



SAINTS PETER AND PAUL
CATHOLIC HIGH SCHOOL

Whole School Pay Policy

Date policy last reviewed: 11/12/25

Signed by:

_____ Principal Date: _____

_____ Chair of governors Date: _____

Last updated: December 25

General Statement

The School Teachers Pay and Conditions Document places a statutory duty on schools and LA's to have a pay policy in place that sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. This document has been produced as a model, which Governing Bodies may wish to adapt, and adopt, to fit the particular needs/circumstances of their school.

Summary of changes to pay and conditions since 2024

The changes in this version of the Document relate to the 2025 pay award, changes relating to the calculation of TLR1 and TLR2 payments (in Section two, paragraphs 20.6-20.8 and 41.1-41.2, and in Section three, paragraphs 40 and 50-51) and the addition of information relating to flexible working (in Section three, paragraphs 89-92)

Contents

	Page
General Statement/Summary of Changes	3
Section One	
1.0 Introduction	7
1.1 Interpretation	8
1.2 Position Statement	8
1.3 Performance management/Appraisal	8
1.4 Pay Reviews/Progression	9
1.5 The Pay Committee	10
1.6 Appeals	10
Section Two	
2.0 Classroom Teachers Pay Range	10
2.1 Teaching and Learning Responsibility Payments	12
2.2 Recruitment and Retention	13
2.3 Special Educational Needs Allowance	13
2.4 General Safeguarding Principals	14
2.5 Residential Duties	14
2.6 Additional Payments	14
2.7 Honoraria	15
2.8 Part time Teachers	15
2.9 Short Notice/Supply Teachers	15
2.10 Unqualified Teachers	16
2.11 Unqualified Teachers Allowance	16
2.12 Leading Practitioners	16
2.13 Post Threshold Teachers	17
2.14 Upper Pay Range	17
Section Three	
3.0 Leadership Group	18
3.1 School Group	18
3.2 Pay Scale	18
3.3 Pay Reviews/Progression	18
3.4 Acting Allowance – Leadership Group	19
3.5 Temporary Payments	19
Section Four	
4.0 Support Staff	19
4.1 Grading	19
4.2 Salaries	20
4.3 Salary on Promotion or Re-grading	20
4.4 Accelerated Increments	20
4.5 Withholding Increments	20

4.6	Support Staff – Additional Duties	20
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Appendices

1	School Staffing Structure and Salary Values	21
2	Pay Appeals Procedure	22
3	Upper pay Range Progression Criteria	23
4	Support staff Pay Scales	24

Section One

1.0 INTRODUCTION

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and/or the recognised trade unions.

The Governing Body has developed this policy using LA advice, the School Teachers' Pay and Conditions Document and Guidance Documents from the Department for Education (DfE).

The Governing Body will seek to ensure that all teaching and support staff are valued and receive proper recognition for their work and their contribution to the school.

In adopting this pay policy the aim is to:

[Insert your school's aims here. For example:

- To maintain and improve the quality of education provided for pupils in the school by having a whole school pay policy, which supports the school's improvement plan.
- To have a staffing structure related to the school's improvement plan.
- To recruit, retain, motivate and develop staff.
- To demonstrate to all staff that the Governing Body is managing and applying its pay policy in a fair, objective and responsible way in a spirit of openness and accountability.
- To meet the statutory requirements of the School Teachers' Pay and Conditions Document.
- To make clear compliance with the following legislation, as amended: the Employment Relations Act 1999 and the Employment Act 2002, The Employment Rights Act 1996, the Part-Time Worker (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and the Equality Act 2010.

Pay decisions at this school are made by the **Governing Body's Pay Committee**

1.1 Interpretation

Where individual academies do not have governing bodies, references in this model policy to the Governing Body should be taken to mean the relevant body to which the power to adopt the pay policy and take pay decisions has been changed.

1.2 Position Statement (2025/26)

The staffing structure of the school, to include, Leadership, Teachers and Support Staff is reviewed regularly.

