

# Oxford Diocesan Bucks Schools Trust (ODBST)

*"Empowering our unique schools to excel"*



## Pay Policy for Staff in Schools

<b>ODBST Level 1 Statutory Policy:</b>	<b>ALL</b> Schools require this policy with <b>no changes</b> allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools. LGBs will <b>note</b> adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
<b>Other related ODBST policies and procedures:</b>	ODBST Teacher Appraisal Policy ODBST Headteacher Performance Management Policy Guidance ODBST Scheme of Delegation
<b>Committee responsible:</b>	FRAPP
<b>Approved by:</b>	FRAPP
<b>Date Approved:</b>	Summer Term 2025
<b>Review date:</b>	Summer term 2026

In reviewing this policy the Trust Board has had regards to the Equality act 2010 and carried out an equality impact assessment. It is satisfied that no group with a protected characteristic will be unfairly disadvantaged.

## Introduction

1.1. This document sets out the ODBST policy on pay. It is based on Buckinghamshire Council's model pay policy, which was written in consultation with the Teachers' Professional Associations and UNISON and takes into account Milton Keynes Council's Teachers pay policy and pay policy for school support staff. This policy sets out the procedures that apply in setting pay levels for staff in schools and the discretions that the LGB must apply. This policy is underpinned by the following core criteria and this trust/school will:

- comply with legislation as set out in the Schoolteachers' Pay and Conditions Document, the Conditions of Service for Schoolteachers in England and Wales (the Burgundy Book), Bucks Pay employment conditions or Milton Keynes Council terms & conditions for Support Staff protected by TUPE legislation, as applicable. Where any differences of interpretation arise between this policy and the above, the relevant statute will apply.
- abide by all other relevant legislation including compliance with the following legislation: the Employment Relations Act 1999(1), the Equality Act 2010(2), the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(3) and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002(4), and in particular not to discriminate in the application of this policy on the protected characteristics of age, disability, gender reassignment, marriage and civil partnership, maternity and pregnancy, race, religion or belief, sex, sexual orientation or other grounds protected in law (e.g. part-time worker status, trade union membership or HIV positive status).
- have a staffing structure related to the school's stated aims and development plan.
- demonstrate that the LGB is implementing its pay policy in a fair, consistent and responsible way, which does not negatively impact employees that have been absent due to family leave or disability related reasons.

(1) 1999 (c.26).

(2) 2010 (c.15).

(3) S.I. 2000/1551.

(4) S.I. 2002/2034.

## 1. Scope

2.1 This policy applies to all teaching and support staff employed in ODBST schools.

## 2. Roles and Responsibilities

3.1. ODBST Trustees will have overall responsibility for setting pay scales for all staff. The Trust will:

- ensure that timely decisions around pay are made and communicated to Governing Bodies
- ensure that the Pay Policy is published promptly each year for Governing Bodies to adopt it within their school

3.2. The Local LGB and its committees will:

- ensure that all employees and Governors are given clear access to copies of the pay policy including the appendices, the Staffing Structure and any updates
- ensure that its processes are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
- review the staffing structure as necessary based on recommendations from the Headteacher and the ODBST HR team. Where changes are proposed, take into account comments from staff and relevant unions or professional associations
- seek to ensure there is pay relativity between jobs within the school
- delegate authority to its appropriate committees to administer the pay policy on its behalf and to deal with appeals against pay decisions
- agree the school budget and ensure that appropriate funding is allocated for performance pay at all levels.
- review job descriptions regularly and will reconsider the grade if responsibility or accountability is increased
- consider recommendations from the Headteacher on matters relating to pay and grading
- treat information about individual members of staff (including earnings) as confidential in line with requirements the ODBST Data Protection policy which includes regulations under GDPR and the Data Protection Act 2018
- exercise its responsibilities within the constraints of the school's locally managed budget and in accordance with the school's financial and improvement plans
- take advice from the Trust on consulting with employees and relevant unions or professional associations when drawing up the pay policy and during each annual review of the policy
- ensure the Trust HR team is notified of pay decisions within the school
- raise any concerns in relation to the Pay Policy with the ODBST HR team

3.3 The Headteacher will:

- provide job descriptions for all employees, on behalf of the LGB. Job descriptions need to be in place at the time of appointment and will be reviewed on a regular basis with any changes made in consultation with the post holder.

