



SPARKEN HILL
ACADEMY

Pay Policy

2024-25

Approved by	Approval date	Review date
Finance & Personnel Committee	June 2025	Autumn 2025

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1. Introduction

1.1 The Governing Body of Sparken Hill Academy has adopted this Pay Policy on December 2024 together with the guidance and toolkit documents to provide an agreed framework for the exercise of its powers and discretions in relation to all staff employed in the school and paid from within the school budget.

1.2 The Finance & Personnel Committee of the governing body will review and monitor the impact of the pay policy annually with the head teacher. The next review will take place in Autumn 2025.

1.3 All decisions on pay will be approved by the governing body and delegated to the Finance & Personnel Committee. The governing body understands its responsibilities and is committed to taking pay and pay progression decisions in accordance with the relevant conditions of service and principles of public life as listed in DfE guidance: objectivity, openness and accountability.

1.4 The governing body recognises the legal requirements placed upon them by the Education Act 2002 and subsequent legislation together with the current School Teachers' Pay and Conditions Document (STPCD) and the National and Local Conditions of Service for National Joint Council staff (Green Book) and the Education (School Teacher Appraisal) (England) Regulations 2012. The provisions of the STPCD are not statutory for academy schools but are adopted as best practice.

1.5 **2024-25 Policy Update:** From the start of the 2024-25 academic year, the requirement for appraisal objectives and the appraisal process to lead to performance related pay outcomes for teachers and leaders has been removed from the School Teacher's Pay and Conditions Document 2024

(STPCD). This policy has been amended accordingly to minimise workload impact whilst maintaining quality standards. Key points:

a) Pay decisions for the outcome of the 2023-24 academic year continue to be based on performance related pay progression requirements b) For pay decisions from 2024-25 onwards, performance related pay requirements are removed c) Pay progression will not be awarded where serious performance concerns are identified and the teacher is receiving focused support within appraisal or is subject to formal capability procedures

1.6 The policy is based on a 'whole school' approach to pay issues with pay decisions taken in full consideration of the resources available within the overall school budget. The governing body will identify and fully consider the implications of all pay and pay progression decisions, ensuring sufficient provision within the budget for anticipated incremental progression.

1.7 The governing body will use the School Improvement Plan and outcomes from the appraisal process as the starting point for consideration of all pay issues. Pay decisions will be applied consistently, recorded appropriately, and all pay decisions can be objectively justified.

1.8 The governing body recognises its responsibility to consider how to apply cost of living uplifts recommended by the School Teachers Review Body (STRB) and confirmed by the STPCD every year. The governing body will consider and implement cost of living awards for support staff approved by the National Joint Council (NJC).

2. Consultation and Agreement with the Recognised Trade Unions

2.1 The Nottinghamshire School Pay Policy, Guidance and Toolkit are recommended for adoption by all schools who purchase their HR Service from Nottinghamshire County Council.

2.2 The following trade unions have been consulted: NAHT, NASUWT, ASCL, UNISON and GMB. The NEU have been fully consulted and have contributed to the final policy document.

3. Equalities and Equal Opportunities

3.1 The governing body recognises its legal responsibilities to staff under the Equality Act 2010. This policy will ensure equality and fairness regardless of race, sex, sexual orientation, religion or belief, gender re-assignment, pregnancy (including maternity leave), marriage and civil partnership, disability, or age.

3.2 All pay and grade related decisions will be taken in accordance with relevant equalities legislation, ensuring all pay decisions and processes are open, transparent, and fair.

3.3 The governing body will apply the principles and requirements of the Nottinghamshire Job Evaluation Scheme for all support staff grading and pay decisions and undertake an annual analysis to ensure equal pay for work of equal value.

3.4 This policy is available to all staff in accordance with the Freedom of Information Act 2000.

4. Impact of Absence during the Appraisal Cycle

4.1 Where absences occur during the appraisal cycle, the Head Teacher (for teachers) and Chair of Governors (for the head teacher) will seek advice from the HR Service. Robust arrangements for appraisal management will be maintained during any head teacher absence.