All teachers employed at Saints Peter and Paul Catholic High School are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time.

- The School Teacher's Pay and Conditions Document currently in force provides the Statutory Conditions of Employment of School Teachers and sets out entitlements to salaries and allowances.
- The Governing Body recognises that the Pay and Conditions of Service for support staff are set out in National and Local Agreements.
- Provide equal opportunity for all staff regardless of gender, race (nationality, national origin, and ethnic origin), disability, age or sexual orientation.
- Make information available to staff about vacant posts, allowances, enhancements, temporary and acting posts.
- Ensure payments are awarded in a fair, equitable and consistent manner to ensure that there are proper pay relativities within the school.
- Are based on the current Job Description of the member of staff involved.
- The Governing Body recognises that the policies can only be applied within the provisions and constraints of the school budget.
- The Governing Body allocates monies each year to meet staffing costs. Additional discretionary assessments/payments will be subject to budgetary provision each year.
- The Governing Body (through the **Pay Committee and the Principal**) will consult fully with members of staff and their professional associations/unions when (re) drafting the pay policy.
- Each member of the staff and the Governing Body will be given a copy of the pay policy.

1.3 Performance Management/Appraisal

This is set out in the schools Appraisal Policies which should be a supportive and developmental process to help teachers carry out their roles effectively and improve professional practice.

At Saints Peter and Paul Catholic High School, pay has been decoupled from appraisal. The only exception being when a member of staff is in capability proceedings.

Schools should ensure that teachers whose performance is unsatisfactory are supported appropriately.

1.4 Pay Reviews/Progression

The Governing body must 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

The Governing body must decide how pay progression will be determined subject to the following recommendations

- (a) A written pay recommendation is required for every teacher following the outcome of the school or authority's appraisal arrangements and, in making its decision, the relevant body must have regard to the recommendation in point b below
- (b) Any school/Governing body that chooses not to retain performance related pay as set out in their pay policy may only decide to withhold progression if a teacher is in capability proceedings
- (c) In the case of an early career teacher (ECTs), the Governing Body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Governing Body must 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 the first year.

The Pay Committee has delegated powers to undertake the annual assessments.

The Governing Body also recognises that it may be necessary to undertake further assessments during the school 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.

1.5 The Pay Committee

The Governing Body delegates to the Pay Committee the power to apply the policy.

Decisions will be communicated to each member of staff by the Principal in writing in accordance with the School Teachers' Pay and Conditions Document 2025. Decisions on the pay of the Principal will be communicated by the chair of the Pay Committee in writing in accordance with the School Teachers' Pay and Conditions Document 2025.

1.6 Appeals

Appeals against pay decisions must meet the requirements of the dispute resolution provisions of employment law. The following process may be adopted by schools as the means by which appeals against pay decisions are considered.

The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made. If the teacher is not satisfied he/she should seek to resolve this by discussing the matter informally with the Vice Principal within ten working days of the decision.

Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow the formal appeals process.

The teacher should set down in writing the grounds for questioning the pay decision and send it to the Vice Principal within ten days of the outcome of the discussion referred to above. The Vice Principal will convene a hearing within ten working days of receipt of the letter questioning the pay decision. The teacher has the right to be accompanied by a colleague or union representative at the hearing. Following the hearing the employee will be informed in writing by the Vice Principal of the decision and the right to appeal.

The appeal will be heard by the Pay committee within 20 working days of the receipt of the written appeal notification. The teacher has the right to be accompanied by a colleague or union representative. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reason for the decision.

1.7 Guaranteed Planning and Preparation Time

All teachers who participate in the teaching of pupils are entitled to reasonable periods of Planning, Preparation and Assessment (PPA) time as part of the 1265 hours or pro rata equivalent (as the case may be) referred to in the STPCD to enable the discharge of the professional responsibilities of teaching and assessment. PPA time must be provided in units of not less than half an hour during the school's timetabled teaching week and must amount to not less than 10% of the teacher's timetabled teaching time. Where reasonably appropriate and agreed by both the individual teacher and the headteacher, PPA can be taken in one weekly unit and it can be taken away from the school site. A teacher must not be required to carry out any other duties during the teacher's PPA time.

