

RIVERSIDE SCHOOL



Pay Policy for Teaching Staff

APPROVED BY GOVERNORS

RESPONSIBLE PERSON - HEADTEACHER

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Statement of Intent

Riverside School understands that a fair and transparent policy is needed to establish the pay structure of teaching staff at the school.

As a result, the school has developed this policy to ensure that all members of teaching staff are aware of the basis on which the school determines teacher's pay, the process for annual pay reviews and progression, and the process for addressing any grievances teachers may have concerning their pay.

In accordance with the School Teachers' Pay and Conditions Document (STPCD), and linked to the Appraisal Policy – Teaching Staff and Capability Procedure for Teaching Staff. This policy aims to:

- assure the quality of teaching and learning at our school;
- support the recruitment and retention of a high-quality teacher workforce;
- enable the school to recognise and reward teachers appropriately; and
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.

1. Legal Framework

This policy has due regard to all relevant legislation, statutory and advisory guidance including, but not limited to, the following:

- The Working Time Regulation 1998
- Employment Relations Act 1999 (as amended)
- The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
- The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
- Equality Act 2020
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- DfE 'School teachers' pay and conditions document 2025 and guidance on school teachers' pay and conditions (STPCD)
- The School Teachers' Pay and Conditions (England) (Amendment) Order 2023
- ACAS 'Code of practice on disciplinary and grievance procedures'
- DfE 'Managing Teachers' and Leaders' Pay: Advice for maintained schools, MATs, academies and local authorities'

This policy operates in conjunction with the following school policies:

- Appraisal Policy – Teaching Staff
- Capability Procedure for Teaching Staff
- Disciplinary Policy and Procedure for Staff
- Equality, Diversity and Inclusion (EDI) Policy and Procedure for Staff

- Grievance Policy and Procedure for Staff

2. Definitions

For the purpose of this policy, “highly competent” means an individual whose performance is not only good, but is also good enough to provide coaching and mentoring to other teachers. An individual who is highly competent will be able to give advice to other teachers, demonstrate effective teaching practice and know how to make a wider contribution to the work of the school in order to help them meet the relevant standards.

For the purpose of this policy, a “substantial” contribution means an individual who plays a critical role in the life of the school and continuously offers significant value. An individual who makes a substantial contribution to raising pupil standards takes advantage of opportunities for professional development and uses the outcomes of such to effectively improve pupils’ learning.

For the purpose of this policy, “sustained” means maintained continuously over a long period of time e.g., over two school years.

3. Roles and Responsibilities

The governing board will be responsible for:

- making any pay decisions at the school;
- reviewing teacher’s salary on an annual basis;
- ensuring arrangements are in place for notifying staff members of their positions on the pay range, as well as any allowances they may be eligible for;
- ensuring that sufficient funds are available to support pay decisions;
- determining the extent to which specific functions relating to pay determination and the appeals process will be delegated to others;
- assuring themselves that any pay decisions can be objectively justified; and
- monitoring the outcomes of this policy and reviewing any changes as necessary.

The headteacher will be responsible for:

- ensuring that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly;
- submitting any pay recommendations to the governing board for approval;
- ensuring that the governing board has sufficient evidence upon which to make decisions regarding pay;
- keeping teachers well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held;
- maintaining records of decisions and recommendations made, and evidencing that all decisions have been made fairly;
- submitting updates to this policy to the governing board for approval;
- communicating any approved changes to this policy to all teaching staff; and

- carrying out their professional responsibilities, as outlined in Appendix 1.

Teachers will be responsible for:

- engaging with their appraisal – this includes working alongside their appraiser to ensure that there is a suitable amount of evidence available in order for an annual pay review determination to be made;
- keeping records of their objectives and reviewing them throughout the appraisal process;
- ensuring that they share any evidence for their appraisal that they consider relevant with their appraiser;
- appraising the performance of other teachers, if delegated to do so by the headteacher;
- deciding whether they wish to apply for progression to the upper pay range;
- carrying out their professional duties, as outlined in Appendix 2

4. Key Factors

As established in the DfE's 'Managing Teachers' and Leaders' Pay' guidance, from the 2024/25 academic year the school will no longer be required to factor into objectives and appraisal processes to lead to performance related pay outcomes for teachers and leaders. The school will still make pay decisions following the completion of the appraisal process.

The school may choose to retain or disregard some or all elements of performance-related pay, whilst ensuring that the impact of excessive workload on teachers, line managers, school leaders and governing boards is minimised.

