

Additional Payments / Honoraria

Teaching staff:

Teachers will not be provided with Honoraria in any circumstances, in line with the OCC Model Policy.

Should it be deemed appropriate by the SLT, for a teacher to be provided with an Additional Payment, this will fall under Section 26.1 of School Teachers Pay and Conditions Document.

Any recommendation for an Additional Payment, would be made to the Pay Committee by stating how this work meets the condition of Section 26.1 and falls outside of the teacher's existing salary or directed time obligations.

Once approved, any agreed payment would be processed through the normal payroll system.

Support Staff / Other Roles:

In situations in which it becomes confirmed that a teacher will be absent for a sustained period of more than two weeks, support staff from within the team may be approached to take on some additional responsibility with support and supervision from the senior leadership team and members of the teaching team.

Responsibilities would be discussed and agreed, and would be at the discretion of both the members of the support team themselves and the senior leadership team.

If one member of the support staff team steps into a temporary lead role, they will be paid on the unqualified teachers scale, either through a fixed term contract or on a casual basis as appropriate.

If a team elect is to share the load the members may be paid for the role they are taking on beyond that for which they are employed as an honorarium based on the following principle for remuneration:

Payment will:

- Be proportionate to the number of days of the week on which the responsibility, beyond that for which they are employed, is held
- Take account of the number of the support team who are taking on the responsibility beyond that for which they are employed and divided equitably
- Reflect a reasonable uplift against existing salary levels and be deemed commensurate with the discharging of the responsibility beyond that for which they are employed

The frequency and total cost allocation associated with Additional Payments will be monitored over time in order to identify any trends in use.

Reviewed by: Simon Knight

Date: May 2026

Approved by Governors:

Date: May 2026

