



Pay Policy

September 2023

Jo Wilby

Approved by the Trustee Board October 2023

Document Table

Document title:	Pay Policy
Author (name & job title):	Jo Wilby, Business Manager
Acknowledgement	
Version number:	V2 September 2023
Date approved:	Approved October 2023
Approved by:	Huntcliff Trustee Board
Date of review:	September 2024

Document History

Version	Date	Author	Note of revisions
V1	January 2022		

INTRODUCTION

1. This policy sets out the framework for making decisions on the pay of all employees in the academy. It takes account of all relevant statutory requirements and is based on a whole academy approach to pay issues.
2. The trustee board recognises its responsibilities under legislation and will comply with all relevant employment and equalities legislation including:
 - Employment Rights Act 1996
 - Employment Relations Act 1999
 - Part-time workers (Prevention of less favourable treatment) Regulations 2000
 - Fixed-term employees (Prevention of less favourable treatment) Regulations 2002.
 - Equality Act 2010
 - The Agency Workers Regulations 2010
 - Education (Academy Teachers' Appraisal) (England) Regulations 2012
 - General Data Protection Regulation via the Data Protection Act 2018
3. This Pay policy aims to achieve the following:
 - Maximise and assure the quality of learning and teaching at this academy
 - Support the recruitment, retention, recognition, reward and motivation of staff
 - Ensure accountability, transparency, objectivity and fairness in the decision-making process.

Note 1: A glossary of terms is available at the end of the policy.

ROLES AND RESPONSIBILITIES

4. Role of the headteacher:
 - Support the trustee board in the management and implementation of this policy, observing all statutory and contractual obligations.
 - Establish a staffing structure which avoids equal pay issues arising and identifies posts with specific teaching and learning responsibilities.
 - Advise the relevant committee on appraisal outcomes and associated pay recommendations for teaching staff.
5. Role of the relevant committee:
 - Determine the establishment and staffing structure of the academy, at least every three years, in line with the academy's development plan.
 - To apply the criteria of this policy in determining the pay of employees, observing all statutory and contractual obligations.
 - Communicate pay decisions to employees, outlining the right of appeal.
 - Communicate pay decisions of the committee to Human Resources (HR) in the form of minutes of the meeting or a written summary, as appropriate.
6. Role of appeal committee:
 - Hear any appeals from employees together with representations from the headteacher and chair of the relevant committee.
 - Communicate final pay decisions to employees.
 - Communicate final pay decisions of the appeal committee to HR in the form of minutes of the meeting or a written summary.

- 6.1 The appeals committee will consist of trustees who have had no prior involvement with the matter. The employee and/or their representatives will have the opportunity to present their case.
- 6.2 For support staff whose posts have been evaluated, the appeals committee will be advised by a member of HR.
7. Role of Human Resources (HR)
- To provide advice, guidance, and support to the headteacher, and/or relevant committee in line with their chosen service level agreement.
 - Communicate decisions on any threshold or leadership changes to an employee's salary, in writing.
 - Notify the relevant payroll provider of any changes to an employee's salary as appropriate.
 - Arrange for a new principal statement of main terms of employment to be sent to an employee as appropriate.
- 7.1 Any additional services provided e.g. attendance at meetings or training will be in keeping with the academy's chosen service level agreement.

RECRUITMENT

Vacant posts

8. When a vacancy occurs, the trustee board will consider whether there is a need to fill the vacancy, on what basis and whether finance is available to fund the post.
9. The trustee board will consider the most appropriate way of advertising vacancies having obtained guidance from HR if appropriate. Vacancies will normally be advertised widely unless filled through redeployment.
10. In the case of a vacancy for the headteacher or deputy/assistant headteacher, a full meeting of the trustee board will take place to agree a recruitment strategy and consider the guidance on reviewing leadership pay in the Academy Teachers' Pay and Conditions Document (STPCD), following the prescribed three stage process:
- Stage 1 – Defining the role and determining the headteacher group
Stage 2 – Setting the indicative pay range
Stage 3 – Deciding the starting salary and individual pay range.
- 10.1 A decision not to advertise one of these posts will only be taken if the trustee board can demonstrate there is good reason not to and will be documented fully.