Section Two

2.0 Classroom Teachers Pay

A teacher on the main pay range will be paid such salary within the following pay range for teachers;

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Main Pay Range		
Min M1	£31,650	£32,916
M2	£33,483	£34,823
M3	£35,674	£37,101
M4	£38,034	£39,556
M5	£40,439	£42,057
Max M6	£43,607	£45,352

There is no assumption that a teacher will be paid at the same rate as they were being paid at a previous school.

On appointment the Governing Body is committed to the principle of portability and will apply this principle along with a range of other factors including:

- previous teaching experience.
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

September 2025 Pay Award

The school recognises the recommendation of the STRB to individual salaries, pay ranges and allowances, and how to take account of the uplift to the national framework in making individual pay progression decisions.

Specifically:

- In line with the recommendations in the STRB's 35th Report, 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.

2.1 Teaching and Learning Responsibility Payments (TLRs)

The Governing Body may award a TLR to a classroom teacher, subject to the criterion set out in the School Teachers' Pay and Conditions Document 2025.

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

The values of the TLRs from 1st September 2025 to be awarded are set out below:

Payment 1 (TLR1)	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Min	£9,782	£10,174
Max	£16,553	£17,216
Payment 2 (TLR2)	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Min	£3,391	£3,527
Max	£8,279	£8,611
Payment 3 (TLR) (Fixed Term)	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Min	£675	£702
Max	£3,344	£3,478

The Governing Body will only award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent temporary TLR3

Where a TLR is awarded to a part-time teacher it will be paid on a pro-rata basis.

The Governing Body recognises that TLR1 and TLR2 Payments should be safeguarded as detailed in the School Teachers' Pay and Conditions Document 2025.

2.2 Recruitment and Retention

The Governing Body reserves the right to make recruitment and retention payments to teachers

It is the agreed policy of this Governing Body to award recruitment and retention incentives in accordance with the School Pay and Conditions Document 2025.

2.3 Special Educational Needs Allowance

The School Teachers' Pay and Conditions Document 2025 enables the payment of an SEN allowance of no less than £2,787 and no more than £5,497 per annum where applicable.

The Governing body will award an SEN Allowance to all teachers who satisfy the statutory criteria and will allocate a higher SEN Allowance to such teachers who have two or more years' experience in the role or in a similar role in a predecessor school or service

2.4 General Safeguarding Principles

Applies to a teacher who loses a post (“the old post”), as a result of;

- (a) the discontinuance of a school;
- (b) a prescribed alteration to, or the reorganisation of, a school; or
- (c) the closure or reorganisation of any other educational establishment or service;

and who then takes up a new post on or after 1st January 2006 (“the new post”) and is employed by the same authority or at a school maintained by the same authority, and in the case of a teacher within paragraph (b) the new post is at a different school.

The Governing Body will operate salary safeguarding arrangements in accordance with the provisions of the School Teachers Pay and Conditions Document.

2.5 Residential Duties

Any payment to teachers for residential duties must be determined by the Governing Body.

The Governing Body does not anticipate that such activity as outlined in the School Teachers’ Pay and Conditions Document will take place at the school during the current school year and therefore will not be exercising this discretion at this time.

2.6 Additional Payments - Teachers

The Governing Body will make payments to all teachers other than a Principal, in respect of:

(a) Initial teacher training activities

Separate/additional ITT payments will only be awarded in exceptional circumstances

(b) Payment For Out Of School Hours Learning Activity

Teachers who agree to provide learning activities outside of the normal school hours (e.g. *breakfast clubs, homework clubs, summer schools etc*) and whose salary does not take into account of such activity will be entitled to a payment

Additional Payments – Principal

The Governing Body will pay the Principal where they agree to provide a service to another school on a temporary basis

The Governing Body recognises that there is a 25 per cent limit on the discretionary payment.

