



PAY POLICY

Approved Summer 2016

All school policies are reviewed by Governors annually

1. Introduction

This policy has been produced by the Governing Body and is intended to ensure that all groups of staff in the school are fairly and consistently treated in relation to pay and pay related issues. The Governors, as the Relevant Body have the responsibility for its implementation on a day to day basis.

This policy will be subject to annual review to reflect changes in the Governors' policy, amendments to the law and to national agreements. Such changes will be the subject of consultation with staff and/or their representatives prior to inclusion in this document.

2. Background

The purpose and aims of this policy are:

- a) To enhance the effectiveness of the school by ensuring that all staff are treated fairly and consistently in all matters relating to pay. This policy is compliant with all equality and discrimination legislation
- b) To guide and assist the Headteacher and Governors in the day-to-day management of the school and its staff.
- c) To ensure that all staff are aware of the Governors' policy in relation to pay
- d) To ensure that the school meets its legal responsibilities under the School Teachers' Pay and Conditions Document (STPCD), national agreements, legislation and regulation.
- e) To ensure that the school remains within its budget for salaries and staffing

3. The Pay & Performance Management Committee

The Governing Body will select a number of governors to administer and manage the Pay Policy on its behalf.

Composition

The Pay & Performance Management Committee is made up of 4 governors. The Chair of the Pay & Performance Management Committee is the Chair of Governors. None of the governors serving on the Committee will be school employees.

Terms of Reference

- a) To apply the school Pay Policy on behalf of the Governing Body fairly and equitably.
- b) To ensure that the Governing Body meets its legal and contractual obligations in relation to pay and related conditions of service.
- c) To ensure that this policy links effectively with the school's Performance Management Policy for teachers.
- d) To ensure that staff new to the school are correctly paid

- e) To ensure that all members of staff have a current and accurate job description and that relevant documents are annually reviewed.
- f) To make appropriate arrangements for the Headteacher's performance management, including planning statement, moderation and review as laid down in the school's Performance Management Policy
- g) To undertake appropriate reviews of salary for:
 - Teachers on the Main Scale
 - Teachers on the Upper Pay Scale
 - Headteacher and other members of the Senior Leadership Team
- h) To receive recommendations from the Headteacher on behalf of reviewers regarding the performance and pay progression of teachers as laid down in the school's Performance Management Policy.
- i) To make appropriate arrangements for representations from members of staff to be heard on pay related matters prior to a formal appeal and to seek whatever additional evidence, information or advice is necessary to respond to this request.
- j) To arrange for each teacher in post to receive an annual written statement of salary.
- k) To exercise the Governors' discretionary powers as specified in this document
- l) To periodically undertake a review of the Individual School Range and to report findings and/or make recommendations for change to the Governing Body in relation to the grading of the Headteacher and members of the Senior Leadership Team.
- m) To undertake an annual review of the Pay Policy. Recommendations for change will be made to the Full Governing Body for consideration and formal adoption where appropriate.

The Pay & Performance Management Committee will keep its work and the results of individual reviews and decisions confidential. The Chair of the Committee will report to the whole Governing Body periodically regarding progress and the work of the Committee but will not report on the details of decisions reached to ensure that sufficient Governors remain available to hear appeals should this be necessary.

4. Representations and Appeals

(a) Representation

Staff members who wish a decision in relation to their pay to be reconsidered should:

- I. Firstly seek an informal discussion with the Headteacher to resolve the issue. Requests for this informal discussion must be lodged within 10 working days of receiving notice of a pay decision.
- II. Where this discussion fails to resolve the issue, the member of staff has the right to submit a formal appeal.

(b) Appeals

- I. Members of staff must lodge appeals against decisions reached by the Pay & Performance Management Committee within 10 working days of discussion with the Headteacher. An appeal may not be lodged within two years of the determination of a previous appeal.
- II. Appeals must be lodged in writing and clearly state the basis on which the appeal has been lodged.
- III. The appellant will have the right to a hearing and may be accompanied at that hearing by a Trade Union representative or a work colleague.

