



Pay Policy

September 2025

Minsthorpe Community College values diversity and is determined to ensure that everyone is treated fairly, with dignity and respect; where the opportunities we provide are open to all; and that we provide a safe, supportive and welcoming environment - for staff, students and visitors.

Approved by Full Governing Body 7th October 2025



Minsthorpe
Community College



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Section 1



General Principles

Scope of Policy

1. General

1.1 Introduction

The Governing Body recognises the importance of developing a staffing structure and pay policy which promotes the achievement of the objectives contained in the College Strategic Plan.

Staff of the College are the key to effective implementation of the College Strategic Plan and to the provision of a high-quality educational experience for the students. An effective Whole College Pay Policy is an important means of ensuring that the collective and individual contributions of staff to the College's continuing success are recognised, and that all staff are treated equitably.

This policy will operate in conjunction with the Appraisal Policy

This policy recognises that all teachers employed at the College are paid in accordance with the statutory provisions of the STPCD and all associate staff in accordance with the NJC Grading Structure and Terms and Conditions of Employment as may be updated from time to time.

1.2 Staffing Structure

A copy of the Governing Body's agreed Staffing Structure is contained in Appendix 1. This is reviewed by the *Resources Committee* as part of the annual review of the Staff Pay Policy.

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2. Roles & Responsibilities

2.1 The Exercise of Governors' Powers Relating to Pay

The Governing Body has overall responsibility for establishing the College's Pay Policy and for ensuring that it is followed. It considers and approves the overall pay structure for staff being cognisant of the STPCD and NJC Terms and Conditions effective at the time. The Governing Body Committees referred to in this document all have terms of reference as agreed at the October 2011 Full Governors' Meeting. This document is available on 'CIS'.

The Governing Body delegates responsibility for drafting and reviewing the Pay Policy and the College's staffing structure to a *Resources Committee*.

When decisions about the pay of individual members of staff are being made, any committee members who are members of staff will withdraw from the meeting (except the Principal, when the decision does not relate to their salary).

The *Resources Committee* presents its recommendations to the full Governing Body for consideration and approval.

The Governing Body delegates responsibility for implementing the Pay Policy to the *Personnel and Pay Implementation Committee*.

The *Personnel and Pay Implementation Committee* will report its decisions to the next full Governing Body on a confidential basis.



In the case of determining the pay ranges for the Leadership Group and Leading Practitioners the *Personnel and Pay Implementation Committee* will recommend changes to the full Governing Body for approval.

The Governing Body delegates responsibility for considering appeals against decisions of the *Personnel and Pay Implementation Committee* to the *Personnel Appeals Committee*.

The *Personnel Appeals Committee* will report its decisions to the next meeting of the full Governing Body on a confidential basis. Decisions of the *Personnel Appeals Committee* are final.

The Governing Body delegates responsibility for carrying out the appraisal of the Principal to the *Appraisal Committee*.

The *Appraisal Committee* may not (by law) report its decisions to the full Governing Body but must report them to the Chair of Governors and, if requested by the *Personnel and Pay Implementation Committee*, to that Committee to assist them in determining the Principal's pay.

2.2 The Principal

The Principal advises the *Resources Committee* and the *Personnel and Pay Implementation Committee* in the exercise of their duties. This accords with both the Principal's statutory and contractual duties (see STPCD) and the School Governance Regulations.

2.3 Professional Partner

The Governing Body have appointed a Professional Partner to advise the Governing Body on agreeing the Principal's objectives and reviewing performance against those objectives from the previous academic year.

The work of the Professional Partner will include:

- ❑ reading all documents supplied and giving written advice to the Governors appointed to carry out the Principal's appraisal, and to the Principal about the areas on which the appraisal might focus;
- ❑ holding review meetings with the Principal and the appointed Governors;
- ❑ attending the appraisal meeting and carrying out agreed functions; and carrying out agreed post-appraisal work.

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3. Consultation, Notification and Application

3.1 Staff and Trade Union Consultation

The pay policy impacts upon the contract of employment of all staff at the College. As such, the Governing Body undertakes to ensure that there is adequate consultation with staff and appropriate Professional Associations/Trade Unions on any proposed changes. A reasonable timetable for such consultation will be set and adhered to, thereby ensuring that consultation does not become unnecessarily protracted.

The policy will be available to all members of staff via 'CIS'.

3.2 Management Planning and the Pay Policy

All committees mentioned in this document have terms of reference detailed in the document titled 'Governing Body of Minsthorpe Community College – Committees & Selection Panels Terms of Reference'. This document is available to all members of staff via 'CIS'.

The *Resources Committee* will keep the staffing structure of the College, determined in accordance with the Education (Review of Staffing Structures) Regulations 2005, under review. Any such review will take place before



the Governing Body determines the budget for the following year, so as to take into account any recommendations by the *Resources Committee* which carry financial implications.

When the budget has been set the *Personnel and Pay Implementation Committee* will implement the priorities agreed within the College Strategic Plan.

As a component of the annual review, and after completion of the Annual Census, the *Resources Committee* will determine whether pupil number changes are likely to affect the unit total which determines the group size of the College and consequently, whether this will affect the salaries of staff at the College.

The *Personnel and Pay Implementation Committee* will determine the salary levels of individual members of staff at least once a year, in accordance with the STPCD and the NJC Terms and Conditions, the pay policy and in relation to the College Strategic Plan. During this process it will determine the salaries to be paid to all members of staff and will have regard to the differentials between the salaries of the Principal and Assistant Principals and other staff employed at the College.

3.3 Review of the Policy

The Governing Body will review this policy annually, or when circumstances require it and will consult with staff and appropriate Professional Associations as part of such a review. In any event, the policy will be reviewed each time a new School Teachers' Pay and Conditions Document (STPCD) or a revised NJC Terms and Conditions Document is produced.

This policy has been updated in light of the STPCD 2025 and the accompanying non-statutory guidance.

3.4 Relationship with the Appraisal Policy

Information relating to the outcome of appraisals will be used by the *Personnel and Pay Implementation Committee* for Pay Progression decisions.

The Governing Body agrees the College budget and will ensure that appropriate funding is allocated for pay progression at all levels. The Governing Body recognises that funding cannot be used as a criterion to determine progression.

3.5 Confidentiality

Governors recognise the importance of confidentiality when dealing with the pay of individual members of staff: whilst decisions will be minuted, minutes of meetings will be confidential and not open to the public.:

3.6 Access to Records

The Principals shall ensure reasonable access for individual members of staff to their own employment records.

3.7 Pay Differentials

The Governing Body will ensure that there are appropriate pay differentials between posts in the College.

3.8 Parity with other Schools/Colleges

The Governing Body will be sensitive to the relationship of its pay policy with those of comparable schools/colleges in the area/district.



