Engineering UTC Northern Lincolnshire

Teaching Staff Pay Policy 2025-2026

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1 Introduction

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and recognised trade unions.

1.1 ENLUTC has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all teaching staff employed by the UTC.

1.2 The UTC is committed to taking decisions in accordance with the 'key principles of public life: objectivity, openness and accountability'. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff, which takes account of the conditions of service under which they are employed and relevant statutory requirements.

1.3 The UTC recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part–time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

1.4 This policy is based on a whole UTC approach to pay issues. Pay decisions will take account of the resources available to the UTC. The UTC staffing structure will support the UTC improvement plan. The UTC will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in all pay decisions.

1.5 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive annual pay progression within the maximum of their pay range, subject to successful performance as defined in the school's pay policy. Pay progression will not be withheld for reasons other than performance. The procedures set out in this policy seek to ensure that this is achieved in a fair, equitable and transparent way. The UTC also recognises the importance of annual appraisal of performance for support staff.

1.6 The Principal will have full authority to take decisions on behalf of the UTC on pay matters as defined in this policy, in accordance with its scheme of delegation.

2 Aims of the policy

2.1 The UTC aims to use the pay policy to:

- Maintain and improve the quality of teaching and learning throughout the UTC;
- Support the UTC improvement plan;

- Underpin the UTC's Performance Management policy;
- Ensure that all staff are valued and appropriately rewarded for their work contribution;
- Ensure staff are well motivated, supported by positive recruitment and retention and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Provide flexibility to recognise individual staff performance linked to pay decisions;

2.2 The UTC will also consider advice issued by the Department for Education, trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3 Job Roles and Responsibilities

3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of their post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description and/or contractual Statement of Particulars of Employment will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Whilst this may take place at any time, job descriptions are reviewed, amended and agreed as part of the annual performance management process. Where there is a significant change in duties and responsibilities of a post, a revised job description will be drawn up and issued. The affected employee(s) will have the right to appeal any such changes via the appeal procedure.

3.3 Where the staffing structure of the UTC needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the Trade Unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4 Pay Assessment and Pay Review

4.1 The UTC will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 31 October for teachers and 31 December for the Principal.

4.2 The teacher's performance management review will contain a recommendation on pay. The Principal will moderate and make a recommendation to the Governing Body who will be responsible for considering and approving any recommendation for pay progression, in accordance with the relevant sections of this policy.

4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

5 Recruitment Teaching Staff

5.1 All advertisements for vacant posts in the UTC will be considered and approved by the Principal, as appropriate. All posts will be advertised either internally or externally, locally or nationally, as appropriate.

5.2 Adverts will not restrict the pay available for vacant classroom teaching posts, other than the lower limit of the Main Pay Range and the upper limit of the Upper Pay Range.

5.3 The advertisement will include the relevant pay band for the post from the range of bands determined by the UTC, as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

5.4 Where an applicant does not meet the criteria for the level of post advertised within the UTC pay structure but the post would otherwise prove difficult to fill, the Principal, as appropriate, may appoint at a lower level but also consider a recruitment payment in accordance with this policy set out in section 9.4.

5.5 Where the post is on a temporary basis, the advertisement will specify the reason and duration of the post.

5.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any under-representation within the UTC to encourage applications from any disadvantaged and under-represented groups.

6 Teaching Staff Pay

6.1 In the UTC, all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document (STPCD). In reviewing pay scales in the future, UTC will have regard to any changes to national pay bands contained within the STPCD. The following pay arrangements have been agreed by the UTC, using the flexibilities contained within the STPCD.

6.2 The UTC will honour any recommended pay awards agreed nationally and will apply these to all points on the pay ranges detailed in this policy.

7 Principal

7.1 For the Principal, the UTC will assign a seven point Individual School Range having regard to the complexities and responsibilities of the post, in particular the financial and resources responsibilities, the ”category” of the UTC and to market factors for jobs of a similar status/responsibility. The UTC will ensure that there is no overlap of salary bands between the various leadership posts within the UTC.

7.2 On appointment, the Principal will be appointed on one of the first 4 points on the ISR.

7.3 Progression on the ISR for Principal will be subject to:

- A review of the performance set against the annual performance management review.
- It should be noted that any significant concern(s) about standards of performance must have been raised in writing with the member of staff during the annual performance management cycle and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.
- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.

The pay reviews will be carried out as follows:

- A panel of 2 Governing Body members

In each case, the person(s) responsible for the pay review will make recommendations to the Remuneration Committee.