- IV. The appellant is not obliged to attend a hearing. If they choose not to attend the hearing, it will take place in their absence.
- V. The hearing will normally be arranged to take place within 20 working days of the appeal being lodged to take into account the need to gather evidence and the availability of committee members, staff representatives
- VI. The Appeal Committee will provide a written response to appeals within 5 working days of the hearing. The decision included in this response will be final and binding. The pay hearing and appeals process performs the function of the grievance procedure in relation to pay and pay related issues and cannot be reopened under the grievance procedure
- VII. The workings of the Committee will be confidential and no details of individual cases will be released.

5. Position and role of the Headteacher

The role of the Headteacher or delegated authority in relation to this policy will include:

- a) Day to day administration of the Pay Policy and the Pay & Performance Management Committee's decisions
- b) Collection and presentation of evidence required by Pay & Performance Management Committee and the Appeals Committee
- c) Professional Adviser to the Pay & Performance Management Committee in all matters relating to teaching and performance assessment of staff within the school
- d) The agreement of performance objectives for other members of the Senior Leadership Team and recommendations to the Pay & Performance Management Committee on pay progression based on an assessment of performance against these objectives.

6. Teachers

a) Basis of Pay

All teachers at the school will either be paid on the Main Pay Spine (MPS) (Ref STPCD) or on the Upper Pay Spine (UPS). Some teachers may also receive remuneration through Teaching and Learning Responsibility (TLR). TLRs are additional payments for leadership and management responsibility.

All teachers at the school on the MPS are paid at one of the 6 reference points within the STPCD or one of the 3 reference points within the UPS.

b) Pay Reviews

The Governing Body will ensure that each teacher's salary is reviewed annually, no earlier than 1st September and no later than 30th November each year. All pay uplift requires analysis of relevant external examination results for which reason pay uplift decisions can only follow completion of the full Autumn Performance Review (deadline 30th September). Decisions will be communicated by November 30th and where appropriate, pay will be backdated to September 1st.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

c) Pay Determination on Appointment

The Governing Body delegates to the Headteacher the determination of the pay range for a vacancy prior to advertising it. On appointment the Headteacher will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Headteacher may take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context

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

d) Pay Progression Based on Performance

Reviewers' recommendations on pay (MPS)

Transition to M2, M3, M4, M5 or M6 is on the basis of a successful Annual Performance Review relating exclusively to the previous academic and financial year. To be eligible for pay progression a teacher must have been working for 6 months or more in this school (pro rata for part-time teachers) in the previous academic year. What constitutes a successful performance review is according to the definition with the Performance Management and Review policy. There is no provision for differential uplift. Transition is only possible to the next point on the MPS.

Decisions regarding pay progression will be made with reference to the teachers' Annual Performance Review and the pay recommendations it contains. In the case of NQTs, whose appraisal arrangements are different, the movement from M1 to M2 is a consequence of a successful induction year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

To be fair and transparent, assessments of performance will be properly rooted in evidence. For further detail refer to Performance Management and Review Policy. The Headteacher will moderate the judgements in relation to performance objectives.

Teachers' Annual Performance Reviews will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay & Performance Management Committee, having regard to advice from the Headteacher.

e) Reviewers' recommendations on Pay (UPS)

There are separate arrangements for movement from the Main Pay Spine to the Upper Pay Spine which require application for consideration to the Headteacher. Reviewers are only able to recommend transition to UPS2 or UPS3. Teachers are only eligible for this recommendation on the basis of having achieved two successive, successful annual performance management reviews, met the relevant standards and have achievements and contribution which are substantial and sustained. What constitutes a successful annual performance management review is detailed within the Performance Management and Review policy.

f) Movement to the Upper Pay Spine - Applications and Evidence

Any qualified teacher eligible may apply to be paid on the Upper Pay Spine and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Spine. If so the teacher lodges a request (in writing) to the Headteacher confirming their wish to be considered. Teachers are eligible for consideration if they hold QTS and have reached M6 (MPS). Any request for consideration must be made during September following the first full year of being paid at M6.