4. The Appeal Procedure

4.1 Reasons for Appealing

The following list includes the possible reasons for seeking a review of a pay determination.

That the *Personnel and Pay Implementation Committee* -

- incorrectly applied any provision of the STPCD
- incorrectly applied any national or local agreement for the grading of associate staff
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

4.2 The Order of Proceedings

An employee may seek a review of any determination in relation to their pay or any other decision taken by the governing body (or a committee or individual acting with delegated authority) that affects their pay as indicated in 4.1.

The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.

If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the Principal within ten working days of the decision. If the Principal is not satisfied, they should seek to resolve this by discussing the matter informally with the Chair of Governors within the same time limits, within another ten working days.

Where this is not possible, or where the employee continues to be dissatisfied, they may follow a formal appeal process.

The employee should set down in writing the grounds for questioning the pay determination from 4.1 above and send it to Chair of the *Personnel and Pay Implementation Committee*, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above. The *Personnel and Pay Implementation Committee* may extend that time limit for good and sufficient reason.

The *Personnel and Pay Implementation Committee* will conduct a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.

Any appeal should be heard by the *Personnel Appeals Committee* that shall consist of a panel of three governors who were not involved in the original determination normally within twenty working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the *Personnel Appeals Committee* will be given in writing, and where the appeal is rejected will include written confirmation of the evidence considered and the reasons for the decision.

A Model Procedure to be followed at an Appeal hearing is attached as Appendix 6.

Section 2

Teaching Staff



5. Teaching Staff

5.1 Introduction

All teachers employed at the College are paid within the pay ranges identified within the current STPCD. A copy of the latest version is available at the following web address:

[School teachers' pay and conditions guidance 2025](#)

All pay related decisions are taken in compliance with The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, The Employment Act 2008 and Equality Act 2010.

5.2 Pay Reviews

The *Personnel and Pay Implementation Committee* will ensure that every teacher's salary is reviewed with effect from 1 September and no later than 30th November each year, except in the case of the Principal which shall be no later than 31 December each year. Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay.

Where a pay determination leads or may lead to the start of a period of safeguarding (as determined by the STPCD), the *Personnel and Pay Implementation Committee* will give the required notification as soon as possible and no later than one month after the date of the determination.

5.3 Notification Arrangements

A written statement will be given within one month after any review setting out the teachers' salary and any other financial benefits to which they are entitled. All decisions will be communicated in writing to each member of staff by the Principal and by the Chair of the Governing Body in relation to the pay of the Principal.

An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

5.4 The Leadership Group

The Principal and Assistant Principal(s) all have substantial strategic responsibilities for college leadership and will be paid a salary on the leadership group pay range detailed in the current STPCD.

5.4.1 Principal

(a) Headteacher Groups and Unit Totals

The Headteacher group to which the College will be assigned will be calculated:

- Whenever it is proposed to appoint a new Principal.
- Whenever the Governing Body sees fit.

The Headteacher group shall be assigned by reference to:

- Mainstream Schools
- Its total unit score which is determined by the number of students on the College register multiplied by the weightings given in the current STPCD.

(b) The Individual School Range

The Governing Body will set an Individual School Range (ISR) of seven points for the Principal within the range of salaries applicable to the Headteacher group of the school as established above. The range shall be determined on the basis of the school size and circumstances. Recruitment and retention difficulties, changes in



responsibilities and the appropriate positioning of other members of the Leadership Group on the pay spine may be taken into consideration.

The minimum of the ISR will be at least one point higher than the maximum of any other leadership pay range in the College.

The ISR will be determined when it is proposed to appoint a new Principal, if the Headteacher Group changes or where the pay ranges of other members of the Leadership Group encroach upon the ISR. The ISR may also be reviewed at any time if the Governing Body considers it necessary to retain the Principal.

A written record shall be made of the ISR decision and rationale. The ISR will be identified within the College's staffing structure.

On appointment the Principal will normally be placed at the minimum of the range, but **the Governing Body may consider placing the successful candidate on a higher point if their existing salary exceeds the minimum of the ISR**. In any event, the Principal on appointment will not be paid above the fourth point of the ISR.

(c) Discretionary Payments

The Appraisal Committee of the Governing Body are responsible for making determinations regarding discretionary payments in accordance with procedures detailed in the STPCD.

5.4.2 Assistant and Associate Assistant Principals

The Assistant and Associate Assistant Principal(s) will be placed on a range of five points. The range shall reflect the weight and challenge of the post, the circumstances of the College and any recruitment difficulties.

The Assistant Principal ranges will be placed above the salary level of the highest paid classroom teacher.

The maximum point of the highest Assistant Principal pay range will be at least one point lower than the minimum point of the ISR

The maximum point of the Assistant Principal pay range will be at least one point lower on the pay scale than the minimum point of the Principal pay range.

The range for Assistant Principals will be determined when it is proposed to appoint a new post holder or where there are significant changes to the responsibilities of the post.

A written record shall be made of all Leadership Group pay ranges. The pay ranges will be identified within the College's staffing structure. The range shall be determined on the basis of the school size and circumstances, recruitment and retention difficulties, changes in responsibilities and the appropriate positioning of other members of the Leadership Group on the pay spine may be taken into consideration. This may be reviewed at any time as a result of changes in any of the circumstances indicated above.

On appointment an Assistant or Associate Assistant Principal will normally be placed at the minimum of the range, but **Governors may consider placing the successful candidate on a higher point if their existing salary exceeds the minimum of the range**. In any event, the Assistant Principal on appointment will not be paid above the third point of the relevant pay range.



5.4.3 Salary Progression for The Leadership Group

The *Personnel and Pay Implementation Committee* will refer to the outcome of appraisals when they determine whether there should be any movement up the pay range.

All members of the Leadership Group must demonstrate sustained high quality of performance, with particular regard to leadership, management and student progress at the College.

Annual pay progression within the range for these posts is not automatic. The *Personnel and Pay Implementation Committee* may decide to move a member of the Leadership Group up the pay range normally by a single point if there has first been a review of performance against appraisal objectives.

A maximum of two points progression may be considered where there is evidence of exceptional performance with particular regard to leadership, management and student progress at the College.

5.5 Qualified Classroom Teachers

5.5.1 Main Pay Range

The Governing Body have decided that there will be 6 pay points within this range:

| | |
|-------|---------|
| MPR 1 | £32,916 |
| MPR 2 | £34,823 |
| MPR 3 | £37,101 |
| MPR 4 | £39,556 |
| MPR 5 | £42,057 |
| MPR 6 | £45,352 |

When appointing new staff to the Main Pay Range, Governors will appoint to one of the six pay points.

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5.5.2 Progression on The Main Pay Range

Classroom teachers will be awarded pay progression on the Main Pay Range following each successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the appraisal cycle and have not been sufficiently addressed through support provided by the college by the conclusion of that process.