- The Remuneration Committee may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional or not award an increment in which case it will make a formal recommendation to the Governing Body.
- Where performance is not at the required level, this will be addressed through the performance management process and possibly capability procedure.
- The pay review will be completed by 31 December.
- Where progression has been refused, they will be advised of the reasons and given the opportunity to appeal against the decision made. Staff development will also be provided to enable the member of staff to meet the standards required.

7.4 The UTC will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal’s salary/grade is fair and transparent.

8 Other Leadership Posts

8.1 This section refers to other teaching staff who are paid (with the exception of those covered in Section 7) on the School Teachers Pay and Conditions Document Leadership Group Pay Scale including the following:

- Associate Principals
- Vice Principals
- Assistant Principals
- Directors and Associate Directors of Subjects
- Subject Expert
- Any other post that the UTC decides should be paid on the Leadership Group Pay Scale

8.2 The UTC will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.

8.3 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated Vice Principal role in the absence of the Principal will be remunerated accordingly above the range for other leadership posts.

8.4 The UTC will ensure that there is no overlap of pay points between the Principal and any other leadership post.

8.5 On appointment, a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.

8.6 The pay range for teachers paid on the leadership spine will be reviewed on 1 September each year or at any time during the year where there is a significant and permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

8.7 Progression on the pay range for a member of staff paid on the leadership scale will be subject to:

- A review of their performance set against the annual performance management review.
- It should be noted that any significant concern(s) about standards of performance must have been raised in writing with the member of staff during the annual performance management/appraisal cycle and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.
- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.

- The pay review will be completed by the Principal who will make a recommendation to the Remuneration Committee where the salary exceeds £55,000.

- The UTC may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional or not award an increment.

- Where the member of staff's performance is not at the required level, this will be addressed through the UTC's performance management process and possibly capability procedure.

- The pay review will be completed by 31 December.

- Where progression has been refused, they will be advised of the reasons and given the opportunity to appeal against the decision made. Staff development will also be provided to enable the member of staff to meet the standards required.

9 Other Posts paid above the Classroom Teacher Scale

9.1 The UTC may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the UTC.

10 Main Pay Spine and Upper Pay Spine Teachers

10.1 The UTC will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.

10.2 The UTC has confirmed a pay structure which is M1 – M6, UPS1 – UPS3.

11 Pay Progression

11.1 Main Scale:

Pay progression will take place on 1 September each year and will be subject to all the following criteria being satisfied for the previous 12-month period:

- A successful performance management review.

- It should be noted that any significant concern(s) about standards of performance must have been raised in writing with the teacher during the annual performance management cycle and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.

- All professional standards have been achieved and maintained.

- In the case of an ECT, that they have satisfied the ECT Standards on the review dates – 1 September.

- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.

- Pay progression will be withheld for staff currently under capability procedures

- The pay review will be completed by the Line Manager/Reviewer who will make a recommendation to the Principal as appropriate.

- The UTC has determined that, normally, successful progression within Main Scale will be by annual increments following a performance review. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Principal may award accelerated progression (of up to two increments) within the limits of Main Scale.

11.2 Progression to Threshold and Upper Pay Scale (UPS1):

- A Teacher at the top of the main scale for one year may apply for assessment through the threshold on to Upper Pay Spine 1.

- It should be noted that any significant concern(s) about standards of performance, should be fully explained to the teacher and confirmed in writing to the teacher during the annual performance management cycle and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.

- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.

- Application is voluntary and a qualified teacher may apply once in any school year to the Principal as appropriate, for assessment against the Threshold standards when or at any time they have been placed at the top of the main scale.

1. Such applications must be on the official UTC application form and must be received before the 31 August in the year the teacher is seeking progression.

2. The pay review will be completed by the Line Manager/Reviewer who will make a recommendation to the Principal.

3. The Principal will make a recommendation to the Governing Body who will determine whether progression will take place. An application from a qualified teacher will be successful where the governance board is satisfied that:

   (a) the teacher is highly competent in all elements of the relevant standards; and

   (b) the teacher's achievements and contribution are substantial and sustained

   For the purposes of this pay policy:

• ‘highly competent’ means - practice which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

• ‘substantial’ means - of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning); and

• ‘sustained’ means maintained continuously over a period of at least two school years.

The application will be assessed by the line manager and Principal. The Principal will make a recommendation to the Governing Body who will make the final pay determination.

4. The pay review will be completed by 31 October each year.

5. Successful teachers will be placed on the Upper Pay Scale 1 with effect from 1 September.

6. Where a teacher is unsuccessful, they will be advised of where they have fallen short of the criteria and given the opportunity to appeal against the decision made. Staff development will also be provided to enable the teacher to meet the standards required.