4.2 Where employees have been absent for long periods (e.g., maternity leave or disability-related sickness), appropriate consideration and reasonable adjustments will be made towards meeting appraisal criteria and subsequent pay progression on a case-by-case basis.

5. Aims of the Policy

The aims of the governing body's Pay Policy are to:

a) Attract and retain a high-quality workforce that secures good teaching and good or very good progress in all pupils' learning b) Improve the quality of teaching and learning at Sparken Hill Academy c) Underpin the delivery of the school's improvement plan and appraisal policy d) Ensure all staff are skilled professionals who are valued and receive proper recognition for their contribution e) Ensure accountability, transparency, and objectivity in pay decisions f) Provide a clear framework for pay decisions to assist recruitment and retention g) Use flexibilities in national conditions of service positively within available resources h) Take account of advice from the local authority, DfE, NEOST and recognised trade unions

6. School Pay Structure, Job Descriptions and the Job Evaluation Scheme

6.1 All staff will be paid in accordance with the statutory provisions of the STPCD and the 'Burgundy Book' or National Joint Council 'Green Book' conditions of service and NJC pay scales.

6.2 The governing body has adopted the MPR, UPR, UTR and leadership salary table and allowances as set out in Toolkit Appendix 4 Nottinghamshire School Pay Tables September 2024.

6.3 For support staff, the governing body applies Nottinghamshire County Council NJC Pay Scales as published on the NCC website.

6.4 The governing body will ensure all support staff are paid according to the grade determined by the school's Job Evaluation (JE) scheme. The head teacher will be responsible for submitting relevant information to the NCC JE Team for any new or changed posts.

6.5 The head teacher will undertake a pay audit each year as part of budget planning to ensure all staff are paid at the correct grade and incremental point, preventing over or underpayments.

6.6 All employees will be provided with up-to-date job descriptions identifying appropriate grade, duties, and any additional allowances.

7. Determining Pay Range and Allowances

7.1 Recruitment and selection will be undertaken in line with the governing body's agreed recruitment and selection policy.

7.2 The Governing Body will determine and record the pay range and pay band/grade for each vacancy prior to advertising.

Head Teachers

7.3 For new head teacher appointments or where responsibilities have changed significantly, the governing body will determine a consecutive seven-point range on the leadership pay range within the school's group size using the three-stage process in Toolkit Appendix 1.

7.4 For head teacher posts, the governing body will normally conclude that the unit total score fully captures the complexity and challenge of the role. The range will be documented using Toolkit Appendix 2a and only reviewed if there are significant changes to the unit total score and/or responsibilities.

7.5 In exceptional circumstances, additional factors may be considered in determining the Individual Pay Range (IPR) beyond the basic unit total calculation.

7.6 The IPR should not normally exceed the maximum of the head teacher group but may do so where circumstances specific to the role warrant a higher range.

Deputy Head Teacher and Assistant Head Teachers

7.7 The governing body will determine a five-point range on the Leadership Pay Range using the three-stage process, considering duties, responsibilities, challenges, and pay differentials within the existing structure while ensuring no overlap with the head teacher's IPR.

Other Teachers

7.8 For all other teachers, there are four pay ranges: Main Pay Range (MPR), Upper Pay Range (UPR), Leading Practitioner Range (LPR), and Unqualified Teacher Range (UTR).

Allowances

7.9 The governing body will ensure appropriate Teaching and Learning Responsibility payments (TLRs) are assigned to teaching posts and recognises responsibility for mandatory special needs allowances.

Leading Practitioners

7.10 The governing body may appoint leading practitioners for modelling and leading improvement of teaching skills, determining a five-point individual leadership pay range for each role.

Salary on Appointment

7.11 Appointments to leadership and leading practitioner posts will normally be to the minimum point of the pay range unless exceptional circumstances support otherwise.

7.12 Appointments to MPR and UPR posts will normally be to the minimum point within the advertised pay band.

Recruitment and Retention Payments

7.13 **Sparken Hill Academy Decision:** The governing body will not award any recruitment and retention payments at this time.

7.14 Recruitment and retention payments may only be paid to classroom teachers (not leadership posts) in circumstances such as shortage subjects, difficult-to-fill posts, or to retain existing staff where loss would create recruitment difficulties.