5. Working Time and Cover

Teachers employed on a day-to-day or other short notice period will be paid in accordance with the provisions of the STPCD on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro-rata.

The 195 days in which teachers at the school are required to work will be specified by LA, or by the headteacher if directed.

Teachers employed full-time will be available to perform their duties at such times and placed as specified by the headteacher for 1265 hours will be allocated reasonably throughout the days in the academic year on which the teacher is required to be available for work. The amount of time a teacher spends taking their daily break or travelling to and from the school does not count towards their hours or the pro rata equivalent.

Members of the of the leadership group, employees on the leading practitioner pay range and unattached teachers will not operate on a time-bound contract; therefore, the

working time provisions stipulated within the STPCD will not apply to these employees.

All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.

In line with their professional duties, teachers are required to supervise, and so far as is practicable teach any pupils where the person timetabled to take the class is not available to do so.

Subject to the STPCD, teachers will only be required to carry out their responsibility outlined in the above paragraph rarely, and only in circumstances that are not foreseeable e.g., a teacher is absent without notice.

Part-Time Teachers

Part-time teachers are bound by the same conditions of employment as full-time teachers, except that the number of hours the teacher must be available for work will be that proportion of 1,265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid.

Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days which they would not normally be expected to work. Part-time teachers may be required to carry out duties other than teaching pupils outside school sessions on any day on which they are normally required to be available for work (whether the teacher is normally required to be available to work for the whole of that day or for only part of that day).

The total amount of time that a part-time teacher may be required to be available for duties, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, will not exceed equivalent of that proportion of total remuneration that the teacher is entitled to be paid.

All members of part-time teaching staff the school will be provided with a written agreed statement which sets out the expectations of the school and the employee in relation to the deployment of working time.

Planning, Preparation and Assessment (PPA) Time

Teachers will be entitled to periods of PPA time as part of their 1265 hours or pro rata equivalent, to enable the discharge of the professional responsibilities of teaching and assessment. PPA time will be provided in units of not less than half an hour during the school's timetabled teaching week and will amount to not less than 10 percent of the teacher's timetabled teaching time. Teachers will not be required to carry out any other duties during their PPA time.

Teachers may also be able to take their PPA time away from school premises, where it is appropriate and convenient for the individual teacher and school to do so. Teachers can also take their PPA time in one block of time where it is appropriate and convenient for the school to facilitate.

6. September 2025 Pay Uplift

Following the Government's acceptance of the School Teacher's Pay Review Body's 4% pay increase across teacher pay scales for the 2025-26 academic year, the school will make use of government funding in order to facilitate this pay uplift for the 2025-26 academic year.

All pay uplifts will be backdated to 1st September 2025.

7. Leadership Group Pay Scale

Staff members within the leadership group, inclusive of the headteacher, will be paid within the following range:

- headteacher – school group 7 pay range or as per the pay review
- deputy headteacher – leadership group pay range, points 21-25
- assistant headteacher – leadership group pay range, points 14-19

In accordance with section 6 of the STPCD, the headteacher's salary will be calculated and agreed on appointment. In accordance with section 6 of the STPCD, the headteacher salary will be calculated by using the number of pupils at the school, however, the governing board may also determine an alternative mechanism in liaison with the appropriate bodies and the local authority.

The governing board will consider the permanent responsibilities of the role and any challenges specific to the role, as well as any other relevant considerations.

The governing board will determine the pay range for a vacancy prior to advertising it. In the case of a newly appointed teacher, the governing board will consider whether the requirements of the post, and the extent to which the preferred candidate meets these requirements, mean that it would be appropriate for the individual to begin their post above the minimum range for the headteacher group.

Upon selecting a pay range, the governing board will ensure that there is enough room for performance-related pay progression over time. The governing board may award a salary above the maximum pay range for the headteacher group where it believes that the requirements of the role or individual allow for a higher-than-normal payment. In such cases, pay uplifts will go above the maximum of the headteacher group, up to an additional 25 percent.

The governing board may determine that payments be made to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their

salary has been determined. These responsibilities will not be taken into account when determining the headteacher's pay range.

The total sum of the temporary payments made to the headteacher in any academic year will not exceed 25 percent of the headteacher's annual salary. This does not apply to the following payments:

- any payment made to the headteacher for residential duties; or
- any recruitment and retention incentives and benefits to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of the headteacher.