2.7 Honoraria

The Governing Body will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the School Teachers Pay and Conditions Document 2025 for the payment of bonuses or honoraria in any circumstances.

2.8 Part time teachers

Teachers employed on an on-going basis at the school but who work less than a full working day or week is deemed to be part time. The determination of salary for new and existing part-time teachers will be calculated in accordance with the pro rata principle as set out in the School Teachers' Pay and Conditions Document 2025.

2.9 Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. Teachers should be paid for all the hours they are required to be on the school premises. Allowance should be made for non-contact time.

2.10 Unqualified Teachers

An unqualified teacher on the unqualified teacher pay range will be paid such salary within the following pay range for unqualified teachers;

Scale point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Min 1	£21,731	£22,601
2	£24,224	£25,193
3	£26,716	£27,785
4	£28,914	£30,071
5	£31,410	£32,667
Max 6	£33,902	£35,259

The Governing Body will pay unqualified teachers on the above pay scale in accordance with the School Teachers' Pay and Conditions Document 2025.

The Governing Body will only employ unqualified teachers under the following circumstances:

- a) Trainees working towards QTS,

- b) Overseas trained teachers who have not exceeded the four years they are allowed without having QTS, and
- c) Instructors who are people with a particular skill who can be used for so long as a qualified teacher is not available.

There is no assumption that an unqualified teacher will be paid at the same rate as they were being paid at a previous school.

On appointment the Governing Body will determine the starting salary within this range, in making such determinations the Governing Body may take into account a range of factors including;

- a) previous experience (*which could include industrial or commercial training*)
- b) relevant qualifications
- c) time spent working in an occupation relevant to the teacher's work at the school
- d) experience with children/young people

2.11 Unqualified Teachers' Allowance

The Governing Body **will not** pay an unqualified teachers' allowance to unqualified teachers when the governing body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience.

2.12 Leading Practitioners

Leading Practitioner posts are for those teachers whose primary purpose is the modelling and leading improvement of teaching skills.

The Governing Body has not, at this time, appointed a Leading Practitioner post

The Governing Body has established the following pay scale(s) for Leading Practitioner teaching posts paid on the Leading Practitioner Pay Range;

Spine Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Min 1	£50,025	£52,026
2	£51,280	£53,332
3	£52,560	£54,663
4	£53,867	£56,022
5	£55,209	£57,418
6	£56,593	£58,857
7	£58,118	£60,443
8	£59,457	£61,836
9	£60,943	£63,381
10	£62,509	£65,010
11	£64,129	£66,695
12	£65,608	£68,233

Spine Point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
13	£67,247	£69,937
14	£68,925	£71,682
15	£70,639	£73,465
16	£72,518	£75,419
17	£74,182	£77,150
Max 18	£76,050	£79,092

Salary progression will depend on the performance being reviewed annually against previously agreed performance criteria.

2.13 Post Threshold Teachers

The Governing Body will move onto the Upper Pay Spine any eligible teacher who has been successful in the threshold assessment. Teachers who wish to do so should apply for threshold assessment to the Principal by **31st October**.

2.14 Upper Pay Range

Any qualified teacher 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.

Teachers will be eligible for progression to the upper pay range having reached the top of the main pay range. Applications for progression on to the upper pay range may be made once a year and should be carried out in accordance with the schools appraisal policy.

The Governing Body has established the following pay scale(s) for the Upper pay range;

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
Upper Pay Range		
Min U1	£45,646	£47,472
U2	£47,338	£49,232
Max U3	£49,084	£51,048

There is no assumption that a teacher will be paid at the same rate as they were being paid at a previous school.