3.4 The Employee will:

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

#### **4. Principles**

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

#### **5. Pay Discretions**

- 5.1. The LGB has discretion over salaries on appointment to posts, awarding of allowances, and performance pay awards. The LGB will decide how to apply these discretions fairly and equitably with the advice of the Headteacher and the ODBST HR team. The criteria will be set out in this policy and all decisions are taken in the context of the School's Development Plan.

#### **6. Consultation**

- 6.1. The LGB will consult with members of staff during each annual review of the pay policy. The Trust will also ensure relevant unions and professional associations have been consulted with, either directly or indirectly via Buckinghamshire Council and/or Milton Keynes Council, where appropriate.

#### **7. Vacant posts**

- 7.1. Information about vacancies including those carrying additional payments or allowances (whether permanent, temporary or acting) will be made known to employees in time for them to apply for posts for which their training and experience are appropriate. The LGB will also ensure that the ODBST HR team is provided with information about any recruitment activities before roles are advertised or filled so that officers can monitor the application of the pay policy.

## **8. Staffing Structure**

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

School to include a staff structure chart at appendix 3

## **9. Appraisal/Performance Management**

- 9.1. All school employees are required to participate in arrangements made for their appraisal, in accordance with their conditions of employment. Reference will be made, in the case of teachers, to the Teachers Appraisal Policy and the relevant legislation.
- 9.2. Relevant information from appraisal/performance review statements will be taken into account by the Headteacher and the LGB in taking decisions and in advising those responsible for taking decisions on the use of any discretion in relation to pay.

## **10. Pay relativity**

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

## **11. Records**

- 11.1. Salary records will be confidential to the individual concerned, the Headteacher, the LGB (excluding Staff Governors) and Officers of the Trust that require such information to perform their role.

## **12. Monitoring the impact of the policy**

- 12.1. The Trust/LGB will monitor the outcomes and impact of this policy, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.

## **Support Employees**

### **13. General**

- 13.1. The LGB will comply with local agreements on employees' Conditions of Service i.e. Bucks Pay, Milton Keynes terms & conditions, National Joint Council for Local Government services and local amendments.
- 13.2. The LGB will determine the range or grade of each post based on the requirements of the role profile and job summary.
- 13.3. The LGB will place all new appointees on a Support Staff Pay Range. Support Staff Pay Ranges are attached at appendix 4.

### **14. Designated First Aiders**

- 14.1. The LGB may determine to pay designated First Aid at Work trained employees a retainer while they are available, qualified and willing to render first aid to employees and, where appropriate and in accordance with risk assessments and school policies, pupils and visitors.

### **15. Support Staff Pay**

- 15.1. The LGB will determine the starting salary within the range and will base this decision on the following criteria:
  - level of experience
  - qualifications
  - added value to the school
  - level of training required to fulfil the needs of the post
  - present salary
  - protection in cases of re-deployment
  - date next increment due
  - formal evaluation
- 15.2. Annual increments are paid on 1st April each year for schools within Buckinghamshire Council boundaries and 1st October each year for schools within Milton Keynes Council boundaries, subject to satisfactory performance. This will be managed through the appraisal process.
- 15.3. Employees newly appointed to ODBST and existing ODBST employees who have been promoted or re-graded must have completed at least 12 month's service in their current role/on their current pay scale before being considered for an incremental increase under the annual process.
- 15.4. The LGB may award merit or accelerated increments within the range at any time. Criteria for such decisions will be:
  - successful completion of job-related examination/qualifications
  - achievement exceeding normal job requirements but at an equivalent level of responsibility

- completion of key tasks to a degree which exceeds line manager's recorded expectations

## **16. Payments for additional duties**

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

## **17. Honoraria**

17.1. The LGB will pay an honorarium where, for an extended period, an employee is asked to undertake:

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

## **18. Handling salary queries**

18.1. If an employee has a query about their salary, they should in the first place seek to resolve the matter informally with the Headteacher. If the matter remains unresolved the grievance procedure could be followed if necessary.

## **Teachers**

### **19. General**

19.1. Trustees will follow the guidelines of the current School Teachers' Pay and Conditions Document ("the document") in implementing the pay policy for teaching staff.