5.5.3 Upper Pay Range

The Governing Body have decided that there will be 6 pay points within this range:

| | |
|-------|---------|
| UPR 1 | £47,472 |
| UPR 2 | £48,066 |
| UPR 3 | £48,658 |
| UPR 4 | £49,255 |
| UPR 5 | £49,852 |
| UPR 6 | £51,048 |

When appointing new staff to the Upper Pay Range, Governors will appoint to one of the six pay points.



5.5.4 Application to Move on to the Upper Pay Range

Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

Applications should be submitted during the period September 1st - October 31st for progression on September 1st of that academic year. Pay will be backdated to September 1st where the application is judged to be successful. A teacher may submit one application in any academic year in the period 1st September – October 31st.

As defined in the School Teachers' Pay and Conditions Document 2025, a teacher applying for progression onto the Upper Pay Range must be able to demonstrate that:

- ❑ they are highly competent in all elements of the relevant standards; and
- ❑ their achievements and contribution to the college are substantial and sustained.

As exemplified through evidence provided in the college application form for Upper Pay Range progression Appendix 5.

For the purposes of this pay policy:

- ❑ **'highly competent'** means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give them advice and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the college and help them to meet the relevant standards and develop their own practice.
- ❑ **'substantial'** means of significant importance to the college - contribution to addressing the college priorities identified in the College Strategic Plan; contribution to addressing team priorities as identified in the Curriculum/Cross Curriculum Team's Action Plan; providing a role model for teaching and learning; taking advantage of appropriate professional learning opportunities to develop skills, knowledge and understanding and use the outcomes effectively to improve students' learning; contribution to the effective implementation of college policies and practice and their ongoing development.
- ❑ **'sustained'** means maintained continuously over a period of two years.

Applications for progression to the upper pay range will be assessed by the Principal and a decision notified to the teacher in writing within 20 working days.

If unsuccessful the teacher will be provided with feedback within 5 working days of receiving the decision.

Any appeal against the decision, which should be submitted within 10 working days of receiving feedback, will be considered in line with the appeals procedure set out in Section 4 of this policy.

5.5.5 Progression on The Upper Pay Range

Classroom teachers will be awarded pay progression on the Upper Pay Range following each successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the appraisal cycle and have not been sufficiently addressed through support provided by the college by the conclusion of that process.

5.5.6 Teaching & Learning Responsibility Payments

A Teaching and Learning Responsibility payment ("TLR") may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the College's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he or she is made accountable.



5.5.7 Special Educational Needs Allowance

A SEN allowance of no less than £2787 and no more than £5497 per annum will be considered payable to a classroom teacher by the Governing Body in accordance with paragraph 21 of the STPCD. The value of the allowance will be based on whether any mandatory qualifications are required, other qualifications, experience and expertise relevant for the post and the relative demands of the post. The following criteria will determine whether or not an SEN Allowance is payable for each of the three 'spot' allowances determined by the Governing Body:

| | |
|--------|---|
| £2,787 | This 'spot' allowance will be awarded where a classroom teacher makes a greater contribution to the teaching of students with special educational needs in the College which is significantly greater than that which would be the normal requirement of teachers throughout the College. This will be the case where a teacher's timetable involves teaching more than 50% of SEN designated classes as a percentage of total possible teaching load. A designated SEN class is one where more than 90% of students are identified as SEN and may have an EHCP and the group size is greater than 10 students. |
| £4,136 | This 'spot' allowance will be awarded as above but where the teacher has at least 3 consecutive years recent experience of teaching SEN designated classes within the last 5 years. |
| £5,497 | This 'spot' allowance will be awarded where the teacher's timetable involves teaching more than 80% of SEN designated classes as a percentage of total possible teaching load. A designated SEN class is one where more than 90% of students are identified as SEN and may have an EHCP and the group size is greater than 10 students. The teacher will have at least 5 consecutive years of recent experience of teaching designated SEN classes. |

SEN Allowances will be paid to cover the period of time that a teacher's timetable meets the eligibility criteria above. In-year timetable changes, the annual cycle of timetable changes and fluctuating student numbers may move eligibility in and out of the criteria above.

5.5.8 Leading Practitioners and Core Subject Leading Practitioners

The governing body has determined that there will be 5 pay points within the Leading Practitioner Pay Range:

| | |
|----|--------|
| L5 | 57,137 |
| L6 | 58,569 |
| L7 | 60,144 |
| L8 | 61,534 |
| L9 | 63,070 |

The pay range will be determined having regard to; the nature of the work to be done, the scale of the challenges; and such other criteria as considered appropriate. In addition, when setting the pay range for Leading Practitioners the Governing Body will consider the pay differentials of these posts and their managers.

The governing body has determined that there will be 5 pay points within the Core Subject Leading Practitioner Pay Range:



| | |
|----|--------|
| L3 | 54,393 |
| L4 | 55,747 |
| L5 | 57,137 |
| L6 | 58,569 |
| L7 | 60,144 |

Core Subject/Leading Practitioner's will be awarded pay progression on their pay range following each successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the appraisal cycle and have not been sufficiently addressed through support provided by the college by the conclusion of that process.

5.5.9 Qualified Teacher Learning And Skills

From 1 April 2012, further education teachers who have been awarded QTLS by the Institute for Learning (IfL) and are members of the IfL are recognised as qualified teachers in schools. This will allow them to be appointed to permanent posts in state-maintained schools in England and they will be paid on the qualified teachers' pay scale. They will continue to be recognised as qualified schoolteachers providing they remain a member of the IfL.

5.6 Unqualified Classroom Teachers

5.6.1 Unqualified Pay Range

The governing body will appoint unqualified teachers to a salary within the range set out in the current School Teachers Pay and Conditions Document.

The governing body has determined that there will be 6 pay points within this range:

| | |
|---------|---------|
| Point 1 | £22,601 |
| Point 2 | £25,193 |
| Point 3 | £27,785 |
| Point 4 | £30,071 |
| Point 5 | £32,667 |
| Point 6 | £35,259 |

In line with the recommendations in the STRB's 31st Report, from 1st September 2021, a consolidated award of £250 will be awarded to all teachers whose full-time equivalent basic earnings are less than £24,000.

5.6.2 Progression on the Unqualified Pay Range

Unqualified classroom teachers will be awarded pay progression on their pay range following each successful appraisal review. Reviews will be deemed to be successful unless concerns about standards of performance have been raised with the teacher during the appraisal cycle and have not been sufficiently addressed through support provided by the college by the conclusion of that process.

5.6.3 Unqualified Teachers' Allowance

The *Personnel & Pay Implementation Committee* may 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.



5.6.4 Unqualified Teachers on an Employment Based Route to Teaching

The *Personnel and Pay Implementation Committee* will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' range.

