

Pay and Policy Compliance

October 25 Noticeboard

Welcome to the October edition of our Pay and Policy Compliance communications. In this month's update, we share important information and reminders on key compliance topics to help you stay informed. This edition covers the following topics:

- Schools Workforce Contract
- Term Time Only Leaving Dates
- Teachers Notice Periods
- Teachers Pay Policy update
- Salary Statements
- Time Served Increments
- Schools Workforce Census Submissions
- Statutory Duties Document update

Schools Workforce Contract

Please be advised that the support staff contract template and associated guidance have recently been updated. With immediate effect, all future support staff contracts must use the revised template. In addition, please ensure the Birmingham Schools Workforce Contract is attached to each support staff contract issued. Your cooperation in implementing these changes is appreciated to ensure consistency and compliance across all schools.

Link to support staff contract:

[Support staff contract template | Birmingham City Council](#)

Link to Birmingham support staff contract:

[Birmingham School's Workforce Contract | Birmingham City Council](#)

Term Time Only Employees – Half Term/End of Term Leaving Dates

Term-time only arrangements are in place for support staff that work less than a full year. If an employee works term time only their salary has been adjusted to allow them to take the school holidays and receive equal monthly salary payments throughout the year. Under this arrangement term time only support staff are entitled to a salary payment up until the end of school holiday periods. If a term time only employee resigns and works their notice up until the last day of term/half term, then they should receive their salary until the last day of the holiday period (usually a Sunday). This also allows for continuity of service for support staff transferring between schools.

For example:

A Teaching Assistant has resigned and works notice up until 24th October 2025. Half

term week is from 25th October to 2nd November 2025. Therefore, the Teaching Assistant is entitled to be paid their salary up until Sunday 2nd November 2025.

This arrangement also applies to part time employees where their working pattern is less than 5 days a week. If a term time only employee works less than 5 days a week, but they have worked up until their final working day before the holiday period then they are also entitled to their normal salary payment up until the end of the holiday period.

For example:

A Teaching Assistant works 3 days a week (Monday, Tuesday and Wednesday). The Teaching Assistant has resigned and works notice up until 22nd October 2025 (their last working day). Half term week is from 25th October to 2nd November 2025. 22nd October 2025 is their last working day before the end of term, therefore the Teaching Assistant is entitled to be paid their salary up until Sunday 2nd November 2025.

When instructing your new HR and Payroll Provider, do ensure that you provide the correct leaving dates/end of contract dates for term time only staff so that the correct payment of salary is made.

Teacher Resignation Notice for End of Autumn Term

Teachers are required to give notice in accordance with the 'Conditions of Service for School Teachers in England and Wales (*Burgundy Book*)' - to take effect at the end of a school term as defined in the Burgundy Book, i.e. 31st December, 30th April (or if the teacher is moving to another school, the day before the summer term begins if this is earlier than 30th April), and 31st August.

A teacher must give their notice by:

- 31 October, to leave 31 December
- 28 February, to leave 30 April (or day before a new teaching appointment)
- 31 May, to leave 31 August

Head teachers are required to give an extra month's notice:

- 30th September to leave 31 December
- 31st January to leave 30 April (or day before a new teaching appointment)
- 30th April to leave 31 August.

Any teacher intending to resign with effect from **31 December 2025** (the end of the Autumn Term) must submit their formal notice of resignation **no later than 31 October 2025**.

Any Head teacher intending to resign with effect from **31 December 2025** (the end of the Autumn Term) must submit their formal notice of resignation **no later than 30th September 2025**.

Teachers Pay Policy - Update

The 2025 Birmingham City Council Pay Policy document is due to enter consultation with our Trade Union colleagues shortly. While we aim to have the policy ratified and approved as soon as possible, previous timelines suggest this process may take a couple of months.

We will keep you informed throughout and will share the final version of the 2025 BCC Pay Policy once it has been agreed. The document will be uploaded to the **Working for Schools** webpage, and Head Teachers will be notified via email.

Salary Statements – Teachers (including unqualified Teachers)

Please be reminded that the School Teachers' Pay and Conditions Document requires a teacher to be notified in writing of their salary after a determination has been made. This occurs annually with effect from 1st September and must be produced after performance management has been completed for teachers. Your salary statements for your teaching staff will ensure that you are able to easily meet your annual statutory duty.

The statements should include:

- the total value of salary
- the scale or spine point and its value
- the value of any:
 - special needs allowance
 - teaching and learning responsibility payment
 - residential duty payment
 - recruitment and retention incentives and benefit
 - Safeguarding
- the teacher's position within the pay ranges
- the nature of the significant responsibility for which the allowance was awarded and, if the award is made whilst the teacher occupies another post in the absence of a post-holder, the date on which, as well as any circumstances in which (if occurring earlier than that date), it will come to an end and, for TLR3s, a statement that the TLR will not be safeguarded.

Further detailed guidance of the specific requirements can be found in:

School Teachers Pay and Conditions Document Part 1.3 Timing of salary determination and notification

September 2025 Time served increments for Teachers and Leadership

In 2024 School Teachers' Pay and Conditions Document (STPCD) removed the link between teacher performance and pay progression. As a result, teachers and leadership will be eligible for their first time-served pay increment on **1st September 2025**, subject to the criteria outlined below:

- **Eligibility:** Teachers must have been in post for a minimum of 26 weeks by 31st August 2025 to receive an increment.

- **Early Career Teachers (ECTs):** In the case of early career teachers (ECTs), performance and any pay recommendation will be determined by the statutory induction process as per the Education (Inductions Arrangements for Schools Teachers) (England) Regulations 2012. **The two-year induction period does not prevent pay progression for ECTs at the end of the first year. An ECT must have completed a minimum of 26 weeks by 31st August 2025, to be eligible for a time served increment on 1st September 2025.**
- **Poor Performance:** In cases, where due to poor performance a teacher is in capability proceedings, pay progression can be withheld. In these circumstances, please contact your Employee Relations provider for further advice.
- **Leadership:** Please ensure that progression does not take the leadership teacher outside of their pay range. Pay ranges should be set as a 5 point pay range for Assistant and Deputy Head teachers and a 7 point pay range for Head teachers in accordance with the school group size.

Please note: Although the link between the appraisal process and performance-related pay decisions for teachers and school leaders has been removed, the statutory obligation to complete the appraisal process remains in force.

Please ensure that your HR and Payroll Provider are informed so that they can progress any pay increments promptly and in accordance with the revised guidelines.

School Workforce Census Submission 2025

The School Workforce Census (SWC) is an annual statutory requirement introduced by the Department for Education in 2010. It collects data about each member of teaching and support staff working in local authorities, local authority-maintained schools, and academies.

Census day this year is **Thursday 6th November 2025** and all Birmingham schools are now responsible for submitting their own SWFC data through the DfE Collect portal.

This year, you will already have received your school's data reports extracted from Oracle containing raw, uncleansed data for the relevant period up to your offboarding date. You will now need to cleanse this data and combine it with the data you have on your new systems to complete your returns.

To support you with your submissions, please find some useful 'how to guides' which can be accessed via the following sites:

[School workforce census 2025: technical information - GOV.UK](#) - covers all data to be included under each module and reporting dates as well as a document for the validation rules.

[COLLECT guides for schools and local authorities - GOV.UK](#) - provides a document to use when loading your files to COLLECT.

Statutory Duties and Ongoing Compliance and Assurance Role as the Employer in Schools

The Statutory Duties document has been reviewed and updated to reflect the latest requirements. The revised version is now available on the Working for Schools [webpage](#).

Please take a moment to review the updated document to ensure you are familiar with the requirements.