	Navigate	e to Tools - Staff -	Pay Related		
SIMS .	net: Green Abbey Scho	ol			
<u>Focus</u> <u>R</u> e	eports R <u>o</u> utines <u>T</u> ool	s <u>W</u> indow <u>H</u> elp	- h		
My       12       13       14       15       16       17	Back Forw  Vr A Blacker  Jome Page J5/08/2015	Admissions Lookups Other Schools Setup Message Options Housekeeping Academic Management Maintain Medical Event Statutory Return Tools Pupil Premium Check for Update System Diagnostics Performance Examinations Validate Memberships Cover Staff CAPITA SOLUS Capita My Account	Aug 2015 Thu, Aug 2015 Thu, Thu, Thu, Thu, Thu, Thu, Thu, Thu,	06 Aug 2015 Fr	
100			Salary Upd	ate	-
18	30		<u>Superannua</u> <u>N</u> ational In:	surance Rates	-
19	20		Pay Related	l <u>I</u> mport	
		Select New			
SIMS .net	: Green Abbey So	chool			
Focus Repo	rts Routines Tr	ools Window He	elp		
😫 🦛 в	ack 🔹 📄 For	ward 🛜 🍃	1	2 🔧 🚺	ê 📙
Eind Se	rvice Term				
New 🛍 S	Search 🔝 Open 🛛	Print Brows	se 🤍 Next 🏠	Previous	
Se	ervice Term Code				
Term	Des	scription			
		Panel 1: Service T	erm		
<u>1</u> Service Term					
Code	HT	Salarie	d	V	Pay Pattern
Description	Head Teacher post 20	Hours \	Worked/Week	32.5000	
Description		Term T	ime Only Possible		
Award by Salary Range		Weeks	Worked/Year	52.14300	
Spinal Progression	Not Applicable	l eache Hidden	3		
intersentent internet	Linchhanne	- Huden			

## **Creating the Head Teacher Service Term**

Code	Suggested code HT – you can use another unique code of your choice			
Description	Suggested description shown – can amend if required			
Award by Salary Range	DO NOT TICK			
Spinal Progression	DO NOT TICK			
Salaried	Leave as TICKED (default)			
Hours Worked\Week	Suggested hours 32.5 – can be amended if different for your school			
Term Time Only Possible	DO NOT TICK			
Weeks Worked\Year	52.143			
Teacher	TICK this box			
Hidden	DO NOT TICK			
	Panel 2: Pay Awards			
Eocus       Reports       Routines         Image: Sevent of the sevence of the s	Tools Window Help   orward Image: The second			
Single Pay Spine	DO NOT TICK			
Minimum Point 1				
Maximum Point	int 43			
Interval	1.0 (cannot be changed)			
Scales	Select New (highlighted above)			
Your Head Teacher will ha need to enter the releva correct number so that if tl	ve a contract referencing just 1 of the 8 groups therefore you will only nt group for your school – however ensure that you enter it with the his changes in the future, additional groups can be entered if necessary			

		Scale			
	SIMS Add New Scale for Head	d Teacher post 2015			
	Detail				
	Code	HG1			
	Description	Head Teacher Group 1			
	Hidden				
	Minimum Point	6.0			
	Maximum Point	18.0			
	D. C. J	Leadership	-		
	PayScale				
	Regional Pay Spine	Rest of England			
		OK	Cancel		
Code:	HGn (n being	1-8 as required)			
Description:	Head Teacher	Head Teacher Group n (n being 1-8 as required)			
Hidden					
Minimum Point	Group 1 : Poir	Group 1 : Point 06			
Winning in Conte	Group 2 : Poir	Group 1 : Point 08			
	Group 3 : Poir	Group 2 : Point 08			
	Group 4 : Poir	Group 4 : Point 14			
	Group 5 : Poir	Group 5 : Point 18			
	Group 6 : Poir	Group 6 : Point 21			
	Group 7 : Poir	Group 7 : Point 24			
	Group 8 : Poir	nt 28			
Maximum Point	Group 1 : Poir	nt 18			
	Group 2 : Poir	nt 21			
	Group 3 : Poir	Group 3 : Point 24			
	Group 4 : Poir	Group 4 : Point 27			
	Group 5 : Poir	Group 5 : Point 31			
	Group 6 : Poir	Group 6 : Point 35			
	Group 7 : Poir	Group 7 : Point 39			
		ill 43			
Payscale	Leadership				
Regional Pay Spine	Rest of Englar	nd			