Job descriptions and employee specifications

11. Job descriptions will be prepared for all posts and will include:
- The post title;
 - The salary grade of the post;
 - The overall purpose of the post;
 - To whom the post holder reports;
 - The persons line managed by the post holder;
 - The generic duties and responsibilities; and
 - The specific duties and responsibilities

12. The job descriptions of employees on teachers' terms and conditions of employment will make reference to the duties as laid down in the STPCD and the relevant professional standards.
13. Support staff job descriptions will be produced on the pro-forma provided by HR and will be evaluated in accordance with the locally agreed version of the job evaluation scheme.
14. Employee specifications will be prepared in advance of advertising vacant posts and used to identify experience, education, training and qualifications, skills and knowledge, personal qualities and working arrangements required of the successful applicant.

TEACHERS' PAY AND CONDITIONS

15. Pay scales and conditions of service for teaching staff are determined by the STPCD, the Conditions of Service for Academy Teachers in England and Wales (Burgundy book) and any locally negotiated terms and conditions, agreed with the recognised trade unions.
16. The trustee board will take account of any pay awards agreed nationally and will apply these as appropriate to the pay scales.

Pay progression based on performance

17. This policy should be read in conjunction with the academy's Appraisal (Teachers) policy which provides details of the arrangements relating to teachers' appraisal in accordance with the Education (Academy Teachers' Appraisal) (England) Regulations 2012.
18. Teachers do not receive automatic increments. Pay progression is based on appraisal recommendations that are linked to the assessment of performance.
19. Appraisal arrangements apply equally to the headteacher and to all qualified and unqualified teachers employed by the academy with the exception of:
 - Teachers on contracts of less than one term;
 - those undergoing induction (*i.e.* *Early Career Teachers (ECTs)*) and
 - those who are the subject of capability procedures.
20. Teachers' appraisal reports will contain pay recommendations and the assessment will be based on the achievement of individual appraisal objectives, the relevant standards, classroom observation and any other evidence agreed in advance with the employee.
21. Achievement towards appraisal objectives and wider performance and development priorities will be reviewed and addressed on a regular basis throughout the year in interim meetings. Teachers will be made aware as soon as possible if their performance to date is likely to result in a recommendation of no pay progression.
22. Where the headteacher has delegated the role of appraiser this role will be normally undertaken in its entirety, including making pay recommendations.
23. Decisions about whether or not to accept a pay recommendation will be made by the relevant committee of the trustee board, having regard to the appraisal report and taking into account advice from the headteacher.
24. Appraisal reports including for the headteacher, will be available for consideration by the relevant committee of the trustee board.

Headteacher

25. The trustee board will be aware that the academy is allocated to a group on the leadership pay spine. The appropriate group is determined from the academy's 'unit score' which is calculated from the number of pupils within different key stages as set out in the STPCD.
26. The trustee board will have determined the Individual Academy Range (ISR) of seven consecutive spine points on the leadership pay spine to assign the headteacher to, prior to advertising the vacancy.
27. In making such pay determinations, the trustee board will take into account:
 - The requirements of the post;
 - any specialist knowledge required for the post;
 - the experience required to undertake the specific duties and responsibilities of the post;
 - and the wider academy context.
28. On appointment the relevant committee will determine the starting salary within the range to be offered to the successful candidate, having regard to the standards framework and pay points adopted. The academy will be under no obligation to match the successful candidate's previous salary.
29. The relevant committee may wish to consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. Where this occurs, it must be ensured that appropriate scope remains to allow for performance related progression over time.
30. Any future increments of the headteacher will be determined, by the relevant committee by 31 December of each year, in accordance with the provisions of the STPCD and with due regard to advice and guidance from the Department of Education (DfE). This includes the requirement for the trustee board to determine performance objectives annually and to review the headteacher's performance against these, having sought external independent advice from an appropriate person or body.
31. The relevant committee may decide to award:
 - One increment for sustained high-quality performance, or;
 - two increments where performance has been exceptional.
 - No pay progression where performance has not been of a sustained high quality or when at the maximum of their pay range.
32. The relevant committee will also consider whether there is a need for any **temporary payments** for clearly time-limited responsibilities or duties that are in addition to the post only. These responsibilities/duties must not have previously been taken into account when determining the headteacher's pay range. The time-limited responsibilities and their temporary nature should be clearly detailed in the minutes of the committee.
33. Where temporary payments are made, the total sum of salary and other payments must not:
 - Exceed the annual salary that is otherwise payable to the headteacher by more than 25% or;
 - Exceed the maximum of the leadership group by more than 25%.