If the teacher is simultaneously employed at another school any pay decisions in relation to that contract are independent of this policy and related evidence is inadmissible to any pay appeal.

g) Movement to the Upper Pay Spine – the Assessment

An application from a qualified teacher will be successful where the Headteacher is satisfied that:

- Two successive successful performance reviews have been achieved
- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contribution to the school are substantial and sustained

h) Teaching and Learning Responsibility (TLR) Payments

The STPCD makes provision for governing bodies to award additional allowances to teachers. The Governors are aware that the use of such allowances is potentially divisive and has therefore resolved to use them only under specific circumstances where there is clear reason to justify the additional payment. This reason will be clearly identified in each case and will be reflected in job descriptions and appointment letters.

I. TLR Payments

It is possible for more than one discrete TLR responsibility to be held by a member of staff. The key criteria for award are the member of staff's ability in relation to each of the TLRs awarded and recognition of the capacity to deliver the responsibilities of both.

II. Job Descriptions

Job Descriptions will specify the responsibilities required of all teachers in the school and, where TLR payments have been awarded, will also clearly indicate the additional duties and responsibilities required of the post-holder.

III. Temporary and Acting TLR Payments

Where temporary awards are made, an indication of the duration of the temporary award will be made clear in writing to the awardee.

i) Part time teachers

Teachers who are employed on less than a full time basis will be treated identically to their full time colleagues in all respects relating to pay as listed above except that salary will be calculated on a pro rata basis. The method to be used to ensure that the proportion of pay is fairly calculated is stated below. No specific working time requirement is laid down in the STPCD for part time teachers. However, in the interests of fairness and equal treatment, it is anticipated that part time teachers will work a similar proportion of 'directed time' as their full time colleagues based on the calculation given below.

I. Calculation of part time proportion for Classroom Teachers

Employees Timetabled Teaching Week (ETTW)

School's Timetabled Teaching Week

In this context each expression refers to the school session hours that are timetabled with teaching, **including** PPA time and other non-contracted time, but **excluding** break times, registration and assemblies.

Both expressions exclude the mandatory lunch break required under the Working Time Regulations when teachers are not required to be on duty. They both exclude registrations, assemblies and break times.

II. Variation to timetabled hours

In the event that a part time teacher is asked to attend work on a day outside their normal timetable, the school will compensate him/her for this additional work either by providing time off in lieu or by making an additional payment. Such a payment will be made based on a pro-rata hourly rate relevant to that teacher's current pay.

Variations to timetables or to hours of work will be made following discussion with the post-holder and, wherever possible, by agreement.

III. Variable part time contracts

All part time teaching staff will be contracted on a variable proportion in order to enable flexibility of planning in terms of curriculum need. The variance will be plus or minus 0.1 around a fixed point (thus total variance 0.2). The exact proportion worked within the variable range will be fixed and reviewed annually according to curriculum need, and prior to the start of the academic year. Hence the exact proportion of part time contract is determined from 1st Sep until 31st August the following year. Within year variations are possible by mutual agreement.

j) Supply teachers

Supply teachers are defined in this policy as teachers who are engaged on a short notice basis without separate advertisement or competitive interview. In this context a Supply teacher may be a school employee (casual supply contract) for which initial interview and selection will have occurred, or not a school employee (agency contract). A Supply teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Annual salary entitlement is identical to that of other Classroom teachers and will be determined using the methods mentioned earlier in this document. The method of payment will depend on the anticipated duration of the appointment. The school's policy for the payment of teachers employed on this basis is as follows:

I. Supply teachers employed where appointment is anticipated to be for 3 months or more

Teachers will be employed on a temporary fixed term contract as regular full or part time teachers. Contracts will be short notice and linked to the specific reason for the appointment. Salary will be paid on a regular monthly basis and employment will be on a basis identical to the conditions that apply to other regular staff.

II. Supply teachers employed where appointment is anticipated to be for less than 3 months

Teachers will be employed on a day to day basis and will be paid by claim. Salary will be calculated using the following formula:

$$\frac{\text{Hours worked}}{6.5} \quad \times \quad \frac{\text{Annual salary}}{195}$$

Supply teachers will be paid for the hours that they are required to work including preparation, assessment and marking time where these activities are required by the school. Working requirements will be made clear and the hours to be claimed will be agreed with the supply teacher at the time the offer is made and before the commencement of their work.