The governing board will only make additional payments to the headteacher that exceed the limit in exceptional circumstances, and only after seeking external independent advice to inform a business case for the payment to be made. The governing board will ensure that any payment above the maximum pay range for headteachers is not exceeded by more than 25 percent.

Where a teacher is appointed as a member of the leadership group for a fixed period, or under a fixed-term contract, they will be notified of the circumstances which will bring the fixed period, or fixed-term contract, to an end.

The deputy headteacher/ assistant headteacher's pay range will not exceed the maximum pay range of the headteacher group for the school; the pay range for the deputy headteacher/ assistant headteacher will not overlap the headteacher's pay range, unless in exceptional circumstances.

The governing board will determine pay ranges for headteachers, deputy headteachers and assistant headteachers in accordance with the School Teachers Pay and Conditions Document.

8. Classroom Teacher Pay Scale

The governing board has delegated responsibility for determining the pay range for a vacancy prior to advertising it to the headteacher, who will have regard to the following:

- the requirements of the role;
- any specialist experience required for the role;
- the experience required to undertake the specific duties of the role; and
- the wider school context.

The headteacher will determine the starting salary within the given pay range to be offered to the successful candidate.

The governing board has established the following six point and three point scale range for classroom teacher posts on the main pay range and the upper pay range respectively. Riverside school sits within the Outer London Area:

Classroom teacher pay scale (England)	
Group	Outer London £
M1	37,870
M2	39,851
M3	41,935
M4	44,128
M5	46,800
M6	50,474
Upper pay scale	
UP1	52,219
UP2	54,151
UP3	56,154

The governing board will not restrict the pay range advertised, or pay progression available, other than the minimum of the main pay scale and the maximum of the upper pay range. When making pay determinations for new appointees, the governing board will award pay scale points to determine the starting salary of the teacher.

The governing board will adhere to the following process when awarding pay scale points for early career teachers (ECTs), teachers on the main pay range and teachers on the upper pay range:

- one point for every one year of service as a qualified teacher in a maintained school, academy or independent school, on the main or unqualified teacher pay scale; and
- one point every two years of service as a qualified teacher on the upper pay scale.

The governing board will also ensure that ECTs are not negatively affected by the induction period's extension from one to two years. This change also does not prevent ECTs from being awarded pay progressions at the end of their first year.

When determining the starting salary for a classroom teacher who has previously worked in a maintained school, academy or independent school, the governing board will:

- pay the teacher on the main pay range or upper pay range at a scale point which considers the teacher's previous pay entitlement; and
- award any pay progression that they would have received if they had remained at their previous post.

The governing board will pay a teacher on the upper pay range if:

- the teacher is employed in the school as a 'post-threshold teacher', defined as such in accordance with the definition outlined in the STPCD's Annex 2;

- the teacher applied to be paid on the upper pay range and their application was successful; or
- the teacher was employed as a member of the leadership group in the school on or after September 2000, and has secured the position for an aggregate period of one year or more.

N.B. The teacher will be not be paid on the pay range for leading practitioners or as a member of the leadership group.

N.B. The above criteria are only applicable without any break in the teacher’s continuity of employment.

The governing board may pay a teacher on the upper range if:

- the teacher is defined as a post-threshold teacher, but was not employed as such at the school, or was employed as such before a break in the continuity of their employment;
- the teacher applied to another educational setting to be paid on the upper pay range and their application was successful;
- the teacher has formerly been paid on the pay range for leading practitioners as outlined in the leading practitioner pay scale section of this policy; or
- in the case of an unattached teacher, the teacher previously applied to be paid on the upper pay range (either to an educational setting or to an authority) and that application was successful.

9. Leading Practitioner Pay Scale

The governing board may appoint a teacher as a leading practitioner if it is deemed that the primary purpose of the teacher’s role is to model and lead the improvement of teaching skills, along with contributing to school improvement.

The governing board has established the following pay scale range for leading practitioner posts; however, Riverside School currently has no plans in 2025/2026 to appoint leading practitioners:

Leading practitioner pay scale (England)	
Group	Outer London £
Minimum	56,154
Maximum	83,223

The governing board will consider the weight of the responsibilities of the post when determining the pay scale for a leading practitioner. All newly appointed leading practitioners will be subject to the minimum of the pay range.

The governing board will ensure that there is enough room for pay progression in relation to performance over time for any individual entitled to the leading practitioner pay range.