Except in wholly exceptional circumstances, see below.

34. The relevant committee may determine that temporary or other payments be made to a headteacher that exceed the limits above. These may be made in wholly exceptional circumstances when the committee has made a business case and secured the agreement of the trustee board. The trustee board will seek external independent advice before providing agreement. Please speak to HR in these circumstances who will provide advice and/or signpost as appropriate.
35. The business case made by the relevant committee must set out:
 - The reason(s) for a payment which exceeds the limits above,
 - what the exceptional circumstances are and why they have occurred,
 - how long the payment is expected to continue for, including a fixed review date.
36. If the headteacher takes on permanent accountability for one or more additional academy/academies, the trustee board should review the pay range and apply the principles outlined at paragraph 25 to 27.

Other leadership posts (Deputy/assistant headteacher and leading practitioners)

37. The trustee board will have determined a 5-point pay range for each individual leadership post within the approved staffing structure.
38. The determination of the salary has been made in accordance with the STPCD and the associated pay range, with due regard to advice and guidance from the DfE. A post with a designated deputy role in the absence of the headteacher will be remunerated accordingly above the range for other leadership posts.
39. The minimum of the deputy or assistant headteacher's pay should be no less than the highest paid teacher, taking into account any allowances.
40. The maximum of the deputy or assistant headteacher's pay range will not exceed the maximum of the headteacher group for the academy as described at paragraphs 31 and 32. The pay range for a deputy or assistant headteacher will only overlap the headteacher's pay range in exceptional circumstances.
41. On appointment to a leadership post the post holder will normally be appointed on one of the first four points on the ISR.
42. The salary and any movement up the pay spine of leadership posts will be determined, by the relevant committee by 31 October of each year, in accordance with the provisions of the STPCD and with due regard to advice and guidance from the headteacher and DfE.
43. The trustee board may decide to award:
 - One increment for sustained high quality performance, or;
 - two increments where performance has been exceptional.
 - No pay progression where performance has not been of a sustained high quality or when at the maximum of their pay range.

Leading Practitioners

44. The trustee board should determine a pay range for each individual leading practitioner post within the approved staffing structure. The leading practitioner pay range will fall between

points LP1 to LP18 on the Leading Practitioner pay range. This will normally be a range of up to five consecutive points within this pay range.

45. The trustee board may determine that different leading practitioner posts in the same academy are paid on different ranges within the leading practitioner pay range outlined above. The trustee board must ensure that there is appropriate scope within each pay range to allow for performance related progress over time.

Main Pay Scale (MPS) and Upper Pay Spine (UPS)

46. The trustee board has established in this academy that the pay range for teachers on MPS will consist of a six point range and the UPS will be a three point range.

Pay progression

47. In this academy judgements of performance will be made against the extent to which teachers have met their individual appraisal objectives, assessment against the relevant standards, classroom observation and any other evidence agreed in advance with the employee.
48. Evidence from the annual appraisal process should show that as a teacher moves up the pay spines there has been:
 - an increasing positive impact on pupil progress
 - an increasing impact on wider outcomes for pupils
 - improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
 - an increasing contribution to the work of the academy
 - an increasing impact on the effectiveness of staff and colleagues
49. The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of absolute criteria. Appraisal objectives will be made clear and agreed between the employee and appraiser at the beginning of each appraisal cycle. The appraiser and teacher will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives.
50. Teachers will be eligible for a pay increase of one pay point if they meet all their objectives, are assessed as fully meeting the relevant standards and the majority of teaching is assessed as at least good with some teaching being assessed as outstanding.
51. ECTs will be eligible for one pay point progression if they have successfully achieved all ECT standards.
52. Teachers may be eligible for two pay points if they exceed all their objectives, are assessed as fully meeting the relevant standards and the majority of their teaching is assessed as outstanding. This will not apply in the case of teachers making an application to go through threshold where progress will be limited to movement from M6 to UPS1 only.
53. Meeting appraisal objectives in isolation will not automatically mean that pay progression will be awarded. Where a teachers' performance does not demonstrate a sustained level and is below the academy's expectations at that level of post, the trustee board may decide that there should be no pay progression in that year.