On appointment the Governing Body is committed to the principle of portability and *will/may apply this principle along with a range of other factors including:

- previous teaching experience.
- the level of qualifications, skills and experience required
- market conditions
- the wider school context

Section Three

3.0 Leadership Group (Head teacher, Deputy Head teacher and Assistant Head teachers)

The pay ranges for the head teacher, deputy head teacher(s) and assistant head teacher(s) will be determined in accordance with the criteria specified in the School Teachers Pay and Conditions Document 2025.

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
L1	£49,781	£51,773
L2	£51,027	£53,069
L3	£52,301	£54,394
L4	£53,602	£55,747
L5	£54,939	£57,137
L6	£56,316	£58,569
L7	£57,831	£60,145
L8	£59,167	£61,534
L9	£60,644	£63,070
L10	£62,202	£64,691
L11	£63,815	£66,368
L12	£65,286	£67,898
L13	£66,919	£69,596
L14	£68,586	£71,330
L15	£70,293	£73,105
L16	£72,162	£75,049
L17	£73,819	£76,772
L18*	£74,926	£77,924
L18	£75,675	£78,702
L19	£77,552	£80,655
L20	£79,475	£82,654
L21*	£80,634	£83,860
L21	£81,441	£84,699
L22	£83,464	£86,803
L23	£85,529	£88,951
L24*	£86,783	£90,255
L24	£87,651	£91,158
L25	£89,830	£93,424
L26	£92,052	£95,735
L27*	£93,400	£97,136
L27	£94,332	£98,106
L28	£96,673	£100,540

Spine point	1 Sept 2024 to 31 Aug 2025	1 Sept 2025 to 31 Aug 2026
L29	£99,067	£103,030
L30	£101,533	£105,595
L31*	£103,010	£107,131
L31	£104,040	£108,202
L32	£106,626	£110,892
L33	£109,275	£113,646
L34	£111,976	£116,456
L35*	£113,624	£118,169
L35	£114,759	£119,350
L36	£117,601	£122,306
L37	£120,524	£125,345
L38	£123,506	£128,447
L39*	£125,263	£130,274
L39	£126,517	£131,578
L40	£129,673	£134,860
L41	£132,913	£138,230
L42	£136,243	£141,693
L43	£138,265	£143,796

* These points and point 43 are the maximum salaries for the eight head teacher group ranges

Points 18*, 21*, 24*, 27*, 31*, 35*, 39* and 43 on the Leadership Pay Range are the salary figures for head teachers at, or moving to, the top of the school group ranges only. These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maxima of the eight head teacher group ranges.

Please also see the pay ranges for headteachers below if you are at the top of a headteacher pay range as indicated above.

Ranges for Headteachers

Group	Range of spine points	Salary range (1 Sept 2024 to 31 Aug 2025)	Salary range (1 Sept 2025 to 31 Aug 2026)
1	L6 – L18	£56,316 - £74,926	£58,569 - £77,924
2	L8 – L21	£59,167 - £80,634	£61,534 - £83,860
3	L11 – L24	£63,815 - £86,783	£66,368 - £90,255
4	L14 – L27	£68,586 - £93,400	£71,330 - £97,136
5	L18 – L31	£75,675 - £103,010	£78,702 - £107,131
6	L21 – L35	£81,441 - £113,624	£84,699 - £118,169
7	L24 – L39	£87,651 - £125,263	£91,158 - £130,274
8	L28 – L43	£96,673 - £138,265	£100,540 - £143,796

3.1 School Group

The Governing Body has determined that the School's head teacher group is group 7.

(This has been determined in accordance with paragraphs 5 to 8 of the School Teachers Pay and Conditions Document 2025)

3.2 Leadership Pay Ranges

The determination of leadership group pay introduced in the 2014 Document should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

The Governing Body must determine a pay range for the headteacher and for deputy headteachers and assistant headteachers in accordance with paragraphs 9.2 to 9.4 of the School Teachers Pay and Conditions Document 2025.

When determining the leadership pay range, the Governing Body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the Governing Body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements of the post. The Governing Body must ensure that there is appropriate scope within the range to allow for performance related progression over time.