10. Unqualified Teacher Pay Scale

Where a staff member is a graduate teacher or is on the employment-based teacher training scheme, the governing board will determine whether the teacher is to be paid and be eligible for allowances as a qualified teacher or unqualified teacher.

The governing board has established the following six point pay scale for unqualified teacher posts:

Unqualified teacher pay scale (England)	
Group	Outer London £
U1	26,789
U2	29,383
U3	31,974
U4	34,265
U5	36,856
U6	39,450

A member of staff on the unqualified teacher pay scale will be notified of their position on the pay range and any allowances they may be eligible for.

The governing board may determine that an additional allowance is appropriate for unqualified teachers where it considers, in the context of its staffing structure and pay policy, that the individual has:

- taken on a sustained additional responsibility which is focussed on teaching and learning, and requires the use of the teacher's professional skills and/ or judgement; or
- qualifications or experience which adds significant value to the role being undertaken.

An individual who works as an unqualified teacher, gains QTS and continues to work as a qualified teacher at the school will be transferred to a salary within the main pay range once they have obtained QTS.

11. Part-Time and Short Notice Teachers

Part-time teachers i.e., those who work on an ongoing basis but for less than a full working week will receive from the governing board 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.

Teachers employed on a day-to-day basis, or by other short notice, such as supply teachers, will be paid on daily rate calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata, but also in relation to any additional hours the teacher may agree to work from time to time at the request of the headteacher.

12. Unattached Teachers

An 'unattached teacher' is a teacher who is employed by the LA in a central capacity. The remuneration of an unattached teacher will be determined by the relevant body, having regard to the relevant provisions of the STPCD, this policy and the teacher's post within the school's staffing structure.

Where the remuneration of an unattached teacher is determined in accordance with the provisions applicable to a member of the leadership group, the teacher's conditions of employment that relate to professional duties and working time will be agreed between the teacher and the relevant body.

13. Applicable Pay Range

Where a teacher is employed under a contract that normally requires work in the London area, but who is temporarily required to work elsewhere, they will continue to be paid in accordance with the pay range applicable to the teacher's normal area of employment.

Where a teacher moves out of either the inner, outer or fringe area of London, they will continue to be paid on the range they were on, so long as the teacher continues to be employed as a teacher in a post in which the salary is paid by the same authority. If a teacher was being paid on a London area pay range on the 31st August, they will continue to be paid on that range unless otherwise dictated within the provisions of the STPCD, so long as the teacher remains in the post held on that date.

14. Pay Reviews

The governing board will review each teacher's salary on an annual basis, with effect from 1st September, and no later than 31st October each academic year, except in the case of the headteacher where the deadline is 31st December each year. The governing board will conduct pay reviews at other times during the academic year to reflect any changes in circumstances or job description which, in turn, reflect the teacher's pay entitlements.

The governing board will conduct a pay review when a teacher joins the school or moves to the upper pay range.

All individual pay progression decisions will account for any uplift applied within the STPCD. Any recommendations in pay will be made in writing as part of the teacher's

annual appraisals.

The governing board will provide each teacher with a written statement no later than one month after any review, outlining:

- any payments and financial benefits awarded to the teacher, as well as the period for which they are awarded;
- any safeguarding financial entitlements;
- the nature of any fixed-term contract;
- in the case of a leadership group, the basis and criteria on which remuneration has been determined;
- the criteria for a pay review to be undertaken;
- information on where this policy is located; and
- the appeals procedure in relation to pay grievances.

Where a pay determination leads to, or may lead to, the start of a period of safeguarding, the governing board will give the required notification as soon as possible, and no later than one month after the date of a pay determination.

15. Pay Progression

The governing board will consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the relevant pay ranges.

A written pay recommendation will be provided for every teacher following the outcome of the school's appraisal arrangements and the governing board will have regard to this recommendation in making its decision.

Pay progression will be awarded unless a teacher is in capability proceedings.

For ECTs, the governing board will determine pay recommendations by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The governing board will also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of first year.

16. Application to be Paid on the Upper Pay Range

All qualified teachers are entitled to apply to be paid on the upper pay range. Teachers can apply to be paid on the upper pay range whilst on any spinal point within the main pay range. It is the responsibility of the teacher to decide whether they wish to be paid on the upper pay range.

Application for the upper pay range will only be made once a year using the upper pay

range application form. Applications will be submitted to the teacher's appraiser at their performance appraisal meeting.

Applications should include the results of reviews or appraisals under the 2011 or 2012 regulations. Where this information is not applicable or available, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria should be included.