5.6.5 Unqualified Teachers' Obtaining QTS

On gaining qualified teacher status, an unqualified teacher shall transfer to the next pay point on the main pay range for classroom teachers above the sum of their current salary payable on the pay range for unqualified teachers.

5.7 Part-Time Teachers

Teachers employed on a regular basis at the College but who work less than a full working day or week are deemed to be part-time. The Governing Body will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. Part-time teacher's pay will be based on the appropriate fraction of the relevant full time annual salary.

INSET days worked by part-time staff will be based upon their fractional working work, for example:

- ❑ Teacher A works 0.4 (2 days/wk) – INSET Days attendance should be 2 of 5
- ❑ Teacher B works 0.8 (4 days/wk) – INSET Days attendance should be 4 of 5

The days should be agreed between the teacher, their Curriculum Team Leader and Leadership Team Link.

5.8 Supply Teachers

Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

5.9 Other Payments

5.9.1 Continuing Professional Development, Initial Teacher Training Activities and Out-Of-School Learning Activities

The *Personnel and Pay Implementation Committee* may consider payments for continuing professional development, initial teacher training and out of school hours learning activity. Payments shall be calculated on a daily rate of 1/195th (1/1265th hourly rate) the teacher's actual salary.

5.10 Recruitment and Retention Incentives and Benefits

5.10.1 Recruitment and Retention Payment

The governing body may, on the advice of the Principal, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:



- ❑ required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- ❑ required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- ❑ to recognise a teacher's performance which exceeds the college's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

5.10.2 Payment Value

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the college structure and known staffing changes in the future and would normally be within the range £500 - £5,000.

5.10.3 Payment Duration

The duration of the payment will be determined according to the circumstances of the payment. An annual review will be held which may extend the period if appropriate.

5.10.4 Other Retention Benefits

Normally a recruitment or retention payment will be financial, but where appropriate, governors may consider other benefits e.g. relocation expenses, childcare provision etc.

5.10.5 Fees for Work out of College

In the event that a member of staff does professional duties for another body during the normal 'College' working day (195 days per annum):

- ❑ This should be agreed in advance with the Principal/Chair of Governors on the basis that teaching duties can be covered, and other duties performed at other times.
- ❑ They should inform the Finance Team (via Service Desk) of the organisation, contact details and the amount to be invoiced.
- ❑ A fee will then be charged and made payable to Minsthorpe Academy Trust budget. The fee should cover any direct costs to the College arising from the absence from teaching duty (e.g. Cover costs).
- ❑ Any remaining amount will be paid to the member of staff as a bonus payment through normal pay roll, less 30% for normal employer on costs and College administration. The bonus payment will not be paid to the member of staff until the funding is received into college.

NB For work done outside normal working days, teaching staff should claim a fee directly (and take responsibility for tax declaration).

Guidance on fee charging: $\frac{\text{Gross annual salary} + \text{on costs (30\%)}}{195} = \text{DAILY RATE}$

195

Many teachers work as part-time external examiners, verifiers, or moderators as a useful form of personal professional development and because the knowledge and skills they gain are useful to the college and students. Fees are normally paid for this work. It is recommended that where absence is approved with pay, 50% of any fees other than for work done outside of directed time, should be paid to the College/relevant Curriculum Area.



5.10.6 Gatekeeping Guidelines

Please see Appendix 7 – 'Gatekeeping Guidelines – Overtime/Additional Work'.

5.11 Acting Allowances

Teachers who cover all of the duties associated with a post of a higher grade or allowance other than their own for an uninterrupted period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the minimum point on the pay range of the higher-level post and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

Payment will be backdated to the date on which the responsibilities were assumed.



STAFFING STRUCTURE

| | | | |
|--|--|--|---|
| TRUSTEES/GOVERNORS | | | |
| COLLEGE LEADERSHIP TEAM | | | |
| JOINT PRINCIPALS | | | |
| ASSISTANT PRINCIPALS x 5 | | | |
| ASSOCIATE ASSISTANT PRINCIPALS x 5 | | | |
| DIRECTOR OF HR & ASSOCIATE TEAMS | | | |
| TEAM LEADERS | | | |
| TEACHERS PAY & CONDITIONS | | NJC PAY & CONDITIONS | |
| <u>Curriculum Team Leaders</u> (TLR1) Curriculum Team Leaders ← 2 x LP 3 x Core SLP → | <u>Heads of Year</u> (TLR1) Year Team Leadership | <u>Associate Staff Team Leaders</u> Admin IT Services Finance Estates & Facilities | <u>Community Team Leaders</u> Happy Days Children's Centre Sports & Fitness 18 |
| ASSISTANT LEADERS | | | |
| Assistant Curriculum Leaders (TLR2) | Assistant Heads of Year (TLR2) | Responsibility holders within teams | Responsibility holders within teams |
| TEACHING TEAMS | | & COMMUNITY & ASSOCIATE TEAMS | |



TEACHING & LEARNING RESPONSIBILITIES

| Curriculum Team Leaders (TLR1) | | Cross-Curriculum Team Leaders (TLR1) | | | |
|-------------------------------------|---------|--------------------------------------|---------|---|-------|
| English | TLR 1.3 | Head of Year | TLR 1.2 | | |
| Maths | TLR 1.3 | | | | |
| Science | TLR 1.3 | Head of Attendance | TLR 1.2 | | |
| CDM | TLR 1.1 | | | | |
| Languages | TLR 1.1 | Head of Safeguarding | TLR 1.2 | | |
| PE | TLR 1.1 | | | | |
| Creative | TLR 1.1 | | | | |
| History | TLR 1.1 | | | | |
| Geography | TLR 1.1 | | | | |
| D&T | TLR 1.1 | | | | |
| Soc Voc | TLR 1.1 | | | | |
| L4L | TLR 1.1 | | | | |
| Assistant Curriculum Leaders (TLR2) | | | | Assistant Cross-Curriculum Leaders (TLR2) | |
| English | 6 pts | | | Assistant Head of Year | 7 pts |
| Maths | 6 pts | | | | |
| Science | 7 pts | Independent Learning Lead | 3 pts | | |
| L4L | 2 pts | | | | |
| Student Support | 11 pts | | | | |
| History | 2 pts | | | | |
| Geography | 2 pts | | | | |
| D & T | 3 pts | | | | |
| Creative | 2 pts | | | | |
| CDM | 2 pts | | | | |
| PE/Sports | 2 pts | | | | |
| Soc/Voc | 2 pts | | | | |
| Languages | 2 pts | | | | |
| Lead Teacher (any subject) | 5 pts | | | | |



CRITERIA TO SUPPORT RECOMMENDATION FOR ENHANCED PROGRESSION (EP) FOR ALL TEACHING STAFF

All of the following should be taken into consideration when recommending a member of staff for EP. All appraisers should only make such a recommendation after discussion with and agreement from the CTL or Leadership Link (where the appraiser is the CTL).