A copy of "the document" is available in school and is also on-line from the DFE website:

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

### **20. Staffing structure**

20.1. The staffing structure sets out the posts within the school. Changes to the structure will only be made with the approval of the LGB, and in consultation with staff, unions and professional bodies where the proposed change has a direct impact on current employees. A copy of the school's staffing structure can be found at Appendix 3.

## **21. Appraisal**

- 21.1. The LGB will ensure that a review against appraisal objectives is undertaken annually in accordance with the Trust's Appraisal Policy for teaching staff.

## **22. Part-time teaching staff**

- 22.1. The LGB will calculate part-time teaching hours in accordance with the provisions of "the document", based on timetabled teaching time. This pro-rata principle means taking the number of hours that the teacher is employed in that capacity during the course of the school's timetabled teaching week as a proportion of the total number of hours in the school's timetabled teaching week.

## **23. Pay Reviews**

- 23.1. The LGB will apply any pay awards as determined by the Trustee Board.
- 23.2. The LGB will ensure that every teacher's salary is reviewed with effect from 1st September each year. A written statement will be provided setting out the teacher's salary and any other financial benefits to which they may be entitled within one month of the determination date. A revised statement will be issued at other times of year to reflect any changes to circumstances or the job description. Where a pay decision leads or may lead to the start of a period of safeguarding, the LGB will give the notification as soon as possible and no later than one month after the date of the determination.
- 23.3. The LGB will apply the pay rates as agreed by Trustees on an annual basis and contained within the Trust's pay policy.

The LGB will apply the pay rates shown in appendix 1 for teaching staff in post or appointed during academic year 2024/25. All other salary decisions will be made following the outcome of appraisal reviews and formal decisions of the LGB.

## **24. Pay Appeals**

- 24.1. A teacher may seek a review of any determination in relation to their pay or any other decision taken by the LGB (or the Trust, committee or individual acting with delegated authority) that affects their pay.
- 24.2. An appeal may be lodged on the grounds that the decision:
- Incorrectly applied this policy
  - incorrectly applied any provision of "the document"
  - failed to have proper regard for statutory guidance
  - failed to take account of relevant evidence
  - took account of irrelevant or inaccurate evidence
  - was biased
  - otherwise unlawfully discriminated against the teacher

This list is not exhaustive.

25.3 The appeal process has 3 stages:

Stage 1: Informal discussion with the appraiser or Headteacher within 10 working days following notification of the decision.

Stage 2: Formal representation to the person or Governor's Committee making the pay determination to be made within 10 working days following the informal discussion in Stage 1.

Stage 3: Formal appeal hearing to an Appeals Panel of Governors within 10 school days of receiving the appeal.

25.4 The decision at Stage 3 will be final.

## **Salary entitlements**

### **26. Leadership Group**

26.1 The LGB will determine those posts that have substantial strategic responsibilities for school leadership. These comprise the Leadership Group and include

- Headteacher
- Deputy Headteacher(s)
- Executive Headteacher (s)
- Assistant Headteacher (s)
- Head of School
- Any other school leadership role

26.2 The LGB will establish, and recommend to the whole LGB for approval, the school group size and appropriate pay ranges for members of the Leadership Group in accordance with the provisions of 'the Document'. The school group size will be recalculated:

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

26.3 After setting the school group size, appropriate pay ranges will be established for each member of the Leadership Group. These individual ranges will be reviewed on a regular basis, but not more than once per year. Once Leaders have reached the top of the pay range, no further incremental increases will be granted unless it is deemed appropriate to re-evaluate and increase the pay range. Any changes to pay ranges must be agreed by the LGB and circumstances leading the re-evaluation and decision documented.

26.4 The LGB will ensure that a review against performance objectives is undertaken annually in accordance with the Trust's appraisal policy. Members of the Leadership

Group must demonstrate sustained high quality of performance, with particular regard to leadership and management, and pupil progress at the school.

26.5 The LGB will consider recommendations made to it following the performance review and will agree an award where there has been clear evidence of sustained high quality performance, satisfactory achievement of all performance objectives and successful performance in accordance with the Teachers Standards or Headteachers Standards, where applicable. Where a teacher has demonstrated exceptional performance for a sustained period over and above their objectives, the LGB may consider an increase greater than one point. In such circumstances there must be clear documented justification with a fair and consistent approach.