The maximum of the deputy or assistant headteacher's pay range must not exceed the maximum of the headteacher group for the school, calculated in accordance with paragraphs 6.1-6.6 or 7.1-7.9 of the STPCD 2025. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances.

- 3.2b All employees, including teachers, have the statutory right to make a request for flexible working from the first day of employment. Schools are expected to have a clear flexible working policy in place, which responds to the needs of both teachers and leaders and the employer and promotes a strategic approach to flexible working within the school. Having a flexible working policy supports consistency and helps ensure schools are complying with their responsibilities under flexible working legislation

3.3 Pay Review/Progression

The Governing Body will review the pay of those in the leadership group (namely Principal, Vice Principal and Assistant Principal) each year who have completed a year of employment since the previous pay determination and, if they determine to do so, to what salary within the relevant pay range determined under paragraphs 4.4, and, where applicable, 5.3 and 9.1. This will usually take place in the autumn term.

The Governing Body must decide how pay progression will be determined in accordance with paragraphs 11.1 and 11.2 of the School Teachers Pay and Conditions Document 2025.

3.4 Acting Allowance

The Governing Body will consider, within four weeks, whether to award an acting allowance where a teacher is assigned and carries out duties of the Principal, Vice Principal and Assistant Principal who acts up to cover the post of Principal.

In the absence of the Principal, the Vice Principal can be required to assume the duties of the Principal; an Assistant Principal cannot, but can agree, to undertake the duties of the Principal.

If the Governing Body determines an acting allowance is to be paid, where a pay range (as the case may be) has been determined, remuneration must not be lower than the minimum of that range.

3.5 Temporary Payments

The Governing Body may award temporary payments to the Principal in accordance with paragraphs 10.1 – 10.4 of the School Teachers Pay and Conditions Document 2025. The total sum of temporary payment must not exceed 25% of the annual salary unless in wholly exceptional circumstances and with the agreement of the Governing Body. The Governing Body must seek external independent advice before producing a business case, seeking such agreement.

Section Four

4.0 Support Staff

The Governing Body determines the number and structure of support staff posts in the school and will review this on a regular basis.

4.1 Grading

The Governing Body has adopted the NJC Job Evaluation scheme for support staff.

4.2 Salaries

Payment to support employees is in accordance with the provisions of the Single Pay Spine and the current National and Local Agreements. The Governing Body will determine the point within the relevant grade, which is to be offered to a candidate upon taking up his/her appointment.

4.3 Salary on Promotion or Regrading

On regrading or promotion to a grade with a higher maximum salary, the employee will normally be paid a salary on the new grade which is one increment above the salary they would have received in the former grade on the effective date of the grading change, or at the minimum point of the new salary grade if this is more than one increment above the former salary.

The Governing Body reserves the right to grant more than one increment or pay at a salary above the minimum on appointment will only be exercised very exceptionally in the case of a regrading.

4.4 Accelerated Increments

The Governing Body will use its discretion when considering any recommendation by the Head Teacher to award accelerated increments to any member of the support staff provided that the maximum of the grade is not exceeded. Accelerated increments will only be considered in exceptional circumstances e.g. especially meritorious work over a sustained period.

4.5 Withholding Increments

The Governing Body is aware that, subject to certain circumstances an increment may be withheld “following an adverse report on an officer” The Governors anticipate that this would only be considered in circumstances where concern had been expressed about a person’s performance.

4.6 Support Staff – Additional Duties

The Governing Body will exercise its discretion in relation to additional duties.

An employee, who temporarily undertakes duties and responsibilities outside of the scope of their grade, may be eligible for payment of an honorarium. This is subject to the approval of the Governing Body. There are two circumstances in which this may become payable;

- a) based upon undertaking the full duties and responsibilities of a higher graded post for a continuous period of four weeks or more or
- b) based upon undertaking a percentage of the duties and responsibilities of a higher graded post over an extended period.