

Protocol on the use of Recruitment and Retention Incentive Payments for Teachers

Introduction

On occasion, it may prove difficult to recruit the appropriate candidates to teaching posts in a particular specialism, subject area or pathway. In order to ensure that pupils within The Westminster School receive the best possible learning experience and to maintain safe and effective staff to student ratios, it may be necessary to consider offering an additional incentive payment to attract high quality candidates to hard to fill posts.

General Principles Recruitment and Retention Incentive Payments should only be offered where one or more of the following criteria are met:

- 1) It has not been possible to recruit to the post(s) through a number of recruitment cycles
- 2) There are no other options open to the school in terms of sourcing appropriate candidates
- 3) There is a real risk of school not being appropriately staffed
- 4) There is a real risk the school will be unable to comply with safe and effective staff to student ratios.
- 5) As the purpose of the scheme is to attract additional teachers to the School, it will not be payable to teachers who are currently under contract within the School. In circumstances in which a teacher already employed within the School moves into a post in the school which has been deemed difficult to fill due to a lack of applicants for a particular establishment, the Head Teacher/Governing Board has the discretion to apply the payment, in consultation with HR.

Provisions of the Scheme

The maximum amount payable under the scheme will be £5,000 in total, paid in two instalments.

- 1) 60% paid on commencement of employment
- 2) With the remaining 40% on completion of 3 years' satisfactory service.
Satisfactory service means that no competence, conduct or capability issues have been raised formally with the individual. If the individual is at any time during the first 3 years managed under a formal competence, conduct or capability process, the 2nd instalment will not be paid.
- 3) Payment will be by means of an ex-gratia payment paid through the School's payroll provider and will be subject to Tax and National Insurance deductions.
- 4) Teachers leaving the employment of the School during the first 3 years will be liable to repay an element of the recruitment incentive payment in line with the following schedule:
 - a. < 6 months service 100%
 - b. 6-12 months service 75%
 - c. 13-24 months service 50%
 - d. 25-36 months service 25%