11.3 Progression to Upper Pay Spines 2 (UPS2) and 3 (UPS3)

Further progression on to UPS2 and UPS3 will not normally be allowed until the following criteria have been satisfied:

- They have worked 2 years on the previous pay point – either UPS1 or UPS2.
- There has been a successful performance review for each of the two years where the teacher’s performance against the professional standards has been substantial and sustained.
- It should be noted that any significant concern(s) about standards of performance must have been raised in writing with the teacher during the annual performance management cycle(s) and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.
- The pay review will be led by the Line Manager/Reviewer but the teacher will be required to provide a bullet point list against each of the professional standards to demonstrate examples of their work.

- Progression on the Upper Pay Scale will be based on two successful consecutive performance management reviews. Only in exceptional circumstances will post-threshold teachers be awarded a further point more frequently than at two yearly intervals.

- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.

- The Line Manager/Reviewer will make a pay recommendation to the Principal as appropriate.

- The Principal will determine whether progression will take place.

- The pay review will be completed by 31 October.

- Successful teachers will be placed on the Upper Pay Scale 2 or 3 as appropriate with effect from 1 September.

- Where a teacher is unsuccessful, they will be advised of where they have fallen short of the criteria and given the opportunity to appeal against the decision made. Staff development will also be provided to enable the teacher to meet the standards required.

12 Application to move onto the Upper Pay Range – other than by the progression route

12.1 Any qualified teacher who has completed 2 years' service with the UTC may apply to progress to UPS1. It is the responsibility of the teacher to decide whether or not they wish to apply. Such applications must be submitted in writing to the Principal by 31 August in the form of a simple letter.

12.2 The Principal will consider applications from a teacher for progression at the start of the autumn term. A teacher may submit one application in any academic year.

12.3 The Principal shall then arrange for that teacher's performance review to reflect the teacher's request. For an application to be successful the teacher will need to demonstrate that they meet all the relevant criteria for that progression to be satisfied. The teacher will also need to demonstrate that they have been working at that level for the two-year period prior to the submission of the application.

12.4 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move through the Threshold must therefore be able to demonstrate:

- Substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and

- Potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.

12.5 An application for progression to the upper pay range – UPS1, will be assessed by the Principal with a recommendation to the Governing Body before 31 October.

12.6 If unsuccessful, the reasons should be fully explained to the teacher and confirmed in writing. The teacher should also be advised of the Appeal process.

13 Appointments

13.1 When appointing new staff to the UTC, the following criteria shall be used to determine the starting salary of new staff:

- Early Career Teacher:
- Shall usually commence at the minimum point on Main Scale.
- May, at the discretion of the Principal receive up to 2 points for previous teaching type experience which is deemed to be relevant to the post e.g. unqualified service as a teacher overseas, in further education or in higher education, on the basis of one point for five years documentarily confirmed service.
- May, at the discretion of the Principal receive up to 1 point for previous employment which is deemed to be relevant to the post. This might include industrial or commercial training; time spent working in an occupation relevant to the post in question or experience with children/young people, on the basis of one point for five years documentarily confirmed service. The Principal may award a point on a 1 for 1 basis where the previous service/experience is deemed to be directly relevant to the post in question. This discretion should be applied sparingly, considering that such service/experience is being regarded as

the same as actual teaching for pay assessment purposes. An established teacher appointed to the UTC for the first time, to an equivalent post directly from a post in another school, at a salary equivalent to that paid to the teacher in the previous school, excluding any additional payments or allowances.

13.2 An established teacher transferring roles internally within the UTC will continue to be paid the same salary on the Main scale or the Upper Pay Scale as paid in the previous role.

13.3 On successful completion of the first ECT year a teacher will have a minimum entitlement to be paid on Main Scale point 2.

14 Unqualified Teachers

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

14.2 UQ pay points overlap with the Main Scale for Qualified Teachers and therefore, the Principal will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.

14.3 A newly appointed unqualified teacher will usually be appointed:

- At the minimum of the scale.
- At any point in the band dependent upon qualifications, specific skills and experience as determined by the Principal.

14.4 Annual progression within the range will be subject to:

- A review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards.
- All lesson observations being satisfactory or better.
- It should be noted that any significant concern(s) about standards of performance must have been raised in writing with the teacher during the annual performance management/appraisal cycle and sufficiently addressed through appropriate support provided by the UTC if the review is to be judged unsatisfactory.
- Satisfactory compliance with the National Professional Standards for Teachers as demonstrated through the performance management process.
- The pay review will be completed by the Line Manager/Reviewer who will make a recommendation to the Principal.
- The Principal may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional.
- Where a teacher's performance is not at the required level this will be addressed through UTC's performance management process and possibly capability procedure.
- The pay review will be completed by 31 October.