- ❑ The member of staff has consistently and expertly met all the relevant Teacher Standards)
- ❑ The teacher provides an excellent role model for teaching and learning
- ❑ Teaching skills lead to excellent student outcomes
- ❑ Planning makes a distinctive contribution to the raising of student standards across the college
- ❑ The teacher demonstrates excellent and innovative pedagogical practice that inspires student independence and progress
- ❑ The teacher demonstrates excellent understanding of barriers to learning
- ❑ The teacher has extensive and deep knowledge & understanding of their subjects/curriculum areas and related pedagogy gained, for example, through involvement in wider professional networks associated with their Curriculum Area
- ❑ Takes a lead in planning collaboratively with colleagues in order to promote effective practice
- ❑ The teacher goes above and beyond what is expected of them

All of the above should be sustained over a period of two years (minimum).

Teachers can only be recommended for Enhanced Progression once every two years.

Evidence

It is the responsibility of the teacher being recommended for EP (the appraisee) to ensure that appropriate and relevant evidence is available to support the recommendation. This should be saved in the usual way on SchooliP.

A supporting comment, on behalf of the teacher, should also be made by the appraiser in the appropriate section of SchooliP.

The decision 'panel' will then use this evidence and the above checklist to make a decision.

Teachers have the right to appeal the decision of the panel, please refer to Section 4.2 of this policy.

NB - TLR responsibilities should not be cited as evidence towards EP.



Application Form for Progression to Upper Pay Range

Please provide evidence from the last two appraisal cycles to exemplify your practice as 'highly competent', 'substantial' and 'sustained' in the areas below.

Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
(Standard 1)

Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential. (Standard 2)

Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications. (Standard 3)



Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs. (Standard 4)

| |
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Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them. (Standard 5)

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Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people. (Standard 6)

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Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge. (Standard 7)

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Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally. (Standard 8)

| |
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Plan and teach well-structured lessons, which are observed by other colleagues as models of good practice. (Standard 9)

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Promote collaboration and work effectively as a team member. (Standard 10)

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Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback. (Standard 11)

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Section 3

Associate Staff

Academy Status

Minsthorpe Community College is an Academy. The employer is Minsthorpe Academy Trust.

Job Grades

There are some agreed generic positions. Where the duties and responsibilities of posts in college match those of these generic job specifications then the recommended post titles and grades will apply. The Director of HR & Associate Teams will develop Job and Person Specifications for new posts where a generic job specification does not exist. Advice will be sought, where required, from our HR provider.

Grading of Employees

Associate Staff, including casual staff employed under the Conditions of Service for Local Government Services will be paid on the salary grades G1-G16.

Terms & Conditions

The Governing Body will apply the terms and conditions for Associate Staff as set out in the New Employee Terms & Conditions. These conditions are copied in this document.

Commencing Salary for New Appointees

All new appointees will commence on the minimum of the appropriate grade.

Appraisal

All members of the Associate staff will be subject to Appraisal arrangements as approved by the Governing Body

Incremental Progression

Staff will normally receive an annual increment on 1st April each year until they reach the maximum spinal column point within the salary grade; unless concerns about standards of performance have been raised with the member of staff which have not been sufficiently addressed through support provided by the college. Where an individual commences employment with the college/receives a promotion after 1st October in any year there will be no incremental progression the following April; this will instead take place at the date 6 months from their start date, subject to satisfactory performance and thereafter on 1st April each year as above.

Payment of Acting Allowances

Payment of acting allowances will normally be made where an employee undertakes additional duties for a continuous period exceeding four weeks and ordinarily no more than 6 months.

Overtime

Please see Appendix 7 – 'Gatekeeping Guidelines – Overtime/Additional Work'.



Fees for work out of College

In the event that a member of staff does professional duties for another body during their contracted days:

- ❑ This should be agreed in advance with the Principal/Chair of Governors on the basis that their professional duties can be covered and other duties performed at other times.
- ❑ A fee should be charged and made payable to Minsthorpe Academy Trust budget. The fee should cover any direct costs to the College arising from the absence from their professional duties.
- ❑ Any remaining amount will be paid to the member of staff as a bonus payment through normal pay roll, less 30% for normal employer on costs and College administration

NB For work done outside normal contracted days, support staff should claim a fee directly (and take responsibility for tax declaration).

Guidance on fee charging: $\frac{\text{Gross annual salary} + \text{on costs (30\%)}}{\text{Number of Contracted Days}} = \text{DAILY RATE}$

Associate staff can check their contracted days by reference to 8.2



ASSOCIATE STAFF PAY SCALES FROM APRIL 2025

| Grade | Scale Point | Salary | Hourly Rate |
|-----------|-------------|---------|-------------|
| | | | |
| | | | |
| G2 | 2 | £24,413 | £12.65 |
| | | | |
| | | | |
| G3 | 3 | £24,796 | £12.85 |
| | 4 | £25,185 | £13.05 |
| | | | |
| | | | |
| G4 | 5 | £25,583 | £13.26 |
| | 6 | £25,989 | £13.47 |
| | | | |
| | | | |
| G5 | 7 | £26,403 | £13.69 |
| | 8 | £26,824 | £13.90 |
| | 9 | £27,254 | £14.13 |
| | 10 | £27,694 | £14.35 |
| | 11 | £28,142 | £14.59 |
| | | | |
| G6 | 12 | £28,598 | £14.82 |
| | 13 | £29,064 | £15.06 |
| | 14 | £29,540 | £15.31 |
| | 15 | £30,024 | £15.56 |
| | 16 | £30,518 | £15.82 |
| | 17 | £31,022 | £16.08 |
| | | | |
| G7 | 18 | £31,537 | £16.35 |
| | 19 | £32,061 | £16.62 |
| | 20 | £32,597 | £16.90 |
| | 21 | £33,143 | £17.18 |
| | 22 | £33,699 | £17.47 |
| | 23 | £34,264 | £17.75 |
| | | | |
| G8 | 24 | £35,412 | £18.35 |
| | 25 | £36,363 | £18.85 |
| | 26 | £37,280 | £19.32 |
| | 27 | £38,220 | £19.81 |