26.6 The leadership pay range that the LGB will apply is set out in Appendix 1.

## **27. Headteacher**

27.1 The LGB will set a seven-point pay range from within the range of points for the school group. In doing so the LGB will take into account the following:

- the complexity and challenge of the role
- difficulty in recruiting to the post
- permanent additional responsibilities
- long term provision to other schools

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

27.3 The LGB will consider setting a pay range with a limit of 25% above the top of the assessed Headteacher group range where the committee consider the permanent responsibilities and level of challenge go beyond the assessed pay range. In such cases, written approval will be sought from trustees and the reasons for doing so will be formally noted.

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

## **28. Deputy Headteachers**

28.1 The LGB will set a pay range of five consecutive points for the Deputy Headteacher, taking account of the complexity and challenge of their roles.

28.2 The LGB will carefully consider pay differentials between members of the Leadership Group to ensure fairness and equity. Decisions on pay ranges for Deputy and Assistant Headteachers will be formally noted together with the rationale for the decision.

## **29. Acting up allowances**

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

## **Teaching staff not paid on the leadership pay spine**

## **30. Salary ranges**

30.1 The LGB will pay teaching staff on the following pay ranges:

- the unqualified pay range
- the main pay range
- the upper pay range

## **31. Leading practitioners**

31.1 The LGB will not appoint any Leading Practitioners, i.e. qualified teachers whose primary purpose includes modelling and leading improvement of teaching skills. The LGB recognises that these criteria are entirely separate to the criteria for the awarding of Teaching and Learning Responsibility allowances.

## **32. Qualified teachers**

32.1 All qualified teachers will be placed on the appropriate point of the main pay range, or upper pay range (for post-threshold teachers).

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

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

32.3 Whilst there is no presumption of portability of salaries in the pay and conditions document the LGB will take full account of the relevant previous experience of any newly appointed teacher.

## **33. Unqualified teachers**

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

- A trainee working towards Qualified Teacher Status
- An overseas trained teacher who has not exceeded the four years allowed without having Qualified Teacher Status

- An instructor with a particular skill who will be used only for so long as a qualified teacher is not available
- 33.2 Any such teacher will be employed on a fixed term contract, subject to termly or annual review and will be paid on the Unqualified Range.
- 33.3 Unqualified teachers (including Overseas Trained, teachers trained and qualified in the EEA, Graduate and Registered Teachers) will be paid on the unqualified scale until Qualified Teacher Status is granted/confirmed.

## **Salary progression**

### **34. Annual pay review**

Teaching staff (Main pay range, Upper pay range, Unqualified teachers' pay range)

- 34.1 Across the Trust 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.

Annual pay reviews will take place following a review of performance objectives conducted in accordance with the Trust's teacher appraisal policy. Unless a teacher is subject to the formal capability procedure (in which case pay progress may be withheld), teachers who have achieved their objectives within the specified time frame and have demonstrated they are competent in all elements of the Teachers' standards will be awarded pay progression within the minimum and maximum of their pay range.

- 34.2 Assessments will be properly rooted in evidence which must be documented in the appraisal statement at the end of the cycle.
- 34.3 Where during the course of the appraisal year, it becomes apparent that a teacher may not successfully meet the objectives set, they will be informed of the potential impact for their next pay review and measures will be agreed so there may be a reasonable prospect of achieving the standard required, and therefore pay progression by the conclusion of the process.
- 34.4 The LGB will be able to justify its decision to award no points, one point or more than one point, and will have been advised by the Headteacher before making its decision.
- 34.5 For early career teachers (ECTs), evidence from following the statutory induction process will inform decisions on pay progression. The LGB must ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent the committee from awarding pay progression to ECTs at the end of the first year.

