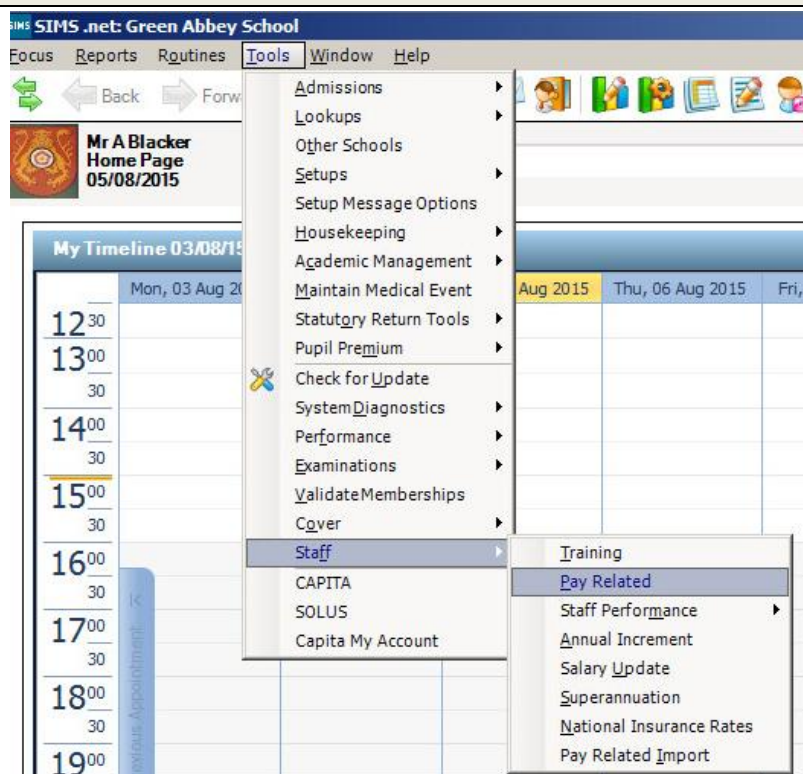
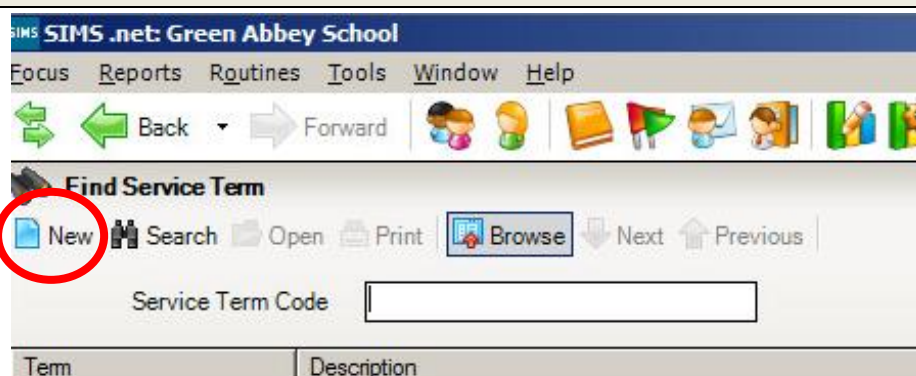


Creating the Head Teacher Service Term

Navigate to Tools - Staff - Pay Related



Select New



Panel 1: Service Term

1 Service Term		Pay Pattern	
Code	HT	Salaried	<input checked="" type="checkbox"/>
Description	Head Teacher post 2015	Hours Worked/Week	32.5000
Award by Salary Range	<input type="checkbox"/>	Term Time Only Possible	<input type="checkbox"/>
Spinal Progression	<input type="checkbox"/>	Weeks Worked/Year	52.14300
Increment Month	Not Applicable	Teacher	<input checked="" type="checkbox"/>
		Hidden	<input type="checkbox"/>