Applications should contain evidence that:

- is mainly paper based;
- includes a written statement and summary; and
- is clear and provides supporting evidence that demonstrates having met the assessment criteria.

To move a teacher to the upper pay range, the governing board will be satisfied that both of the following criteria have been met, in accordance with the STPCD:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contributions to the school are substantial and sustained.

The governing board will be satisfied that the teacher has met the expectations for progression to the upper pay range if the upper pay range progression criteria has been met successfully during two consecutive performance appraisals.

The appraiser of the teacher, in conjunction with the headteacher, will make the initial decision as to whether the individual's application is successful. The governing board will make the final determination as to whether the individual's application is successful.

Teachers will receive written notification of whether their application has been successful or not within 10 working days of submitting their application, and no later than one month after the initial application.

If unsuccessful, teachers will receive feedback from their appraiser within 15 working days of the decision, and no later than one month after the initial application, outlining the reasons for the decision, as well as future aims and objectives based on the unsuccessful criteria.

If successful, applicants will be moved to the upper pay range from the first day that they receive this entitlement.

The governing board will decide where on the upper pay range an applicant will be placed, in accordance with the individual's performance. Teachers may be placed at different points on the upper pay range with consideration to:

- the nature of the post and the responsibilities require; and

- the level of qualifications, skills and experience of the individual teacher.

17. TLR Payments

TLR 1, 2 or 3 will be clearly defined and 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. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion as set out in the factors below. Riverside School will award TLR considerate of the below factors on project specific roles or roles with applied project-based responsibilities to support or elevate high service delivery levels.

The award may be while the teacher remains in the same post or occupies another post in the temporary absence of the post holder.

Factors

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

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

Before awarding a TLR, the governing board must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition line management responsibility for a significant number of people. The values of TLR must fall within the ranges as set out in the STPCD.

TLRs (as set by the school)	
Band	Allowance £
2	6,068
3	2,090

A teacher may not hold more than one TLR of any value, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

18. SEND Allowance

The governing board has established the following pay scale range for SEND allowances that apply at Riverside School:

SEND	
Band	Allowance £
1	2,787
2	5,497

The governing board will award SEND allowances to all classroom teachers who:

- are successful for any teaching post which requires a mandatory SEND qualification and involves teaching pupils with SEND;
- work in a special school; or
- are required to teach pupils in one or more designated special classes.

The governing board will consider the following factors when awarding SEND allowances and deciding how much will be paid:

- whether any mandatory qualifications are required for the role;
- the qualifications and expertise of the teacher selected for the role; and
- the relative demands of the role.

Teachers with QTS status will be awarded SEND 1 and on completion of their 3rd year of service will receive SEND 2. The governing board will award SEND allowances each month to teachers on the same day that they receive their payment for their responsibilities as a classroom teacher each month.

Teachers will be notified in writing of the amount of SEND allowance they will receive, this is included within Riverside School teacher job advert packs, job description and person specification and within their offer letter.

For UQT staff at Riverside School, a SEND allowance equivalent is awarded. This award is applied on appointment at equivalent. ON successful completion of the third year as UQT the SEND equivalent allowance will be increased to equivalent 2 range as outlined in the table above.

19. Acting Allowances

The governing board will decide whether to award allowances to any teacher who is required to act as headteacher, deputy headteacher or assistant headteacher but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher within the period of four weeks beginning on the day on which such duties are first assigned and carried out.

If the teacher is to be awarded an acting allowance, the payment will be backdated to the day on which they assumed the additional responsibilities.

The teacher will receive an acting allowance which is of such amount as is necessary to ensure that the teacher receives remuneration equivalent to the salary that the governing

board considers to be appropriate.

If the governing board decides to not award an acting allowance, but the teacher continues to be assigned to carry out the duties of a headteacher or deputy/ assistant headteacher (and has not been appointed as an acting headteacher or deputy/ assistant headteacher), the board may at any time after that decision make a further determination as to whether an acting allowance must be paid.

20. Additional Payments

The governing board may decide to award additional payments to teachers in respect of:

- CPD outside of the school day;
- activities relating to the provision of initial teacher training which contribute to the conduct of the school;
- participation in an out of school hours learning activity which was previously agreed between the teacher and headteacher; or
- additional responsibilities and activities which relate to raising educational standards to one or more additional schools.

Additional payments in respect of the above will be worked out at an hourly or daily rate with reference to the teacher's position on their relevant pay scale range. All agreements and additional payments to be made will be documented.