### **35. Movement to Upper Pay Range**

- 35.1 The committee will consider applications from any teacher who wishes to apply to move to the upper pay range. Applications may be made once per academic year and no later than 31 October and may only apply while the teacher holds a post in the school.
- 35.2 The LGB will need to be satisfied that the application supports the following:
- that the teacher is highly competent (teaching must be at least 'good' with elements of 'outstanding' over time) in all elements of the Teachers' Standards.
  - the teacher's achievements and contribution to the school are substantial and sustained. This means a commitment over and above that of main scale teachers to the wider life of the school, including (but not limited to)
    - sharing of teaching expertise with other teachers, such as being a mentor for an ECT, HLTA or a student teacher,
    - enabling teachers from other classes and schools to visit and observe in their classrooms for professional development,
    - having a deep knowledge of the subject they co-ordinate which they share regularly with others and evaluate the impact of,
    - pastoral care for pupils beyond their own class, including pupil behaviour around the school during break times and after school,
    - showing some leadership qualities, communicating effectively with their teams,
    - and setting an example to others by being fully aware of school policies and actively observing them.
- 35.3 In considering the application to support the above the LGB will take account of the two most recent performance management /appraisal reviews, plus any additional evidence the teacher wishes to provide.
- 35.4 The process for making an application is as follows:
- apply in writing to the Headteacher (referencing any additional supporting evidence) by 31st October.
  - the application will be acknowledged, and the name of the assessor will be notified within 5 working days.
  - the application will be assessed, and if successful, a recommendation will be made by the Headteacher to the pay committee for pay to be increased.
  - the LGB's pay committee will ratify the recommendation and notify the teacher of the outcome in writing, ideally within 10 working days where possible, but no later than 1 month, following the decision.
- 35.5 Where the application has been successful, pay movement to at least the minimum point of the Upper pay range will take effect from the start of the academic year in which the application has been made and pay will be back dated to 1st September.
- 35.6 If the application is unsuccessful the LGB will ask the Headteacher to provide feedback and the teacher will be informed of their right to appeal the decision. Oral feedback

should be provided as soon as possible and should be supportive and developmental. The pay appeal process in section 24 will apply.

### **Allowances and additional payments for teaching staff (Main pay range and Upper pay range)**

#### **36. Teaching and Learning Responsibility payments (TLRs)**

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

36.2 The criteria for the award of TLR1 and TLR2 posts are that they must:

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

In addition, the awarding of a TLR1 requires that the significant responsibility referred to above includes line management responsibility for a significant number of people.

36.3 Minimum and maximum rates for each TLR are set out in Appendix 1.

36.4 The following applies to TLR3:

- (i) The LGB may consider awarding a fixed term payment (TLR 3) to a member of staff who is allocated a time limited school improvement project, one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch up support to pupils on learning lost to the pandemic, and where tutoring work that is taking place outside of normal directed hours but during the school day.
- (ii) The level of the TLR 3 payment will be based on the size, complexity and significance of the project but will not be less than the minimum and maximum rates set out in 'the Document'. In deciding the level of allowance payable, the LGB will take account of the job weight of the post and apply objective criteria to ensure fairness and equity. The allowance will not be paid on a pro rata basis and cannot be subject to safeguarding at the end of the time limited period.
- (iii) A teacher in receipt of either a TLR 1 or TLR 2 may also hold a TLR 3 at the same time.

### **37. Special Educational Needs (SEN) allowance**

37.1 Minimum and maximum rates are shown at appendix 1.

37.2 The LGB will award an allowance which will be paid to a classroom teacher in accordance with the provisions below:

An allowance will be awarded to classroom teachers who are:

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

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

- whether any mandatory qualifications are required for the post;
- the qualifications or expertise of the teacher relevant to the post, and
- the relative demands of the post.

### **38. Salary Safeguarding**

38.1 The LGB will ensure that safeguarding provisions set out in the School Teachers' Pay and Conditions document will apply in all relevant cases.

### **39. Additional Payments**

The payment of honoraria to teaching staff is not permitted under the terms of the teachers' pay and conditions document.

39.1 Recruitment and retention incentives and benefits

These can be awarded to any member of the teaching staff (including members of the leadership team). The Headteacher/Principal's benefits should not exceed the limit of the discretionary payment detailed above in paragraph 27.

The Governing Board will pay a benefit to teachers who are newly recruited and meet the following criteria:

- where there has been a shortage of suitable applicants, and
- to teachers who have specific skills and experience that the school need to retain.