14.5 Where an unqualified teacher obtains qualified teacher status whilst employed by the UTC, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

15 Supply Teachers

15.1 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.

15.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

15.3 A short notice teacher who is employed by the school throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

16 Part time teachers

16.1 The UTC will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.

16.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro rata basis.

17 Teaching and Learning Responsibility Payments (TLRs)

17.1 TLR 1 and 2 payments will be awarded to the holders of the posts indicated in the school's staffing structure.

17.2 TLR 1 and 2 payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the UTC's staffing structure for ensuring the continued delivery of high-quality teaching and learning for which they are accountable. i.e. where a post:

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgment;
- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- Has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and
- Involves leading, developing and enhancing the teaching practice of others.

17.3 The UTC will award TLR 1 and 2 payments within the range prescribed in the School Teachers' Pay and Conditions Document.

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

17.4 A teacher will not be awarded more than one TLR (1 and 2) of any value.

17.5 A TLR 1 and 2 payment will not be awarded in respect of teaching duties more appropriately recognised under paragraph 20 of this policy in respect of Special Educational Needs.

17.6 The Principal may award a temporary TLR (TLR3) payment of between £702 to £3,478 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the UTC development plan or other substantial UTC improvement projects or exceptional on off externally driven responsibilities.

17.7 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

17.8 The duration of such temporary TLR3 payments would normally not exceed 3 years after which time they will be reviewed and may be extended if appropriate.

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

17.10 TLR3 payments shall only be used in addition to the permanent TLR structure.

18 Special Educational Needs (SEN)

18.1 The UTC may award a Special Educational Needs Allowance to a classroom teacher in the following circumstances.

- in any SEN post that requires a mandatory SEN Qualification;
- who teaches pupils in one or more designated special classes or units in the school;
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post:

(i) Involves a substantial element of working directly with children with special educational needs;

(ii) Requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;

(iii) Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the UTC or unit within the UTC.

18.2 The Principal will determine a spot value for each post, taking account of the structure for SEN provision in the UTC and:

- Whether any mandatory qualifications are required for the post;
- The qualifications and expertise of the teacher relevant to the post; and

- The relative demands of the post.

18.3 The value of any SEN allowance in the UTC will be within the range prescribed in the School Teachers Pay and Conditions Document.

19 Acting Allowances

19.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 20 continuous working days will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate 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.

20 Recruitment and Retention

20.1 The Principal may 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 UTC's expectations, and which is not recognised through accelerated salary progression in other sections in this policy.

20.2 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 UTC structure and known staffing changes in the future and would normally be within the range - £500 - £3,000.

20.3 The duration of the payment will be determined according to the circumstances of each individual case. Initially this may be for a period of up to 3 years but will be subject to annual review which may extend the period if appropriate.

20.4 Normally a recruitment or retention payment will be financial, but where appropriate, consideration may be given to other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc.

21 Out of School Learning Activities

21.1 Teachers who undertake pre-approved voluntary learning activities outside the normal 195 days, and whose salary range does not take account of such activity may be entitled to an additional payment. The Principal will approve each case individually before the activity takes place at weekends and during school holidays.

21.2 If approved the rate of payment will be £25 per hour, up to a maximum of £200 for a full day.

22 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the UTC

22.1 The Principal may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is over and above the normal expectation of their role.

22.2 Payment for these activities, where agreed in advance, will be at the rate of £250 per trainee per placement once funds are received by the ITT provider.

23 Additional responsibilities and activities due to or in respect of the provision of services by a member of staff relating to the raising of educational standards to one or more additional schools.

23.1 The UTC may consider an additional payment where a member of staff is providing services to another school e.g. as a consultant leader, school improvement partner, local leader for education, specialist leader of education or national leader of education where there is a requirement for them to undertake work outside their contractual hours e.g. preparation, evaluations and attendance at meetings.

23.2 Any deployment will have been agreed with the home UTC Principal beforehand.

23.3 Payment for such work will be at the minimum rate of £300 per day or a daily/ hourly rate based on their actual salary as agreed by the home school/UTC in accordance with the Memorandum of Understanding.

23.4 Any payment considered under this section will be temporary only.

23.5 No payment will be considered where these duties have already been taken into account in other sections of this policy.

24 Salary Sacrifice

24.1 The UTC will support salary sacrifice arrangements for teachers in respect of the following:

- Any appropriate scheme which may be approved by the UTC

24.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

25 Safeguarding

25.1 The UTC will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document.

26 Appeals

26.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken that affects the pay of the member of staff.