It should be noted that the use of this calculation method enhances pay to include a 'rolled up' holiday entitlement to ensure that they receive a payment for periods when schools are not in session proportionate to colleagues employed on a regular basis. This fact should be made clear to supply teachers.

k) Cover teachers

Cover teachers are defined in this policy as teachers who are engaged on a short notice basis without separate advertisement or competitive interview. In this context a Cover teacher is a school employee for whom initial interview and selection will have occurred. A Cover teacher will only be used on those occasions when it is necessary to fill a short term and/or unexpected vacancy where it is impractical to recruit by normal methods or for the time needed to undertake a recruitment and selection process. Pay is determined by separate contract which determines a daily rate. Payments are made pro rata for periods of employment which include part days.

l) Unqualified Teachers

The governors would only consider the use of unqualified staff in the most exceptional situations i.e.

- I. When all attempts to secure suitable qualified teachers have failed
- II. When the unqualified teacher possesses proven specialist skills, qualifications and experience to enable the Headteacher to guarantee a quality of performance equivalent to that of a qualified teacher.
- III. During a period, whereby the unqualified teacher, is gaining a recognised teaching qualification or qualified teachers status
- IV. On a temporary basis whilst further attempts are made to recruit a qualified replacement.

Initial salary assessment

Unqualified teachers are paid on the scale specified in STPCD. The Governors delegate to the Headteacher discretionary power to recognise experience in the same way as it does for qualified teachers with service other than teaching

Salary Review

Salary reviews, if needed, will be undertaken on the same basis as those for teachers on the Main Scale

m) Secondment/Career Break.

Governors have determined the criteria and the process for the consideration of a secondment/career break (ref Annexe 1)

7. The Senior Leadership Team

The Governors have established a grading structure for the Senior Leadership Team.

a) Headteacher

I. Setting the Individual School Range (ISR)

The Individual School Range is a scale of 7 consecutive points within the Leadership pay spine, which represents the salary scale for the Headteacher. The ISR is established initially by calculating the 'Group size' of the school based on pupil numbers and age range weightings prescribed in the STPCD. The 7-point scale is normally selected from the range for the school's group size to reflect the governor's assessment of the level of challenge and responsibility carried by the post of Headteacher. It is possible to exceed the range for the school's calculated group in exceptional circumstances. The Governors are required to formally minute the rationale used to establish the ISR.

II. Review of ISR

The Pay Panel will review the ISR when a new Headteacher is to be appointed and periodically under other circumstances to assess and reflect changes in the school's size and situation. This may include a review of the ISR during the recruitment of a new Headteacher if difficulty has been experienced in attracting an adequate field of candidates using the original salary range.

III. Determination of starting salary on initial appointment

A new Headteacher will normally be placed on the minimum of the established ISR. The Governors will, however, consider using its discretion to use any of the first 4 salary points on the ISR to match the existing salary of a preferred candidate.

IV. Annual review of salary

Headteachers and other members of the Senior Leadership Team are entitled to an annual salary review and progress within their salary range on the basis of criteria as reflected in the school's Performance Management Policy.

b) Deputy Headteacher(s) and Assistant Headteacher(s)

The Deputy Headteacher's salary range is a scale of 5 consecutive salary points on the Leadership Scale. The bottom of the range must be set above the salary for the highest paid classroom teacher (calculated as UPS3 plus any relevant TLR).

The Assistant Headteacher's salary range is a scale of 5 consecutive points on the Leadership scale. The bottom of the range must be set above the salary for the highest paid classroom teacher as in the case of the Deputy Headteacher. The top of the range must be set below the minimum of the Deputy Headteacher's salary range.

I. Setting the points range

The Pay & Performance Management Committee will ensure that the scale selected is within the range specified by STPCD and adequately reflects the level of duties and responsibilities required of the Deputy Headteacher and Assistant Headteacher

II. Review of points range

The Pay Panel will review the Deputy Headteacher's and Assistant Headteacher's salary range when a new appointment is to be made and periodically under other circumstances to reflect changes in the school's situation.