When a recruitment and retention allowance is added to the monthly salary, it will be reviewed periodically to ensure it aligns with market conditions and staffing needs. The continuation of these allowances will be subject to a discretionary decision on whether they will be made permanent. Staff will be informed of the allowance amount, the reason for its award, and the date it will be reviewed or ended.

#### 39.2 Salary Sacrifice arrangements

The LGB will provide for staff to participate in these arrangements where the School/Trust operate any salary sacrifice schemes.

#### 39.3 Initial teacher training activities

Any payment for activities related to the provision of initial teacher training as part of the ordinary conduct of the School shall be determined by the LGB taking into account the level of funding available to the School by virtue of its partnership with a higher education institution.

#### 39.4 Out of school hours learning activity

The LGB will pay a teacher who participates in out-of-schools' hours learning activities provided:

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity.
- such activity has taken place outside of the 1,265 (1258.5 in the school year beginning 2022 ) directed hours of working
- the activity requires the exercise of the teacher's professional skills and judgement.
- the basis on which such a payment is made by the school to the teacher is reviewed on a regular basis

A separate contract of employment will be issued for this work. Payment will be based on 1/195 (1/194 in the school year beginning 2022 owing to the additional bank holiday for the state funeral of Queen Elizabeth II) of the teacher's salary, by completion of a supply claim form.

#### 39.5 Payment for continuing professional development

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

- the teacher has been asked by the Headteacher to participate in such activity and has agreed to do so
- the teacher has made a substantial and, where appropriate, regular commitment to such activity
- the activity has taken place outside the 1,265 directed hours of working

- the basis on which the payment is made is reviewed on a regular basis

**40. Short notice/supply teachers (excluding agency workers)**

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

## Appendix 1(a): Teacher and Leadership Pay Scales 2024 – 2025 (England & Wales)

### Unqualified Teacher Pay Range

Scale point	1 Sept 2024 to 31 Aug 2025
1 (Minimum)	£21,731
2	£24,224
3	£26,716
4	£28,914
5	£31,410
6 (Maximum)	£33,902

### Main Pay Scale

Spine point	1 Sept 2024 to 31 Aug 2025
<b>Main pay range</b>	
<u>M1 (Minimum) [1]</u>	£31,650
M2	£33,483
M3	£35,674
M4	£38,034
M5	£40,439
M6 (Maximum)	£43,607
<b>Upper pay range</b>	
<u>U1 (Minimum) [1]</u>	£45,646
U2	£47,338
U3 (Maximum)	£49,084

### Leadership Pay Scale

Spine point	1 Sept 2024 to 31 Aug 2025
<u>L1</u>	£49,781
L2	£51,027
L3	£52,301
L4	£53,602
L5	£54,939
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919
L14	£68,586
L15	£70,293
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552
L20	£79,475
L21	£81,441
L22	£83,464
L23	£85,529
L24	£87,651
L25	£89,830
L26	£92,052
L27	£94,332
L28	£96,673
L29	£99,067
L30	£101,533
L31	£104,040
L32	£106,626
L33	£109,275
L34	£111,976
L35	£114,759
L36	£117,601
L37	£120,524
L38	£123,506
L39	£126,517
L40	£129,673
L41	£132,913
L42	£136,243
L43	£138,265

### Teaching and Learning Responsibilities (TLRs)

	1 Sept 2024 to 31 Aug 2025
<b>Payment 1 (TLR1)</b>	
Minimum	£9,782
Maximum	£16,553
<b>Payment 2 (TLR2)</b>	
Minimum	£3,391
Maximum	£8,279
<b>Payment 3 (TLR) (Fixed term)</b>	
Minimum	£675
Maximum	£3,344

### Special Educational Needs (SEN) Allowances

	1 Sept 2024 to 31 Aug 2025
SEN Minimum	£2,679
SEN Maximum	£5,285

### Ranges for Headteachers

Group	Range of spine points	1 Sept 2024 to 31 Aug 2025
1	L6-L18	£56,316 - £74,926
2	L8-L21	£59,167 - £80,634
3	L11-L24	£63,815 - £86,783
4	L14-L27	£68,586 - £93,400
5	L18-L31	£75,675 - £103,010
6	L21-L35	£81,441 - £113,624
7	L24-L39	£87,651 - £125,263
8	L28-L43	£96,673 - £138,265

