annual rate for each half-day session (1/195 each full day for the academic year 2025/26). Teachers required to work for less than half-day will be paid an hourly rate based on 1/1045 of their basic annual rate.

16 Agency Teachers

Agency teachers will only be used if all other reasonable attempts to appoint a teacher have failed. During the engagement of an agency teacher to cover a vacant post, efforts will continue to be made to fill the post on a permanent basis.

17 Support Staff

The Royal Borough will operate within nationally agreed provisions as set out in the Green Book as well as provisions agreed 'locally' between the Royal Borough and representative trade unions.

For posts with an incremental scale, a new appointee will usually be placed on the bottom of the scale.

No post will be paid less than the London Living Wage

The Governing Body may use its discretion to pay a starting salary at a point above the minimum to attract particular applicants.

The level of posts will be determined by use of the Job Evaluation scheme used by the Royal Borough (where appropriate).

Honoraria payments may be made in the case of acting up, duties outside the scope of their post over an extended period or where the additional duties or responsibilities involved are exceptionally onerous. The level of such payments will be determined by the Governing Body and will take account of the higher level or extent of work required and the pay scale of the post in which the individual is required to act.

18 Out of Hours Activities/ Initial Teacher Training (ITT)/ Continuing Professional Development (CPD).

The Governing Body will decide whether to make payments for the above activities which are undertaken outside of directed time. The rate of pay will be equivalent to 1/1045 of the teacher's (including the headteacher's) annual hourly basic rate and will only be paid when the salary range does not take account of such activity. In all cases, details of the activity and the rate of pay which applies will be made known to the teacher in advance.
Payment may be made in respect of the following:

- Continuing professional development undertaken outside the school day
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed in advance

19 Paid Activities Undertaken Wholly or Partly in School Time

Governors recognise that it is increasingly the case that teachers and headteachers are being asked to undertake work outside their own institution for external bodies or other schools in a professional capacity - for example, exam marking or acting as a School Improvement Partner.

Any absence from school for work of this kind should be authorised formally by the Governing Body in the case of the headteacher and by the headteacher in the case of other teachers (if this responsibility has been delegated to him/her) and the following principles should apply:

When agreeing to release staff to undertake such work, the Governing Body should take into account:
o the needs of the school and its pupils;
o the benefits that the activity would bring to the school;
o the impact of the absence on other staff, including their workload; and
o the workload and work/life balance of the individual.

- Arrangements for payment for external work should be clearly set down, formally incorporated into, for example, a protocol by the Governing Body (or the Finance Committee) and decisions duly minuted.
- The headteacher/Governing Body, as appropriate, should monitor the operation of the arrangements and their impact on staff and pupils.
- The proportion of any payment for external services that should be paid to the teacher/headteachers and the proportion that should be paid to the school should be agreed in advance in accordance with the determinations of the Governing Body.
- The terms of such an agreement should be set out in a memorandum signed by the Chair of Governors and the teacher/head. All staff should be treated in the same way in accordance with the governing body's procedures.
- Teachers and headteachers should not be paid twice for the same time worked. If the external work takes place wholly in the time the school is in session, all of the payment received should be paid to the school.
- Payment to the individual teacher/headteachers should be based on work, including preparation, done outside of normal school/working hours (a specific determination would

have to be made for members of the leadership group and ASTs as their contractual hours are not time-limited). For example, if 40% of the work is done when the school is in session and 60% not, any payment received should be split between the school and the individual on a 2:3 basis.

- Only if all of the work is carried out outside time when the school is in session, should the whole of the additional payment go to the individual. Any such additional income should be taxed at source and/or declared to HM Revenue and Customs by the individual headteacher/teacher at the end of the tax year.

These principles are not intended to cover the circumstances where teachers/heads are seconded to other schools. Support of this nature is a major responsibility and should be remunerated appropriately within the provisions permitted in the STPCD.

20 Deductions from Pay

Any deduction from pay arising from authorised unpaid leave, unauthorised leave or industrial action will be made in accordance with advice from School's Human Resources.

21 Equal Opportunities

All matters relating to pay and conditions will be dealt with fairly and consistently within a framework of equal opportunities and equal pay legislation. The governing body will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. maternity leave or long term sickness absence.

The exact adjustments will be made on a case by case basis, depending on the individual teacher's circumstances and the school's circumstances. The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continuing compliance with equalities legislation.

22 Appendices

School Staffing Structure Appendix 1
Appeals Procedure Appendix 2
Appeals Process Appendix 3
Upper Pay Range Application Form Appendix 4
Upper Pay Range Progression Criteria Appendix 5
2025 STPCD extract 'Absence' Appendix 6
Model Recruitment & Retention Letter Appendix 7

Appendix 2
Appeals Procedure

In the event that a member of staff seeks a review of a decision made by the headteacher/Governing Body regarding any decision that affects pay, the following process should be followed:

- A written appeal, clearly setting out the reason for appeal, must be submitted to the decision maker (person or committee) within 10 working days of receipt of the decision of the outcome of the discussion referred to above.
- An appeal hearing will be convened within 20 working days of receipt of the appeal.
- The hearing may be postponed for a period, not normally more than 10 working days, at the discretion of the Chair of the Appeals Committee
- The appellant may be accompanied by a trade union representative or a work colleague (this right of representation should be made clear to the appellant by the Chair of the Appeals Committee before the hearing commences).
- Both parties will be present at the hearing until directed otherwise by the Chair of the Appeals Committee.
- The Respondent (usually the Chair of the Pay Committee) will summarise the circumstances which lead to the committee's decision and will have the opportunity of calling witnesses.
- The Appellant and the Appeals Committee will have the opportunity of questioning the respondent and any witnesses.
- The Appellant will present their grounds of appeal and will have the opportunity of calling any witnesses.
- The Respondent and the Appeals Committee will have the opportunity of questioning the Appellant and any witnesses.

(Witnesses for either party will only be present at the hearing to give their evidence and will withdraw at the direction of the Chair).

- The Respondent will have the opportunity of summarising and concluding their case.
- The Appellant will have the opportunity of summarising and concluding their case.
- The Appeals Panel will then retire to make their decision. The decision, which will be final and binding on both parties, will be conveyed to the Appellant (copy to Respondent) in writing.

It will not be possible for any appeal against a decision on pay to be heard under any other procedure. Appeals against decisions on pay will include decisions relating to the progression to, and up, the upper pay range (teachers' threshold).