III. Determination of starting salary on initial appointment

A new Deputy Headteacher or Assistant Headteacher will normally be placed on the minimum of the established range of points. The Governors will, however, consider using its discretion to use any of the first 3 salary points on the ISR to match the existing salary of a preferred candidate.

IV. Annual review of salary

The Deputy Headteacher and Assistant Headteacher are entitled to an annual salary review and progress within their salary range on the basis of criteria as reflected in the school's Performance Management Policy.

V. Acting up arrangements

Leadership Posts remunerated at TLR 2

If a member of staff in a leadership post remunerated at TLR 2 has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the postholder's salary and the replacement member of staff's salary, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is (a) attributed to a single member of staff or (b) divided between multiple members of staff is delegated to the Headteacher.

Leadership Posts remunerated at TLR 1

If a member of staff in a leadership post remunerated at TLR 1 has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the postholder's salary and the replacement member of staff's salary, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is (a) attributed to a single member of staff or (b) divided between multiple members of staff is delegated to the Headteacher.

Assistant Headteacher

In the event that an Assistant Headteacher has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Assistant Headteacher's salary and UPS3, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is (a) attributed to a single member of the remaining Senior Leadership Team (b) divided between multiple members of the Senior Leadership Team (excluding the Headteacher and Associate Headteacher) or (c) attributed to a member of staff from outside the Senior Leadership Team is delegated to the Headteacher.

Deputy Headteacher

In the event that a Deputy Headteacher has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Deputy Headteacher's salary and the highest paid Assistant Headteacher, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is (a) attributed to a single member of the remaining Senior Leadership Team or (b) divided between multiple members of the Senior Leadership Team (excluding the Headteacher and Associate Headteacher) is delegated to the Headteacher.

Associate Headteacher

In the event that the Associate Headteacher has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Associate Headteacher's salary and the highest paid Deputy Headteacher, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is attributed to (a) a single Deputy Headteacher or (b) divided between both Deputy Headteachers is delegated to the Headteacher.

Headteacher

In the event that the Headteacher has a sustained absence for a period of 4 weeks or more, the governors will consider paying an allowance to recognise the additional responsibilities involved. The allowance will be calculated as the difference between the Headteacher's salary and the Associate Headteacher's salary, and will be paid from the beginning of the acting appointment. The decision over whether this responsibility is (a) attributed to the Associate Headteacher or (b) divided between the Associate Headteacher and one or both Deputy Headteachers will be made by the Chair of Governors.

8. Secondment/Career Break.

Governors have determined criteria and process for the consideration of a secondment/career break (ref Annexe 1)

9. Additional Payments to Teachers

The Governing Body only has the discretion to make payments to teachers for Continuing Professional Improvement, Initial Teacher Training activities and out of school learning activities. The Governors have resolved to make such payments only in the most exceptional circumstances on the recommendation of the Headteacher. Payments, when made, will be calculated using the method described for supply teachers based on the teacher's salary but subject to a maximum salary of UPS point 1.

10. School Support Staff

a) Determination of grades

The Governors accept and deploy the Gloucestershire County Council grading for support staff. The Governing Body recognises its legal obligations in relation to equal pay and equal treatment. The Pay & Performance Management Committee will be responsible for ensuring that support staff grading is reviewed when new posts are created or the Headteacher determines that an existing post has changed to the extent that a re-evaluation is felt to be necessary.

b) Determination of starting salary

Support staff new to the school will normally be placed on the minimum point of the scale to which they have been appointed. The Governors delegate to the Headteacher discretion to give credit for previous service on the same salary scale and for service/experience which is regarded as relevant and of particular value to the school.

c) Annual salary progression

Incremental progression to the top of salary scales is not automatic. Annual progression within a salary scale is intended to be recognition that members of the school's staff have met the requirements of their job and made a full contribution to the work of the school. Support staff who meet this requirement will be entitled to progress to the next point on scale on 1st April each year on the basis of satisfactory service throughout the previous calendar year.