## Appendix 1(b): Teacher and Leadership Pay Scales 2024 – 2025 (Fringe)

### Unqualified Teacher Pay Range

Scale point	1 Sept 2024 to 31 Aug 2025
1 (Minimum)	£23,140
2	£25,630
3	£28,123
4	£30,319
5	£32,813
6 (Maximum)	£35,305

### Main Pay Scale

Spine point	1 Sept 2024 to 31 Aug 2025
<b>Main pay range</b>	
<u>M1 (Minimum) [2]</u>	£33,075
M2	£34,974
M3	£37,141
M4	£39,495
M5	£41,870
M6 (Maximum)	£45,037
<b>Upper pay range</b>	
<u>U1 (Minimum) [2]</u>	£47,031
U2	£48,719
U3 (Maximum)	£50,471

### Leadership Pay Scale

Spine point	1 Sept 2024 to 31 Aug 2025
<u>L1 [2]</u>	£51,151
L2	£52,400
L3	£53,675
L4	£54,983
L5	£56,320
L6	£57,693
L7	£59,213
L8	£60,540
L9	£62,019
L10	£63,576
L11	£65,188
L12	£66,665
L13	£68,298
L14	£69,964
L15	£71,665
L16	£73,539
L17	£75,206
L18	£77,051
L19	£78,926
L20	£80,857
L21	£82,825
L22	£84,843
L23	£86,904
L24	£89,033
L25	£91,205
L26	£93,432
L27	£95,708
L28	£98,045
L29	£100,444
L30	£102,901
L31	£105,420
L32	£108,007
L33	£110,656
L34	£113,356
L35	£116,140
L36	£118,977
L37	£121,903
L38	£124,884
L39	£127,890
L40	£131,056
L41	£134,290
L42	£137,623
L43	£139,632

### Teaching and Learning Responsibilities (TLRs)

	1 Sept 2024 to 31 Aug 2025
<b>Payment 1 (TLR1)</b>	
Minimum	£9,782
Maximum	£16,553
<b>Payment 2 (TLR2)</b>	
Minimum	£3,391
Maximum	£8,279
<b>Payment 3 (TLR) (Fixed term)</b>	
Minimum	£675
Maximum	£3,344

### Special Educational Needs (SEN) Allowances

	1 Sept 2024 to 31 Aug 2025
SEN Minimum	£2,679
SEN Maximum	£5,285

### Ranges for Headteachers

Group	Range of spine points	1 Sept 2024 to 31 Aug 2025
1	L6-L18	£57,693 - £76,289
2	L8-L21	£60,540 - £82,006
3	L11-L24	£65,188 - £88,150
4	L14-L27	£69,964 - £94,758
5	L18-L31	£77,051 - £104,377
6	L21-L35	£82,825 - £114,990
7	L24-L39	£89,033 - £126,623
8	L28-L43	£98,045 - £139,632