54. Where performance has been unsatisfactory a recommendation of no pay progression will be made to the trustee board, and this will normally be dealt with in accordance with the academy's Capability/Disciplinary procedure as appropriate.
55. In the case of long-term absence (for maternity and long term sickness) the appraiser should take account of what it was reasonable for the teacher to achieve, including against objectives, during the time when they were not absent. Situations should be assessed on an individual basis and proportionate objectives should form the basis for the assessment of a teacher's overall performance and associated pay recommendation. In circumstances where a teacher was absent for all or the majority of the previous year's appraisal cycle, the appraiser will look at the general direction of travel in previous appraisal cycles and make a pay recommendation. This would not normally be a recommendation of more than one pay point.

Application to move onto the UPS

56. Teachers employed on the top of the MPS (M6) for one year will be eligible to apply to go through the 'threshold barrier' for potential access to the UPS for teachers. An employee has completed a year for this purpose only if they have completed a period of employment amounting to at least twenty-six weeks in aggregate within the previous academy year.
57. The threshold application is voluntary, and staff should not be forced or discouraged from applying. Teachers will be permitted to make one application in an academic year and evidence from the previous two appraisal cycles in support of this should be submitted no later than the final appraisal review meeting.
58. The application will be discussed at the final appraisal review meeting and an indication of the recommendation the appraiser intends to make to the relevant committee will be confirmed.
59. Teachers whose applications for threshold are approved will be appointed at the bottom of the UPS (UPS1), from the previous 1 September. A decision to approve threshold applications will be applied only to employment in that same academy.
60. Teachers who have successfully passed through the threshold will not be eligible to progress a further pay point until two years have lapsed from the original entry through the threshold barrier.
61. Teachers will be required to meet the criteria set out in the current STPCD, namely that:
 - the teacher is highly competent in all elements of the relevant standards; and
 - the teacher's achievements and contribution to the academy are substantial and sustained.
62. For the purposes of this Pay policy:
 - 'Highly competent' means their own performance is not only good but is also good enough to provide coaching, mentoring and support to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the academy, in order to help them meet the relevant standards and develop their teaching practice.
 - 'Substantial' means of real importance, validity or value to the academy; play a critical role in the life of the academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of

appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

- 'Sustained' means maintained continuously over at least the previous two appraisal cycles.

Payments for IN Service Educational Training (INSET)

63. When agreed in advance, payment will be made:
- (a) To full-time teachers in respect of training undertaken on a day other than any of the 195 days, they would normally be expected to work.
 - (b) To part-time teachers, deputy and or assistant headteachers, in respect of training undertaken that is in addition to the contractual pro rata requirement.
64. The trustee board will also compensate full-time classroom teachers who undertake additional voluntary INSET at weekends or during academy holidays outside the 1265 hours over 195 days on which teachers are required to be available for specified work.
- i) Compensation for teachers will be on the basis of the daily rate for each teacher based on $\frac{1}{195}$ of their particular salary position on the Teachers' pay spine, the unqualified teachers' pay spine or the leadership pay spine.
 - ii) Where part-time teachers participate in voluntary in-service training at weekends or out of academy term-time, payments will be made on the same basis.
 - iii) INSET organised after normal academy hours as 'twilight sessions' will not attract payments under these provisions.
 - iv) Any in-service training undertaken within the 195 days of directed time will not be eligible for any payments under these provisions.
 - v) The basis of payment will be made clear to each teacher.