| Grade | Scale Point | Salary | Hourly Rate |
|------------|-------------|---------|-------------|
| G9 | 28 | £39,152 | £20.29 |
| | 29 | £39,862 | £20.66 |
| | 30 | £40,777 | £21.14 |
| | 31 | £41,771 | £21.65 |
| | | | |
| G10 | 32 | £42,839 | £22.20 |
| | 33 | £44,075 | £22.85 |
| | 34 | £45,091 | £23.37 |
| | 35 | £46,142 | £23.92 |
| | | | |
| G11 | 36 | £47,181 | £24.46 |
| | 37 | £48,226 | £25.00 |
| | 38 | £49,282 | £25.54 |
| | 39 | £50,269 | £26.06 |
| | | | |
| G12 | 40 | £51,356 | £26.62 |
| | 41 | £52,413 | £27.17 |
| | 42 | £53,460 | £27.71 |
| | 43 | £54,495 | £28.25 |
| | | | |
| G13 | 44 | £55,801 | £28.92 |
| | 45 | £57,139 | £29.62 |
| | 46 | £58,523 | £30.33 |
| | 47 | £59,922 | £31.06 |
| | | | |
| G14 | 48 | £64,690 | £33.53 |
| | 49 | £66,363 | £34.40 |
| | 50 | £67,897 | £35.19 |
| | 51 | £69,596 | £36.07 |
| | 52 | £71,329 | £36.97 |
| | | | |
| G15 | 53 | £73,105 | £37.89 |
| | 54 | £75,048 | £38.90 |
| | 55 | £76,772 | £39.79 |
| | 56 | £78,702 | £40.79 |
| | 57 | £80,654 | £41.80 |
| | | | |
| | | | |



1. Working Hours (up to 37 hours per week)

1.1 Key Principles

All hours between 6.00am and 10.00pm Monday to Friday inclusive will be at plain time.

1.2 Saturdays & Sundays

Time plus one third enhancement (33.33%).

1.3 Nights

Time plus one third enhancement (33.33%) to apply to hours between 10.00pm and 6.00am Monday to Sunday.

This is in addition to any enhanced rate falling on a Saturday or Sunday, e.g. work undertaken from 10pm on Saturday night will be paid at Time plus one third (nights) plus Time plus one third (Saturday) = Time plus two thirds.

1.4 Split Shifts

A split shift is defined as a working arrangement which requires an employee to make two separate journeys from home to work in a 12 hour period whilst undertaking the same job.

In addition, a split shift allowance will only be paid where there are fixed start and finish times in the day, not where an employee is able to work flexibly in order to carry out their duties.

There must be a minimum period of 2 hours between the finish and start times of the 2 periods of attendance.

Enhanced payment of 1% of basic salary per day of the week (i.e. up to 5% for working 5 days on split shifts in the week).

1.5 Shift Premiums (excluding split shifts)

A premium rate up to the rate applied to split shifts (5%) will be applied to reflect the unsocial nature of shifts where there is a difference of at least five hours between start times from one shift to another.

1.6 Bank Holidays

In addition to the time off in lieu, the following is proposed:

Employees contracted to cover hours (shift patterns) over 365 days per year will receive an automatic premium of 2% in recompense for the requirement to work on Bank Holidays. Such employees will therefore not need to claim additional payment for working on a Bank Holiday.

Employees not contracted to cover hours over 365 days per year will receive double time enhancement (i.e. plain time on top of a day's salary) paid on a claiming basis, for each Bank Holiday worked.

Bank holidays being:

Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, August Bank Holiday Monday (or as agreed substitute day for Christmas Day, Boxing Day and New Year's Day).



2. Working Hours over 37 hours per week (Overtime)

2.1 General Overtime Principles

Applies to all employees up to and including Scale Point 23. Overtime will be paid in claiming periods of 15 minutes.

Employees above Scp23 will still be required to work in accordance with the College's Planned Overtime Policy, however, their overtime pay will be as per the principles set out in Sections 2.2, 2.3, 2.4, 2.5 and 2.6 (i.e. paid on the basis of their contractual rate of pay and as such this proposal removes the previous planned overtime rates for employees above Scp28).

2.2 Overtime Hours Immediately Before/After Working Day/Shift

The first half an hour of all overtime hours linked to working hours will be paid at plain time other than those between 10.00pm-6.00am and those on Saturday/Sunday when the appropriate enhanced rate applies

2.3 Employees Recalled to Work

All employees, irrespective of grade, recalled to work outside their normal contractual hours will be paid time plus one third for all hours worked. (Subject to these hours being over and above 37 hours worked in the week).

For hours worked on a Sunday, Time plus two thirds will be applied.

For hours worked on a Saturday between 10pm and 6am, time and two thirds will be applied (i.e. night rate premium is also included).

For hours worked on Sunday between 10pm and 6am, Double Time will be applied (i.e. night rate premium is also included).

2.4 Call-Out

- 1) Employees to be paid at appropriate rate as shown at Section 2.3 where called into work outside their normal contractual hours (i.e. without prior notice).
- 2) A minimum payment of two hours will be paid for the first call out of any one session. Payments for any subsequent call-out within the session will be on the basis of hours worked.

Travelling time from and to home will not be claimable, however all mileage incurred can be claimed in accordance with the College's vehicle mileage scheme at Section 4.

2.5 Overtime on Days 6 and 7

All hours worked on Days 6 and 7 will be paid at time and a third (subject to these hours being over and above 37 hours worked in the week).

However, where a Sunday falls on day 6 or 7 then hours worked on a Sunday will be paid at time and two thirds.

All hours worked between 10.00pm and 6.00am will also be subject to an additional 33.333% premium to recognise night working.



2.6 Bank Holidays (Overtime)

All Bank Holidays attract double time enhancement (i.e. plain time on top of a day's salary) in addition to time off in lieu.

Bank holidays being:

Christmas Day, Boxing Day, New Year's Day, Good Friday, Easter Monday, May Day, Spring Bank Holiday Monday, August Bank Holiday Monday (or as agreed substitute day for Christmas Day, Boxing Day and New Year's Day).

3. Annual Leave

| Entitlement | Number of days | Number of days with 5 years' service | Number of days with 10 years' service |
|-----------------------------------|----------------|--------------------------------------|---------------------------------------|
| Salary up to and including SCP 11 | 26 | 31 | 31 |
| Salary between SCP 12 – SCP 27 | 29 | 31 | 32 |
| Salary SCP 28 and above | 31 | 31 | 34 |

4. Mileage Allowances

4.1 Casual Car User Allowance

29

45p per mile. Review of Amount - In line with Inland Revenue rate changes.

4.2. Motorcycles

24p per mile. Review of Amount - In line with Inland Revenue rate changes.

4.3 Bicycles

20p per mile. Review of Amount - In line with Inland Revenue rate changes.

4.4 Public Transport

Full reimbursement for submitted tickets.

4.5 Training Rates

All College agreed professional and personal development training is deemed to be part of an employee's contractual duties. Therefore, the provisions of Section 4 apply to all mileage incurred whilst undertaking agreed training.

4.6 Parking Fees

All parking fees incurred on College business will be fully reimbursed including those relating to training.



5. Protection of Earnings

Salary protection based on basic contractual pay for a period of two years from date of implementation.

Employees will have their basic salary and contractual remuneration frozen as a cash amount. Protected employees will not receive pay awards or any further increments during the two years of the protection unless the remuneration of the new grade exceeds the protected amount.