There are separate arrangements for staff in their first year of service when the payment of a first increment must be delayed until 6 months service has been accumulated.

d) Circumstances in which points will be delayed or withheld

The Governors have the power, in exceptional circumstances, to withhold or delay the award of an annual salary point in cases where service during the course of the previous calendar year has been found to be unsatisfactory. This power will only be used as a last resort and as part of an on-going support/capability procedure and where the member of staff has been given a formal warning, issued under the school's adopted Capability or Conduct Procedure.

e) Support Staff working in a part time capacity

i. Staff working throughout the year

Part time staff have identical entitlements in relation to pay as their full time colleague except that salary is paid on a pro rata basis to reflect the proportion of time worked. Salary entitlement for staff working all year round on a part time basis is as follows:

$$\frac{\text{Contracted hours of work}}{37} \times \text{Annual salary} = \text{Pro rata salary}$$

This calculation includes an entitlement to 6.5 (7.5 after 5 years' service) weeks of paid leave

II. Term time only staff

The same conditions apply to staff employed on a term time only basis except that the calculation reflects the shorter working year and a pro rata paid leave entitlement:

$$\frac{\text{Contracted hours of work}}{37} \times \frac{\text{Weeks worked} + \text{Pro rata leave entitlement}}{52.1429} \times \text{Annual salary}$$

Annual leave entitlements are normally taken when the school is not in session

f) Additional payments

Support staff may receive compensation for any additional work they are required to do by the Headteacher or line manager. Permission must be sought before additional work is undertaken. Compensation will be agreed when permission is given for the additional work and will take the form of time off in lieu at a mutually agreed time or an additional payment. For full time staff a payment will take the form of an overtime payment at the rate specified in conditions of service, for part time staff the payment will be at an enhanced hourly rate to include a 'rolled up' leave entitlement.

g) Support staff working on a supply or casual basis

Staff employed on a day to day basis will be paid by claim. Salary will be based on an enhanced hourly rate to include an element for 'rolled up' annual leave entitlement. This is calculated using the following formula:

$$\frac{\text{Annual salary}}{\text{Number of working weeks per year (excluding leave)}} \times 37$$

11. Secondment/Career Break.

Governors have determined criteria and process for the consideration of a secondment/career break (ref Annexe 1)

12. Safeguarding

- a) Where a pay determination leads or may lead to, the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

Where safeguarding may apply to a teacher's pay, the determination and duration of safeguarding is according to STPCD. For all other staff where a pay determination leads to a period of safeguarding the period will be two years beyond the date of the pay determination.

Secondment/Career break

A **secondment** is a period of absence from work during which time the employee engages in alternative professional activity with full compensatory remuneration from a third party enabling the employee's role and responsibility to be covered. The secondee remains in the school's continuous employment.

A **career break** is a period of absence from work during which time the member of staff is not in the school's employment.

Process

A request for a secondment/career break should be discussed with the Headteacher in the first instance. Every effort should be made to think ahead and give good notice, typically a term, of the desired time away from the school. Any requested career break is in the context of the staff member not being paid for the duration of the career break. The discussion may then be followed by a formal written request to the Headteacher which clarifies the proposed benefit, duration and start time of the break. Requests for a full time or part time secondment/career break will only be considered for a period of up to one calendar year. Formal written requests will be considered by three governors from the governors' Pay & Performance Management Committee including the Chair within 10 school days of receipt of the request. In the event of lack of availability of governors from the Pay & Performance Management Committee, another governor or governors will be co-opted to consider the request, but the Chair or Vice Chair will always be one of the three governors considering the request. The governors' decision will be confirmed within 5 school days of the meeting of the governors considering the request.

The criteria for consideration:

- Benefit to the school, including potential impact on the quality of educational provision
- Cost to the school, including potential impact on the quality of educational provision
- The extent to which the member of staff has offered a sustained contribution to the school over a significant period of time and will continue to do so in the future.

The governors will seek the advice of the Headteacher in terms of the application of the criteria to their decision. [In the event of the Headteacher requesting a secondment/career break the Chair of Governors will take on the role of the Headteacher.](#)

Conditions

If a request is granted it will be conditional on an agreed date during the secondment/break by which the staff member will confirm in writing their intention regarding return to their post.

During a career break of three months or more a member of staff will not be eligible for pay progression (if applicable) for the whole of the year for which the request is granted. If a request is granted the staff member will only be able to return prior to the end of the secondment/career break, at the discretion of the Headteacher.