The governing board may decide to make payments or provide such other financial assistance, support or benefits to teachers, as it deems necessary, as an incentive for the recruitment or new teachers and the retention of existing teachers. The governing board will ensure that the amount of retention and recruitment payments teachers will receive is clear, as well as the duration of the payment and the review date after which they may be withdrawn.

Recruitment and retention payments will not be awarded to headteachers, deputy headteachers and assistant headteachers other than as a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to the headteacher or deputy headteacher/ assistant headteacher – including non-monetary benefit – will be taken into account when determining their pay range.

Where the governing board awarded a recruitment or retention benefit to the headteacher, deputy or assistant headteacher under a previous version of the STPCD, subject to review, it is able to continue making the payment at its existing value until such time as the respective pay range is determined under the current STPCD.

Any payment to teachers for residential duties will be determined by the governing board.

The governing board may award additional payments to the headteacher for any temporary responsibilities which are in addition to their duties and the post for which

their pay has been determined.

Additional payments to the headteacher will not exceed the headteacher's annual salary or the maximum of headteacher group 4 by 25 percent, except where the governing board deems there to be exceptional circumstances. The governing board will obtain external independent advice and create a business case where it believes that the headteacher's salary should be increased by above 25 percent.

Where a teacher is temporarily seconded to a post as headteacher in a school causing concern that is not the teacher's normal place of work, and the governing board of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment, the governing board will pay the teacher a lump sum accordingly. This payment will not exceed 25 percent above the maximum of the headteacher group for the school to which the teacher is seconded.

21. Safeguarding Arrangements

The safeguarding provisions outlined in this section, and Part 5 of the TPCD, only apply when:

- a teacher loses their post as a result of the discontinuance of, or a prescribed alteration to, a school, or as the result of the closure or the reorganisation of a school, and takes up a new post on or after 1 January 2006, and is employed by the same authority or where the new post is at a different school;
- the relevant body determines that, because of a change to the school's pay policy or staffing structure, the duties for which the teacher was awarded a TLR1, TLR2 or unqualified teacher's allowance no longer include the responsibility for which the respective allowance was awarded, include a different responsibility, or the responsibility merits an allowance of a lower annual value;
- the relevant body decides to reduce the number of members of the leadership group or teachers paid on the range for leading practitioners; or
- the relevant body decides to lower a pay range applicable to a member of the leadership group or a teacher on the pay range for leading practitioners.

Where a safeguarded sum is payable, the relevant body will notify the teacher in writing within one month of making the decision that a sum is payable. The teacher will be notified of the following information:

- the reason for the decision;
- the date on which the decision will take effect (if known);
- the value of the teacher's pre-safeguarding salary;
- the value of any allowances the teacher was entitled to before the circumstances in the above list took effect;
- the amount of the safeguarded sum or enough information to reasonably determine the maximum amount of the safeguarded sum;
- the date the safeguarding period will end, or the circumstance which will result in

- payment of the safeguarded sum ending; and
- the location of a copy of the school's staffing structure and this policy.

The length of period the safeguarded sum will be paid for will be in accordance with section 32 and 33 of the STPCD.

Where the total of a safeguarded sum exceeds £500, the relevant body will review the teacher's assigned duties and allocate additional duties to the teacher which are reasonably considered to be appropriate and proportionate with the safeguarded sum which exceeds £500.

Where a teacher unreasonably refuses to carry out such additional duties, they will not be paid the safeguarded sum and they will be notified of this decision at least one month before the payments cease.

During the safeguarding period, where a teacher receiving a safeguarded sum in respect of the loss or reduction to an allowance becomes entitled to an allowance or an increased allowance, the safeguarded sum will be reduced by the amount of the allowance, or the increase therein, for as long as the teacher is entitled to the new/ increased allowance.

The safeguarded sum will be reduced by the value of any subsequent TLR or SEND allowance awarded to the teacher, for as long as the teacher is entitled to the TLR or SEND allowance, in the following circumstance: a teacher loses their post as a result of the discontinuance of, or a prescribed alteration to, a school, or as the result of the closure or the reorganisation of a school, and takes up a new post on or after 1 January 2006, and is employed by the same authority or at a school maintained by the same authority.

22. Salary Sacrifice Arrangements

Staff may enter into salary sacrifice arrangements, whereby they sacrifice part of their gross salary in return for the school's agreement to provide a benefit-in-kind (exempt from income tax), under any of the following schemes:

- childcare vouchers;
- cycle schemes; or
- mobile telephone scheme.