8. Working Time

8.1 Teachers employed full-time must be available for work for 195 days (1265 hours) during the school year:

- 190 days for teaching and other duties
- 5 days for other duties only

8.2 Working time provisions do not apply to headteachers, deputy headteachers, assistant headteachers, or leading practitioners.

8.3 All teachers are entitled to Planning and Preparation (PPA) time of 10% of timetabled time in units of no less than half an hour.

9. Pay Reviews

9.1 The governing body adopts the principle that continued good performance provides all staff with an expectation of annual progression to the maximum point of their respective pay range (bi-annually for UPR).

Teachers

9.2 Teachers are eligible for pay progression with a minimum of one year of employment (at least 26 weeks aggregated reckonable service).

9.3 The Governing Body will review pay progression annually no later than 31 October (31 December for head teacher), with progression effective from 1 September.

9.4 All teachers will receive a written annual pay statement setting out salary and financial benefits.

Support Staff

9.5 Support staff normally receive annual increments on 1 April until reaching scale maximum. Withholding increments will only be considered where performance difficulties are being managed under the Disciplinary (Capability) procedure.

10. Pay Progression - Teachers

General

10.1 Following the 2024 STPCD changes, the requirement for performance-related pay is removed from 2024-25 onwards. Pay progression will not be awarded where serious performance concerns are identified and the teacher is receiving focused support or is subject to capability procedures.

10.2 All pay progression decisions must be clearly attributable to performance, with written recommendations made as part of annual appraisal reports.

Leadership

10.3 Head teacher, deputy, and assistant head teachers will be considered for pay progression annually within their Individual Pay Range, subject to sustained high quality of performance.

10.4 Up to two performance points may be awarded in one school year for leadership group members, subject to achieving previously agreed staged criteria.

Classroom Teachers

10.5 Teachers on MPR, UPR, and UTR are eligible for annual pay progression (bi-annual for UPR) based on:

- Meeting Teachers' Standards 2012
- Successful appraisal review
- Overall performance being at least good
- For UPR teachers: continuing to meet UPR criteria

Process

10.6 **Head Teacher Pay Progression:** Assessment by appraisal governors with external adviser, final decision by Finance & Personnel Committee.

10.7 **Other Teacher Pay Progression:** Appraiser recommendation, head teacher moderation, Finance & Personnel Committee final decision.

11. Early Career Teachers (ECT)

11.1 ECTs are eligible for pay progression at the next 1 September subject to being on track for passing the relevant stage of the two-year induction period.

12. Movement to the Upper Pay Range (UPR)

12.1 Assessment for UPR is voluntary for teachers who can evidence meeting UPR criteria through two consecutive successful appraisal reviews.

12.2 Applications should be submitted between 1 September and 31 October using the UPR Application Form.

The Assessment

12.3 For successful application, the governing body must be satisfied that: a) The teacher is highly competent in all elements of relevant Teachers' Standards b) Achievements and contribution are substantial and sustained

12.4 **Highly competent** means performance consistent with Band D of Performance Related Pay Progression Criteria, demonstrating professional growth and impact.

12.5 **Substantial and sustained** means consistent high-level performance over at least two years, supported by two consecutive successful appraisal reports.

13. Leading Practitioners

13.1 Leading practitioners are eligible for annual pay progression based on:

- High competence in Teachers' Standards
- Successful appraisal review
- Exemplary teaching skills impacting pupil progress
- Substantial impact on staff effectiveness
- Strong leadership in policy development

14. Unqualified Teachers

14.1 Pay progression on the unqualified teacher pay range follows the same principles as other teachers.

15. Supply Teachers Employed by the School

15.1 Supply teachers' pay will be determined in line with STPCD provisions.

- Full day: 1/195th of annual pay
- Part day: calculated proportionally based on hours worked

16. Part Time Teachers

16.1 Salary and allowances for part-time teachers are determined pro rata, except for TLR3 payments.

17. Tuition Payments

17.1 Additional tuition is voluntary. Plain time payments may be made incorporating statutory holiday pay entitlement.

17.2 Teachers undertaking additional tuition will be paid at hourly rates up to maximum MPR 6.

18. Teaching and Learning Responsibility Payments (TLRs)

18.1 The governing body determines the number and value of TLR1, TLR2, and TLR3 payments according to the school's staffing structure.