## Appendix 3 : School Staffing Structure

## Appendix 4: Bucks School Support Staff Pay Ranges 1 April 2024 – 31<sup>st</sup> March 2025

Buckinghamshire Schools Pay Ranges From 1st April 2024 To 31st March 2025						
Range	ISN	Annual salary for 2024/5	Hourly rate	Plus annual leave % for casual workers		
				13.04%	13.48%	14.35%
1A	5	£23,104	£11.98	£13.54		
1B	6	£23,297	£12.08	£13.65		
	7	£23,528	£12.20	£13.79		
	8	£23,760	£12.32	£13.92		
	9	£23,991	£12.44	£14.06		
	10	£24,223	£12.56	£14.19		
2	11	£24,879	£12.90	£14.58		
	12	£25,584	£13.26	£14.99		
	13	£26,294	£13.63	£15.41		
	14	£26,626	£13.80	£15.60		
3	15	£26,961	£13.97	£15.80		
	16	£27,310	£14.16	£16.00		
	17	£27,816	£14.42	£16.30		
	18	£28,302	£14.67	£16.58		
	19	£28,809	£14.93	£16.88		
4	20	£29,295	£15.18	£17.16		
	21	£29,477	£15.28		£17.34	
	22	£30,044	£15.57		£17.67	
	23	£30,591	£15.86		£17.99	
	24	£31,138	£16.14		£18.32	
5	25	£31,645	£16.40		£18.61	
	26	£32,192	£16.69		£18.94	
	27	£32,840	£17.02		£19.32	
	28	£33,448	£17.34		£19.67	
	29	£34,076	£17.66		£20.04	
	30	£34,684	£17.98		£20.40	
6	31	£35,432	£18.37			£21.00
	32	£36,243	£18.79			£21.48
	33	£37,074	£19.22			£21.97
	34	£37,884	£19.64			£22.45
	35	£38,715	£20.07			£22.95
7	36	£39,646	£20.55			£23.50
	37	£40,679	£21.09			£24.11
	38	£41,712	£21.62			£24.72
	39	£42,746	£22.16			£25.34
	40	£43,759	£22.68			£25.94
8	41	£44,873	£23.26			£26.60
	42	£46,048	£23.87			£27.29
	43	£47,223	£24.48			£27.99
	44	£48,418	£25.10			£28.70
	45	£49,593	£25.71			£29.39
9	46	£50,788	£26.32			£30.10
	47	£52,186	£27.05			£30.93
	48	£53,563	£27.76			£31.75
	49	£54,961	£28.49			£32.58
	50	£56,359	£29.21			£33.40
10	51	£57,918	£30.02			£34.33
	52	£59,539	£30.86			£35.29
	53	£61,160	£31.70			£36.25
	54	£62,781	£32.54			£37.21
	55	£64,401	£33.38			£38.17
11	56	£66,082	£34.25			£39.17
	57	£67,784	£35.13			£40.18
	58	£69,465	£36.01			£41.17
	59	£71,086	£36.85			£42.13
	60	£72,464	£37.56			£42.95
12	61	£73,942	£38.33			£43.83
	62	£75,462	£39.11			£44.73
	63	£76,961	£39.89			£45.62
	64	£78,459	£40.67			£46.50
	65	£79,959	£41.44			£47.39

## Local Government Payscale (NJC) from 1<sup>st</sup> April 2024

(Schools within Milton Keynes Council Boundaries)

		<b>01-APR -24 Pay Structure</b>	
<b>Grade</b>	<b>Pay Point</b>	<b>Salary</b>	<b>Hourly Rate</b>
		<b>£</b>	<b>£</b>
<b>O</b>	O3	£102,268	£53.01
	O2	£98,646	£51.13
	O1	£95,024	£49.25
<b>N</b>	N3	£92,609	£48.00
	N2	£88,383	£45.81
	N1	£84,157	£43.62
<b>M</b>	M3	£80,100	£41.52
	M2	£76,440	£39.62
	M1	£72,782	£37.72
<b>L</b>	L3	£69,733	£36.14
	L2	£66,928	£34.69
	L1	£64,855	£33.62
<b>K</b>	K3	£62,415	£32.35
	K2	£60,588	£31.40
	K1	£58,757	£30.46
<b>J</b>	J4	£56,927	£29.51
	J3	£54,490	£28.24
	J2	£52,805	£27.37
	J1	£51,802	£26.85
<b>I</b>	I4	£50,788	£26.32
	I3	£48,710	£25.25
	I2	£47,754	£24.75
	I1	£46,731	£24.22
<b>H</b>	H4	£45,718	£23.70
	H3	£43,693	£22.65
	H2	£42,708	£22.14
	H1	£41,511	£21.52
<b>G</b>	G4	£40,476	£20.98
	G3	£38,626	£20.02
	G2	£37,035	£19.20
	G1	£36,124	£18.72
<b>F</b>	F4	£35,235	£18.26
	F3	£33,366	£17.29
	F2	£31,586	£16.37
	F1	£31,067	£16.10
<b>E</b>	E4	£30,060	£15.58
	E3	£29,093	£15.08
	E2	£28,624	£14.84
	E1	£27,711	£14.36
<b>D</b>	D3	£27,269	£14.13
	D2	£26,409	£13.69
	D1	£25,992	£13.47
<b>C</b>	C2	£25,584	£13.26
	C1	£25,183	£13.05
<b>B</b>	B1	£24,790	£12.85
<b>A</b>	A1	£24,404	£12.65