Part-time teachers

65. The salary and allowances of any person employed as a part-time teacher will be determined in accordance with the 'pro-rata principle' as set out in the STPCD.
66. This principle means that the total remuneration will correspond to the actual time tabled teaching work, including Planning, Preparation and Assessment (PPA) and other non-contact time, excluding breaks, registration, and assemblies. This is then paid as the % of time measured against that of a full time teacher in the academy.
67. The salary and any allowances, **except for Teaching and Learning Responsibilities (TLR) 3s**, of a part-time teacher must be determined in accordance with the pro rata principle.

Unqualified teachers

68. The relevant committee will remunerate an unqualified teacher in accordance with the STPCD.

69. The trustee board will take account of the professional skill level descriptors for qualified teachers in setting the relevant expectations for an unqualified teacher when the salary level overlaps with the pay range of qualified teachers.
70. Unqualified teachers will be eligible for pay progression in accordance with the criteria outlined above for main scale and upper pay spine teachers, as appropriate.
71. Unqualified teachers are not eligible for special educational needs allowances or TLR payments, but the relevant committee may award them an unqualified teachers' allowance in recognition of their responsibilities, qualifications and experience and have discretion to determine the value of that allowance in accordance with the STPCD.

Supply teachers

72. Such teachers employed to work directly by the academy on a day-to-day or other short notice basis will be paid 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
73. Supply teachers employed directly by the academy will be eligible for pay progression in accordance with the criteria outlined above for main scale and upper pay spine teachers, as appropriate.

Allowances

Teaching and Learning Responsibilities (TLRs)

74. TLR payments will be awarded to the holders of the posts indicated in the academy's staffing structure. They may also be paid to teachers occupying a post in the absence of a TLR post holder.
75. TLR payments will be awarded to a teacher on the MPS or UPS where a teacher is required to undertake a sustained additional responsibility for ensuring the continued delivery of high quality teaching and learning for which they are accountable.
76. The criteria for TLR posts are:
 - Duties include a significant responsibility not required of other classroom teachers.
 - Focused on teaching and learning.
 - Requires the exercise of professional skills and judgement.
 - To lead, manage and develop a subject or curriculum area or manage pupil development across the curriculum.
 - Impacts on the educational progress of pupils in addition to own assigned classes.
 - Leads, develops and enhances teaching practice of other staff.
 - TLR1 includes line management responsibility for a significant number of people
77. Teachers can be appointed to any value within the range but where there are different levels of responsibilities this should be justified as outlined in the job description for each post.
78. The trustee board may award a temporary TLR (TLR3) to a post requiring additional duties for a time limited period; for a specific project identified as a priority within the academy development plan or other substantial academy improvement projects; or exceptional one off externally driven responsibilities.
 - 78.1 The value of this TLR3 will be determined on an individual basis according to the complexity and level of responsibility of the role.

78.2 The duration of any TLR3 will not normally exceed a period of three years.

78.3 There will be no safeguarding of any temporary TLR3 payments.

Recruitment/Retention

79. Allowances may be awarded to a value considered appropriate to the recruitment and retention of teachers. The expected duration and expected review date for payments should be made clear at the outset. Payments may cease after review.

80. For those paid on leadership pay ranges, recruitment and retention payments may not be awarded, other than reimbursement for reasonably incurred housing or relocation costs. All other recruitment and retention considerations must be taken into account when determining the pay range. See paragraph 26.

Special Educational Needs (SEN)/Special Educational Needs and Disabilities (SEND)

81. SEN/SEND allowances will be allocated to all teachers who satisfy the statutory criteria contained within the STPCD. Spot points will be established within the given range and will be allocated after taking consideration of

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

No additional criteria apply beyond those in the STPCD.

Honorarium payments

82. Where teachers are covering the duties of the headteacher, the deputy or assistant headteacher, the relevant committee, will, within a four week period of the commencement of undertaking these duties, determine whether or not the post holder will be paid any additional allowance for undertaking them.

SUPPORT STAFF PAY AND CONDITIONS

83. Pay and conditions of service for support staff are determined by the National Joint Council for Local Government Service's National Agreement on Pay & Conditions of Service (the Green book) and any locally negotiated terms and conditions. The pay grades have been locally negotiated within the national scale.