Where the teacher participates in any such salary sacrifice arrangement, the teacher's gross salary may be reduced accordingly for the duration of such participation.

Participation in a salary sacrifice arrangement has no effect on the determination of any safeguarded sum to which the staff member is entitled under the STPCD.

23. Appeals Procedure

Procedures for addressing grievances will be in accordance with the ACAS Code of

Practice.

Grievances regarding pay matters will be dealt with in accordance with the school's appeals procedure. The school strives to resolve all potential grievance issues informally.

Teachers have the right to raise formal appeals against pay determinations if they believe that the person or committee by whom the decision was made:

- incorrectly applied the school's pay policy;
- incorrectly applied any provision of the STPCD;
- failed to have proper regard to statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- unlawfully discriminated against the teacher.

Teachers who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher to discuss the reasons for their dissatisfaction.

If the teacher believes the pay determination to be incorrect following their informal meeting, they may make a representation to the pay committee by submitting a formal written statement.

The teacher will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the pay committee. The pay committee will make a final decision and will notify the teacher in writing of the final pay determination.

If the teacher does not agree with the final pay determination, they may appeal the decision to the appeals panel made up of governors. The teacher and their appraiser or the headteacher will have the opportunity to present evidence and witnesses, and question each other regarding the determination. The appeals panel will notify the teacher in writing of the appeals decision and the reasons for this decision. This decision is final and the teacher will not be able to question the determination any further.

24. Monitoring and Review

The governing board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

Any changes made to this policy will be communicated to all members of staff.

Appendix 1 – Professional Responsibilities and Rights of Those on the Leadership Pay Range

The headteacher is responsible for undertaking the following duties, unless otherwise delegated to an appropriate member of staff:

- Providing overall strategic leadership; leading, developing and supporting the strategic direction, vision, values and priorities of the school.
- Developing, implementing and evaluating the school's policies, practices and procedures.
- Leading and managing teaching and learning throughout the school.
- Ensuring that teaching staff are effectively assigned in the school timetable to appropriate classes and groups of pupils.
- Teaching a proportion of timetabled lessons.
- Promoting the safety and wellbeing of pupils and staff.
- Ensuring good order and discipline amongst pupils and staff.
- Leading, managing and developing staff members, including appraising and managing performance.
- Organising and deploying resources within the school.
- Promoting harmonious working relationships within the school.
- Maintaining relationships with organisations representing staff members i.e., union representatives.
- Leading and managing staff with proper regard to their wellbeing and expectations.
- Promoting the participation of staff in relevant CPD.
- Participating in arrangements for the appraisal and review of their own performance, as well as that of other staff members where appropriate.
- Ensuring arrangements are in place for the induction and any required training of staff members.
- Participating in arrangements for their own further training and professional development.
- Consulting and communicating with the governing board, staff members, pupils and parents.
- Collaborating and working with colleagues and other relevant professionals within and beyond the school, including external agencies.

The headteacher is responsible for, and cannot delegate, the following duties:

- Developing clear arrangements for linking appraisal to pay progression.
- Advising the relevant body on pay recommendations for teachers. including in relation to teachers who have applied to be paid on the upper pay range.

The headteacher is entitled to:

- A reasonable amount of time during school sessions, having regard to their teaching responsibilities, for discharging their leadership and management

responsibilities.

- A break of reasonable length during each school day, ensuring that suitable arrangements are in place for a person to assume their responsibilities during this time.

The deputy headteacher is responsible for the following duties:

- Carrying out the professional duties of all teaching staff, as well as those duties particularly assigned by the headteacher.
- Playing a major role under the direction of the headteacher in:
 - formulating the aims and objectives of the school;
 - establishing the policies through which the school's aims and objectives are to be achieved;
 - managing staff and resources; and
 - monitoring progress towards achieving the school's aims and objectives.
- Undertaking any professional duties of the headteacher reasonably delegated by the headteacher.
- Undertaking the professional duties of the headteacher in their absence.

Teachers on the leading practitioner pay range are responsible for the following duties:

- Carrying out the professional duties of all teaching staff, other than the headteacher.
- Undertaking any additional duties relevant to their role in modelling and leading the improvement of teaching skills, as specified in their individual job descriptions.

The deputy headteacher or assistant headteacher, and any teachers on the pay range for leading practitioners are entitled to:

- A break of reasonable length as near to the middle of each school day as is reasonably practicable.
- The same as all members of teaching staff, as outlined in Appendix 2.