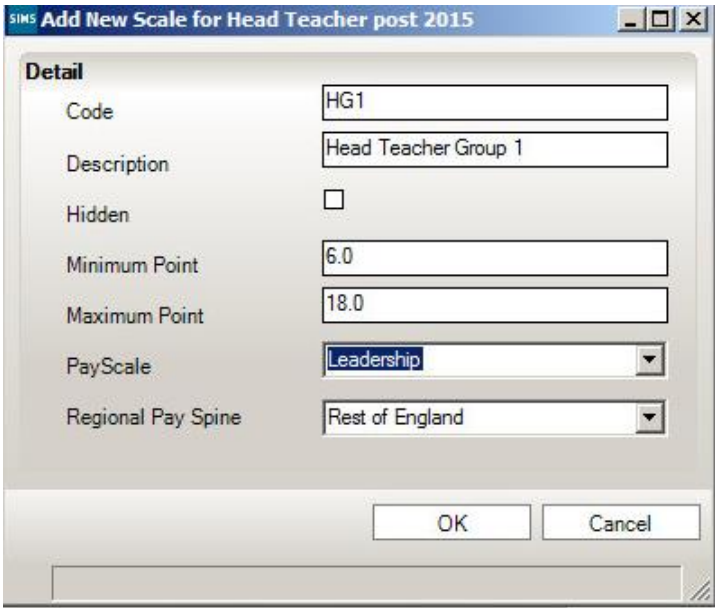
Code	Suggested code HT – you can use another unique code of your choice
Description	Suggested description shown – can amend if required
Award by Salary Range	DO NOT TICK
Spinal Progression	DO NOT TICK
Salaried	Leave as TICKED (default)
Hours Worked\Week	Suggested hours 32.5 – can be amended if different 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

The screenshot shows the 'Add New Service Term' window in the SIMS .net application. The '2 Pay Awards' section is selected, and the 'Scales' table is displayed. The 'New' button in the Scales table is highlighted with a red circle.

Single Pay Spine	DO NOT TICK
Minimum Point	1
Maximum Point	43
Interval	1.0 (cannot be changed)
Scales	Select New (highlighted above)

Your Head Teacher will have a contract referencing just 1 of the 8 groups therefore you will only need to enter the relevant group for your school – however ensure that you enter it with the correct number so that if this changes in the future, additional groups can be entered if necessary

Scale	
	
Code:	HGn (n being 1-8 as required)
Description:	Head Teacher Group n (n being 1-8 as required)
Hidden	DO NOT TICK
Minimum Point	Group 1 : Point 06 Group 2 : Point 08 Group 3 : Point 11 Group 4 : Point 14 Group 5 : Point 18 Group 6 : Point 21 Group 7 : Point 24 Group 8 : Point 28
Maximum Point	Group 1 : Point 18 Group 2 : Point 21 Group 3 : Point 24 Group 4 : Point 27 Group 5 : Point 31 Group 6 : Point 35 Group 7 : Point 39 Group 8 : Point 43
Payscale	Leadership
Regional Pay Spine	Rest of England

Scale Award	Select New (highlighted below)
-------------	--------------------------------

Scale Award

From Point	Automatically filled from highlighted Scale
To Point	Automatically filled from highlighted Scale
Award Date	01/09/2015

Scale Award

Point	Amount
6	0
7	0
8	0
9	0
10	0

Your screen may reference different points, depending on the scale you entered.

Enter the amounts against the points as given in the LGA Guidance linked to the FAQ

Panel 4: Allowances

If required, click on the New button and enter allowances here.

The screenshot shows the 'Add New Service Term' window with the '4 Allowances' tab selected. A 'New' button is circled in red. An 'Add New Allowance for Head Teacher post 2015' dialog box is open, showing fields for Code, Description, Hidden, Category of Additional Payment, and Payroll Allowance.

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
Payroll Allowance	Ignore this field / Not Applicable

Panel 5: Posts

The screenshot shows the 'Add New Service Term' window with the '5 Posts' tab selected. An 'Add New Post for Head Teacher post 2015' dialog box is open, showing fields for Post Reference, Post Description, Post Category, Payroll Post, and SWC Post.

Post Reference	HT
Post Description	Head Teacher
Post Category	Teacher, Other
Payroll Post	Not Applicable
SWC Post	Head Teacher

SAVE

SIMS .net: Green Abbey School

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Find Service Term

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Add New Service Term

Save Undo Print

1 Service Term 2 Pay Awards 3 Pay Awards by Salary Range 4 Allowances 5 Posts 6 Superannuation 7 Financial Sub-groups

5 Posts

Code	Description	Category Description	SWC Post	Payroll Post
HT	Head Teacher	Teacher, Other	Head Teacher	

New Open Delete

Contract Change

End the current contract for your Head Teacher and set up a new one, referencing your new Service Term from 1st September 2015