Job descriptions

84. The trustee board will normally adopt and adhere to standard job descriptions provided by HR for support posts. Where the trustee board proposes any variation or new job description, it will be submitted to HR. The job description will then be quality checked and submitted to a panel for evaluation. Any changes to job descriptions will be done in consultation with the employee and their trade union (if requested).

Starting salaries

85. All appointees, regardless of whether they are full-time, part-time, permanent or temporary will start at the minimum point of the grade except where the person to be appointed already receives a basic salary which is greater than or within the grade of the new post.

- 85.1 In such cases the person should normally be appointed to the next higher incremental point, subject always to the maximum point of the grade not being exceeded. If the person is moving jobs on the same grade they will move across on the same point.
86. In determining the basic salary of a candidate, all supplementary payments or allowances, such as regular overtime, bonus, attendance allowances, etc., shall be disregarded. Similarly, no account will be taken of any non-financial benefit.
87. Previous basic salary will not be taken into account, where there is a break in service.
88. Where more than one contract is held at any one time, the salary in the first will not count towards the calculation of salary for a second or subsequent contract unless both are for exactly the same job type i.e. working to the same evaluated job description and grade.
89. Where a person is being appointed to a career graded post and meets all the criteria for a specific grade within the career grade they will be appointed to the minimum point of that specific grade.

Increments

90. If, on or between 2 October and 31 March, a candidate external to the academy is appointed, or their Spinal column point (Scp) increases for whatever reason, the next increment will be payable 12 months after the following 1 April. In all other cases, the next increment will be payable on the following 1 April until the top of the grade or, in the case of career grades, the next bar point is reached.

Re-gradings

91. Where an employee is regraded to a higher grade they will be appointed to the bottom point of the new grade. If they are regraded from a date on or between 2 October and 31 March, the next increment will be payable 12 months after the following 1 April. In all other cases, the next increment will be payable on the following 1 April until the top of the grade or, in the case of career grades, the next bar point is reached.
92. Where the grade goes down, they will be appointed to the top of the new grade.

Temporary employees and casual workers

93. All the provisions stated above will be applied equally to temporary employees as to permanent employees.
94. Casual workers do not work regularly but are engaged on an 'as and when required' basis and will be paid on an hourly basis at the minimum point of the evaluated grade for the job undertaken. The rate of pay will include, as appropriate, any premium payments which would be payable to employees working similar hours, provided that all the qualifying conditions are met. No other national or local conditions of service will apply. An additional allowance of 12.07% of their basic salary will be paid for annual leave.
95. If there is continuous engagement of a casual worker such that they cannot be distinguished from a temporary employee, they will be treated as a temporary employee and the provisions described above applied.

Overtime

96. Employees who are required to work overtime beyond their working week are entitled to receive enhancements on the following basis:

Monday to Saturday	Time and a half
Sundays and Public and Extra Statutory holidays	Double time (min 2 hours)

97. Overtime rates will only be payable to employees on grade 6 up to SCP 20. Overtime rates will not be paid to employees on SCP 20 within grade 7, or above.
98. Part-time employees will only be paid enhanced rates in circumstances where an equivalent full time employee would receive them. E.g. for a part-time employee who normally works Monday to Friday, work up to 37 hours per week Monday to Friday will be paid at plain time; thereafter and at weekends enhanced rates will be payable where applicable.
99. All overtime must be authorised in advance by an appropriate manager unless other arrangements are in place, considering the requirements of the Working Time Regulations, see paragraph 116.