The lists within this annex are not specific or exhaustive to a complex SEND setting such as Riverside School, and therefore the service in which leadership and teachers at Riverside are to provide. Responsibilities of the role may differ as appropriate for the address of the needs of the school. The school operates in alignment with the provisions of the STPCD.

Appendix 2 – Professional Responsibilities and Rights of Teachers

All members of teaching staff are responsible for undertaking the following duties:

- Planning and teaching lessons within the context of the school's plans, curriculum and schemes of work to their assigned classes.
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.
- Preparing pupils for external examinations.
- Contributing to the development, implementation and evaluation of the school's policies and procedures, ensuring that the school's values and vision are supported.
- Working with other members of staff and contributing towards curriculum and/or pupil development to secure co-ordinated outcomes.
- Providing cover, only rarely and in situations that are not foreseeable.
- Promoting the safety and wellbeing of pupils.
- Maintaining good order and discipline among pupils.
- Directing and supervising support staff that are assigned to them.
- Participating in arrangements for the appraisal and review of their own performance, and where appropriate, that of other staff members.
- Participating in arrangements for their own further training and professional development and, where appropriate, that of other staff members.
- Participating in arrangements for their own further training and professional development and, where appropriate, that of other staff members, including induction training.
- Communicating with pupils and parents.
- Collaborating and working with colleagues and other relevant professionals within and beyond the school.

Members of teaching staff are entitled to:

- One break of reasonable length, either between lessons or between the hours of 12 noon and 2pm, if they are required to work for more than one lesson during any school day.
- Access to advice, training and developmental opportunities which are appropriate to their needs, including those identified in appraisal objectives.
- A reasonable amount of time during school sessions for discharging their duties, where the teacher has leadership or management responsibilities.
- Not being expected to provide cover for absent staff members, except on rare occasions and where the circumstances are not foreseeable.
- A reasonable amount of management time, where appropriate.
- Teaching no more than 90 percent of the time expected of a teacher at the school. This only applies if the teacher is serving an induction period under the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (as amended).
- Consideration being given to their need for a balance between the time required

to discharge their professional duties and the time required to pursue their personal interests outside work.

- Reasonable periods of PPA time which amount to no less than 10 percent of their timetabled teaching time.
- Be paid, by the LA, any remuneration they may be eligible for by virtue of the STPCD, where the teacher is employed in a school which has a delegated budget.

Members of teaching staff will not be expected to:

- Undertake work on any Saturday, Sunday or public holiday, unless specified in their employment contract.
- Routinely participate in any administrative or clerical tasks which do not call for a teacher's professional skills or judgement. This includes:
 - Managing data and transferring data about pupils into school management systems e.g., Question Level Analysis, or printing electronic records for paper filing.
 - Reformatting data or re-entry of data into multiple systems.
 - Creating or duplicating files and paperwork perceived to be required in anticipation of inspection.
 - Administration or data analysis relating to wraparound care and preparation of food.
 - Administration of public and internal examinations.
 - Collating pupil reports e.g., reports of pupil examination results.
 - Producing and collating analyses of attendance figures.
 - Producing, copying, uploading and distributing bulk communications to parents and pupils.
 - Administration relating to school visits, trips and residential.
 - Administration of work experience, with the exception of selecting placements and supporting pupils.
 - Organising, decorating and assembling the physical classroom space e.g., moving classrooms, moving classroom furniture, putting up and taking down classroom displays.
 - Ordering, setting up and maintaining ICT equipment, software and virtual learning environments.
 - Ordering supplies and equipment.
 - Cataloguing, preparing, issuing, stocktaking and maintaining materials and equipment, or logging the absence of such.
 - Collecting money from pupils and parents.
 - Administration of cover for absent teachers.
 - Co-ordinating and submitting bids.
 - Administration of medical consent forms and administering medication.
 - Taking, copying, distributing or typing up notes or producing formal minutes.
 - Producing class lists or physical copies of context sheets.
 - Keeping and filing paper or electronic records and data.
 - Bulk photocopying.

The lists within this appendix are not specific or exhaustive to a complex SEND setting such as Riverside School, and therefore the service in which leadership and teachers at Riverside are to provide. Responsibilities of roles may differ as appropriate to fulfil the needs of the school. The school operates in alignment with the provisions of the STPCD.

Appendix 3 – Organogram