If at the end of the two year protection period the employee pay has not caught up to the frozen amount the employees pay will be reduced to the maximum of the salary / wage of the new grade. Where an employee is currently on protection, that will continue for the remainder of its time period following which point the new protection will commence however the two year protection period will be back dated from the date of implementation of the new pay and grading structure.

6. Recruitment Incentive Payment

The need to introduce a recruitment incentive payment is recognised for the following reasons:

- 1) Market factors will from time to time result in the need for the College to pay a supplementary payment in addition to the evaluated rate in order to attract employees.
- 2) Any recruitment incentive payment will be subject to annual review and will not be consolidated into any employee's basic pay.

This ensures payments are given for the appropriate reason at the appropriate rate and not for historic reasons.

7. Other Emoluments

7.1 Training – Reimbursement for Textbooks

An allowance of up to £50 per annum will be paid to cover up to 50% of the cost of text books required to support approved training. Review of Amount – Annually.

7.2 Bicycle Scheme

Up to £1000 irrespective of salary level.

7.3 Casual/Relief Employment Rates of Pay

Appropriate rate for the job to be applied at plain time Monday to Sunday up to 37 hours per week. Only hours worked over 37 hours per week to be paid at the appropriate enhanced rate.

Annual leave accrual to only apply up to 37 hours per week, irrespective of day and time worked.

7.4 Acting Up Payment

Employees who cover all of the duties associated with a post of a higher grade or allowance other than their own for an uninterrupted period of at least 4 weeks will be considered for payment of an acting allowance.

This will normally be the difference between the employee's substantive salary and the minimum point on the pay range of the higher level post and will cover the whole period of acting up during which the employee will be expected to undertake the full range of duties and responsibilities of the post. Payment will be backdated to the date on which the responsibilities were assumed.



8. Other Arrangements

8.1 Notice from Employees

- 1) One months notice for all employees paid up to and including SCP 27.
- 2) Two months notice for all employees paid on SCP 28 and above.

8.2 Term Time Formulas

Where an employee works term-time (190 or 195 days per year) the following formulas are to be applied (based on pro-rata entitlement to Bank Holidays):

| Length of Service | Spinal Column Point | Employee Working All Year | Term-time (not working Inset days) 190 days | Term-time but works 5 Inset days – 195 days |
|-------------------------------------|----------------------------|--|---|---|
| Less than 5 years | Up to and including SCP 11 | 227 days worked 34 days leave including stats | 190 days worked 28 days leave (190/227x34) = 218 weekdays or 43.6 / 52.143 weeks | 195 days worked 29 days leave (195/227x34) = 224 weekdays or 44.8 / 52.143 weeks |
| | SCP 12 to 27 inclusive | 224 days worked 37 days leave including stats | 190 days worked 31 days leave (190/224x37) = 221 weekdays or 44.2 / 52.143 weeks | 195 days worked 32 days leave (195/224x37) = 227 weekdays or 45.4 / 52.143 weeks |
| | SCP 28 and above | 222 days worked 39 days leave including stats | 190 days worked 33 days leave (190/222x39) = 223 weekdays or 44.6 / 52.143 weeks | 195 days worked 34 days leave (195/222x39) = 229 weekdays or 45.8 / 52.143 weeks |
| Over 5 years and less than 10 years | Any SCP | 222 days worked 39 days leave including stats | 190 days worked 33 days leave (190/222x39) = 223 weekdays or 44.6 / 52.143 weeks | 195 days worked 34 days leave (190/222x39) = 229 weekdays or 45.8 / 52.143 weeks |
| Over 10 years | Up to and including SCP 11 | 222 days worked 39 days leave including stats | 190 days worked 33 days leave (190/222x39) = 223 weekdays or 44.6 / 52.143 weeks | 195 days worked 34 days leave (195/222x39) = 229 weekdays or 45.8 / 52.143 weeks |
| | SCP 12 to 27 inclusive | 221 days worked 40 days leave including stats | 190 days worked 34 days leave (190/221x40) = 224 weekdays or 44.8 / 52.143 weeks | 195 days worked 35 days leave (195/221x40) = 230 weekdays or 46 / 52.143 weeks |
| | SCP 28 and above | 219 days worked 42 days leave including stats | 190 days worked 36 days leave (190/219x42) = 226 weekdays or 45.2 / 52.143 weeks | 195 days worked 37 days leave (195/219x42) = 232 weekdays or 46.4 / 52.143 weeks |



8.3 Apportionment of Salaries

The following calculations will be used for employees when calculating additional payments to or deductions from salaries:

FTE Annual Salary / 52.1428 / 37 hours = £xxx (hourly rate) x number of hours payable or recoverable / authorised or unauthorised.

Applies to: Payment of undertaken annual leave upon termination (for whatever reason) of an employee.
 Recovery of overtaken annual leave upon termination (for whatever reason) of an employee.
 Unauthorised unpaid leave.
 Authorised unpaid leave.
 Strike Leave.

FTE Annual Salary / 365 x number of days worked in the month.

Applies to: New starters
 Leavers
 Re-grading
 Additional Duty Payment } payments to be calculated based on the difference between the substantive/old salary and the salary of the higher/new grade.

FTE = Full Time Equivalent (pro-rata arrangements for part-time employees).

8.4 Planned Overtime (referenced in section 2.1)

All overtime for employees above Scale Point 23 should be pre-approved using Form P6 available on CIS©.

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Note: The expectation is that employees above point 23 will generally and occasionally accept some additional hours as part and parcel of their role.

8.5 Annual Leave for Support Staff employed Full-Time

Annual leave will be co-ordinated by the Team Leader.

Priority is business continuity - annual leave therefore needs to be co-ordinated by the Team Leader to ensure this is maintained. Leave in term time is permitted within reason. It is not expected that colleagues will 'save' annual leave with the intention of taking extended periods during term time. Up to 50% of annual leave can be taken in a single block in term time. These can be added to College holidays to create extended leave periods. Annual leave carried over but not used before June the 30th in the following leave period will be lost. In order to assist the Team Leader in planning and maintaining business continuity, leave of 5 days or more should be booked at least one month in advance.

Annual Leave should be taken between 1st April to March 31st. Any leave unused in that leave period must be taken before June the 30th of the following leave year. Request for Annual Leave Forms must be completed. The Team Leader should sign to authorise this.

8.6 Annual Leave for Support Staff Term Time Only

No holidays should be booked during term time.



8.7 Term Time plus 5 days/Term Time plus 10 days.

These are additional workdays which should be agreed with the Team Leader and could be up to the maximum indicated (5 or 10). The College academic year should be used to guide when these days would be most effective e.g. examination results days, INSET days.