Non Standard Working

104. Enhancements for non-standard working and shift allowances will only be payable to employees up to SCP 20 as follows. Enhanced rates will not be paid to employees on SCP 20 within grade 7, or above.
105. *Weekend working*
Employees who are required to work on Saturday and/or Sunday as part of their normal working week are entitled to the following enhancements:
- | | | |
|----------|-----------------|-------------------------------|
| Saturday | Time and a half | |
| Sunday | Time and a half | (employees above SCP 5) |
| | Double time | (employees at or below SCP 5) |
106. *Night work*
Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8pm and 6am. The night work rate shall be payable where appropriate, in addition to the enhanced rates of pay for work as part of the normal working week, on Saturday and on Sunday.
107. *Bank Holiday working*
Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:
- | | |
|---|----------|
| Time worked less than half the normal working hours on that day | Half Day |
| Time worked more than half the normal working hours on that day | Full Day |

108. *Alternating shifts*

An enhancement equivalent to 10% of basic salary will be payable to employees working alternating shifts providing all of the following criteria are met:

- The total period covered by the shifts is 11 hours or more.
- There are at least 4 hours between the starting time of the earliest and latest shift.
- The number of normal office hours shifts (8am to 6pm) does not exceed half of the shifts in the rota.

109. *Rotating shifts*

An enhancement equivalent to:

- 17% of salary for three shifts on a rota basis including a night shift over 5 or 6 days, or
- 20% of salary for three shifts on a rota basis including a night shift over 7 days will be payable to employees working rotating shifts providing all of the following criteria are met:
 - The total period covered by the shifts is 18 hours or more.
 - At least 4 hours are worked between 8pm and 6am.

110. *Split shifts*

An employee whose normal daily duty necessitates more than one attendance within the same contract, with a continuous break between attendances of not less than two hours, will receive an additional five pence per hour for all hours worked. The payment does not apply in the following circumstances:

- Employees working overtime/additional hours
- Employees called upon to return to work
- Employees engaged on night work.

If a part time academy cleaner who works on split duty basis during academy term works on a continuous duty during a period of academy closure, the five pence addition continues to be paid at the amount payable during term time.

Work of a higher graded post

111. An employee, who is required by their headteacher to undertake the duties and responsibilities of a higher graded post, may be paid in accordance with the grade of the duties and responsibilities temporarily undertaken. The payment of an honorarium will normally be limited to periods in excess of four weeks except when alternative means of providing cover are not available.

112. The amount to be paid will be the minimum of the higher graded post unless the salary of the employee including contractual enhancements/allowances already exceeds the minimum in which case the next incremental point should be used.

113. Honoraria payments where partial duties and responsibilities are undertaken are calculated on the basis of the headteacher's assessment of the percentage of the higher graded work undertaken. This percentage will be applied to the difference between the individual's salary and the minimum point of the higher graded post, unless the salary of the employee already exceeds the minimum in which case the next available incremental point should be used, to calculate the payment to be made.

114. Payment will cease immediately the employee resumes their normal duties.
115. In identifying employees to undertake the duties and responsibilities of a higher graded post the principles of equality of opportunity should apply and expressions of interest sought from the group of employees who could undertake the higher graded duties.

Working time regulations

116. In considering overtime and hours of work in general, the provisions of the Working Time Regulations will be taken into account. The main provisions of the Regulations are as follows:
- i) 48 hours per week maximum (may be averaged over a 17 week period).
 - ii) A daily rest period of at least 11 consecutive hours.
 - iii) An uninterrupted rest period of at least 24 hours per week or 48 hours over a two-week period.
 - iv) Provision for a 20 minute break every 6 hours away from the main work area.
 - v) Night work (defined as any seven hours which include the period 12 midnight to 5.00 am) must not exceed eight hours in any 24 hour period.

Other

117. The trustee board will consult fully with employees (through their trade unions) and with HR when considering any review of this pay policy. This pay policy will be reviewed on an annual basis.
118. Glossary of terms:

Burgundy Book	Conditions of Service for Academy Teachers in England and Wales
DfE	Department for Education
ECT	Early Career Teacher
Green Book	National Joint Council for Local Government Service's National Agreement on Pay & Conditions of Service
HR	Human Resources
INSET	IN Service Educational Training (training days)
ISR	Individual Academy Range
MPS	Main Pay Scale
PPA	Planning, Preparation and Assessment
SCP	Spinal column point
SEN/SEND	Special Educational Needs/Special Educational Needs and Disabilities
STPCD	Academy Teachers' Pay and Conditions Document
TLR	Teaching and Learning Responsibilities
UPS	Upper Pay Spine