18.2 Sparken Hill Academy Structure:

- **TLR1:** The current school staffing structure does not contain any posts for which a TLR1 payment will be awarded
- **TLR2:** Will be awarded with values to be determined (minimum £3,391, maximum £8,279)
- **TLR3:** For fixed-term school improvement projects (£675-£3,344)

18.3 TLR payments require permanent additional duties that are:

- Focused on teaching and learning
- Require professional skills and judgement
- Lead/manage subject or curriculum areas
- Impact educational progress beyond assigned classes
- Involve leading/developing teaching practice of others

19. Special Educational Needs (SEN)

19.1 SEN allowances (£2,679-£5,285) will be awarded to qualified classroom teachers in SEN posts requiring mandatory qualifications, special schools, or designated special classes.

19.2 Value determined by mandatory qualifications, teacher expertise, and relative demands of the post.

20. Acting Up Allowances and Honoraria Payments

20.1 **Teachers:** Acting allowances may be paid when taking on full duties of higher graded post, paid at minimum point of substantive grade.

20.2 **Support Staff:** May receive:

- Acting up payments for periods exceeding four weeks
- One-off honorarium payments
- Planned overtime for short-term excessive workloads

21. Support Staff - Payment of Overtime

21.1 Support staff above Grade 5 (NJC SCP22) are not eligible for normal overtime payments except in exceptional cases for planned overtime.

21.2 Two schemes for planned overtime: a) Requirements outside school control: plain time up to SCP38 b) Direct supervision of others: enhanced rates where appropriate

22. Allowances Payable to Unqualified Teachers

22.1 Additional allowances may be paid for sustained additional responsibilities focused on teaching and learning or qualifications/experience bringing added value.

23. Additional Payments - Teachers Only

23.1 Discretionary payments may be made for voluntary activities including:

- CPD outside school day
- Initial Teacher Training activities
- Out-of-school hours learning activities

24. Head Teacher Temporary Payments

24.1 Temporary payments may be made for exceptional circumstances and clearly identified temporary duties, not exceeding 25% of annual salary.

25. Work Outside of School

25.1 Additional work outside substantive contract requires governing body approval. For head teachers undertaking inspection work, all income generated will accrue to the school.

26. Over/Under Payments

26.1 Accurate payments will be prioritised. Where over/underpayments occur, reasonable recovery/refund schedules will be established, including for former employees.

27. Salary Safeguarding

27.1 The governing body recognises responsibilities for safeguarding teacher salaries as set out in STPCD and will apply similar principles for support staff.

28. Salary Sacrifice Scheme

28.1 The governing body provides access to approved salary sacrifice arrangements including:

- Childcare voucher scheme
- Cycle or cycle equipment scheme
- Medical Insurance Scheme (Westfield Health)
- No Claims Motor Discount Scheme
- Personal Accident Insurance

29. Pay Appeals Procedure

29.1 Three-stage appeals process available:

- Stage One: Informal
- Stage Two: Formal Hearing
- Stage Three: Formal Appeal

29.2 Appeals are final and binding, cannot be reopened under grievance procedures.

30. Administrative Tasks (Statutory)

30.1 Teachers should not routinely participate in administrative, clerical or organisational tasks that do not require professional skills and judgement, including examination invigilation.

31. Monitoring and Review

31.1 The governing body will monitor outcomes and impact annually, including trends across all staff groups and continued compliance with equalities legislation.

31.2 Equality Impact Assessments will be undertaken for any proposed policy changes.

Policy Adoption:

- Adopted by: Finance & Personnel Committee
- Date: [To be inserted]
- Next Review: Autumn 2025
- Available at: School website and staff handbook

Source Documents:

- School Teachers' Pay and Conditions Document 2024

- Teacher Appraisal Guidance 2024
- Nottinghamshire School Pay Policy Toolkit 2024
- Teachers' Standards 2012