1. Before the Meeting

- a) The Complaint shall be heard by a Panel of three Governors.
- b) The College will seek advice from Peninsula and the College's Director of HR & Associate Teams.
- c) The complainant will be allowed to be represented by their trade union representative or fellow worker.
- d) Prior to the hearing the written complaint including all witness statements and any other documentation to be used at the hearing should be submitted to the Clerk to the Appeal Panel by the complainant. The deadline for submitting documentation will be 5 working days prior to the hearing. The Principal should submit their written response to the complaint and documentation within the same timescale to the Clerk to the Appeal Panel.
- e) These documents will be issued to the Panel of Governors before the hearing. The Panel Members will receive the documentation submitted by 2 working days prior to the meeting. Any documents supplied after the date may, or may not be considered by Panel Members on the day of the hearing only.

2. Procedure At The Meeting

2.1

- a) The complainant or representative will state the case detailing the nature of the appeal. Witnesses may be called.
- b) The Principal will have the opportunity to ask questions of the complainant / representative and any witnesses he/she/they have/has called.
- c) The Members of the Governors Panel will have the opportunity to ask questions of the complainant / representative and any witnesses he/she/they have/has called.
- d) The complainant will have the opportunity to make a statement if their Representative has presented the case.

2.2

- a) The Principal will be allowed to respond to the complaint and they may call witnesses.
- b) The complainant or representative will have the opportunity to ask questions of the Principal and any witnesses which have been called.
- c) The Members of the Governors Panel will have the opportunity to ask questions of the Principal and any witnesses which have been called.

2.3

- a) The complainant or representative will have the opportunity to summarise their case, if they so wish.
- b) The Principal will have the opportunity to summarise their case if they so wish.

2.4

The complainant, representative and the Principal will withdraw from the Hearing.

2.5

The Panel will deliberate in private, taking advice as required only recalling the two parties to clear points of uncertainty on evidence already given. If recall is necessary, both parties will return even if only one is concerned with the point giving rise to doubt.

3. After The Meeting

3.1

The decision, together with reasons will be confirmed in writing to the complainant and the Principal as soon as possible after the meeting.



Gatekeeping Guidelines

Additional Work (Teaching Staff) Overtime (Support Staff)

Pay mechanisms exist for additional work/overtime and are detailed in the Staff Pay Policy – Section 5.11.1 (p18) & Section 3 (p31).

These guidelines are designed to support those mechanisms and are a response to managing additional work/overtime payments at a time of diminishing resources whilst ensuring staff are remunerated for such work. Additional work/overtime should be authorised before it is undertaken and if any doubt exists, clarification should be sought.

It is unlikely that these guidelines will exhaustively cover all eventualities because of the diversity of the workforce and the varied nature of the service that staff teams provide and the different terms and conditions for teachers and support staff. They should be seen as a framework.

| Additional Work/Overtime | Applies to | Nature of Additional Work Overtime | Payment | Supporting Guidance Notes |
|--|-----------------|------------------------------------|-------------------|--|
| Trips and visits of an extra-curricular nature at weekends and after College. | All Staff | Voluntary | Unpaid | Since this is unpaid there is no requirement for authorisation but it would be good practice to discuss involvement with team leader. |
| Residential Trips & Visits where part-time teaching staff work on non-contracted days | Teaching Staff | Required | Paid | Authorisation must be sought from relevant Team Leader and cost centre for payment identified. Trip arrangements therefore must factor in this additional cost at the planning stage. |
| Where staff are involved in assessment activities on non-contracted days e.g. Speaking Tests | Teaching Staff | Required | Paid | Authorisation must be sought from relevant Team Leader and cost centre for payment identified. Assessment arrangements therefore must factor in this additional cost at the planning stage. |
| Residential Trips | All staff | Voluntary | Unpaid | As above |
| Residential Trips | Associate Staff | Required | Paid/Time in Lieu | Authorisation must be obtained and cost centre for payment identified. Historically these trips have been Aimhigher related e.g. Oxbridge visits. Time in lieu to be agreed with Team Leader prior to the visit. |



| Additional Work/Overtime | Applies to | Nature of Additional Work Overtime | Payment | Supporting Guidance Notes |
|---|---|--|-------------------|---|
| Attendance on trips or visits as part of the working day where a member of support staff is in a supervisory capacity and their working hours extend beyond what would be their contractual hours | Associate Staff | Required | Paid/Time in Lieu | Authorisation required from Educational Visits Co-ordinator. Additional hours paid as per Staff Pay Policy. Additional hours must be costed into the trip planning and will be deducted from the relevant team's cost centre (capitation). Time in lieu to be agreed with Team Leader prior to the visit. |
| Emergency response e.g. boiler failure, ICT system failure, emergency communication with staff, parents and students(closures) etc. | Key Associate Staff | Emergency Response | Paid | Team leaders to make a judgement as to priority of response and authorise accordingly. Whether staff attend or work remotely, payments will be made as per Staff Pay Policy. |
| Additional hours required to cover leave, sickness, training etc. | All staff | Voluntary | Paid/Time in Lieu | Authorised through Team Leader who is likely to have made the initial request for volunteers to undertake additional hours. This must be kept to a minimum. |
| Booster Sessions, Mentoring, After College revision | Teaching Staff | Directed Time | Unpaid | Directed Time. |
| Marking Exams – Core Subjects | Teachers of Core Subjects | Part of professional assessment responsibilities | Unpaid | Historically arising from 'optional tests' which are now at the discretion of core teams. |
| CPD – bespoke workshop sessions after College | All staff | Voluntary | Unpaid | Voluntary professional development |
| CPD – team focussed and organised around a specialist topic relevant to that team if additional to Inset allocation. | Specific Team | Required by Team Leader | Paid | Authorisation required from LT Link. Hours paid as per Staff Pay Policy and taken from relevant team's cost centre. |
| Extra-curricular enrichment activities | All staff | Voluntary | Unpaid | Since this is unpaid there is no requirement for authorisation but it would be good practice to discuss involvement with team leader. |
| Holiday Revision – e.g. Easter Revision classes | Teaching Staff and T/Time Associate Staff | Voluntary | Paid | Authorisation required from LT link to ensure payments are attributed to correct cost centre and that sufficient funds/external funding is available to cover costs. |
| Summer Schools, Summer Festivals | Teaching & Associate Staff | Voluntary | Paid | Authorisation required from LT link to ensure payments are attributed to correct cost centre and external funding is available to cover costs. |



| | | | | |
|--|----------------------------|-----------|------|---|
| School to School Support (outside of directed hours) | Teaching & Associate Staff | Voluntary | Paid | Authorisation required from LT link to ensure payments are attributed to correct cost centre and that external funding is available to cover costs. |
|--|----------------------------|-----------|------|---|

NB: If the additional work/overtime being considered is outside the scope of any of these scenarios then you must seek advice from your Team Leader in the first instance who may then refer to HR and the Principals