Scale Award	Select New (highlighted below)					
Scale Award						
STIMS and to Green Abbery     Focus Reports Routines     Second Sec	School Tools Window Help srward 📚 🍃 📄 🗭 🖗 🕼 🔛 🔞 🕼 S a Tool S a Too					
Add New Service Term I Save ∮ Undo 🚍 Print 1 Service Term 2 Pay Awards	<u>3</u> Pay Awards by Salary Range <u>4</u> Allowances <u>5</u> Posts <u>6</u> Superannuation <u>7</u> Financial Sub-groups					
2 Pay Awards Single Pay Spine Minimum Point Maximum Point Scales Scale Award Award Date	I0         43.0         Interval         I0         43.0         Interval         Code         Description         Minimum Point         Maximum Point         Maximum Point         Maximum Point         II         Petral         From Point         II         Award Date         01/09/2015					
From Point	Automatically filled from highlighted Scale					
To Point	Automatically filled from highlighted Scale					
Award Date	01/09/2015					
	Scale Award					
Scale Award Award Date 01/09/2015	New         Point         Amount         ▲           ☆ Delete         6         0            0         7         0            9         0             10         0         ✓					
Your screen may re	eference different points, depending on the scale you entered.					
Enter the amounts a	against the points as given in the LGA Guidance linked to the FAQ					

	Panel 4: Allowances				
If require	d, click on the New button and enter allowances here.				
Add New Service Term					
💾 Save 🍵 Undo 🚍 Print					
Service Ferm 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances b Posts 6 Superannuation / Financial Sub-groups     Service S					
4 Allowances	4 Allowances				
Allowances	Code Description				
Allowance Awards	Award Date     Amount       Award Date     Amount				
	Payroll Allowance				
<u>5</u> Posts					
Code	Unique 2-4 digit code i.e. FA (First Aid)				
Description	Complete as appropriate				
Hidden	DO NOT TICK				
Category of Additional Payment	Select from drop down as appropriate				
Pavroll Allowance	Ignore this field / Not Applicable				
Add New Service Term Save Dundo Print 1 Service Term 2 Pay Awards 5 Posts	3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups				
Posts	Code Description Category Description SWC Post Payroll Post				
	SIMS Add New Post for Head Teacher post 2015				
	Detail				
	Post Reference H1				
C Superstruction	Post Description Head Teaccher				
Superannuation Schemes	Post Category Teacher, Other				
	Payroll Post				
	SWC Post Head Teacher				
	OK Carol				
Post Reference	HT				
Post Description	Head Teacher				
Post Category	Teacher, Other				
Payroll Post	Not Applicable				
SWC Post	Head Teacher				

		SAVE				
Sims SIMS .net: Green Abbey Schot         Eocus       Reports       Routines       Iool         Eocus       Forwar         Find Service Term       Forwar         New       Search       Open         Add New Service Term       Save       Undo       Print         Save       Undo       Print       Service Term	ool Is <u>Window H</u> elp Id <b>So O F F</b> Print <b>R</b> Browse <b>Next</b>	Previous	E Superannuation	Z Financial Sub-gro	ups	
<u>5</u> Posts Posts	Code Description HT Head Teaccher	Category Description Teacher, Other	SWC Post Head Teacher	Payroll Post	New Open Delete	
		Contract Char	nge			
End the current contract f	or your Head Te Term fr	acher and set om 1 <sup>st</sup> Septer	up a new o nber 2015	one, referen	cing your new S	Service