

## **Recruitment and Retention Allowances**

*Terms and Conditions (2023-2024)*

---

### **Document summary**

This document sets out the options available to address recruitment and retention difficulties through the use of additional payments, where hard-to-fill positions cannot be recruited through the usual means.

### **Key points**

- All other options for addressing the recruitment and/or retention difficulties must be exhausted before a recruitment incentive payment is advertised.
- Recruitment and retention allowances are only available to specific hard to fill teaching roles.
- Recruitment and retention allowances must be approved by the LAT Recruitment Team before advertised or offered to candidate(s).
- There is a fixed central budget for recruitment and retention allowances which is reviewed annually, managed by the LAT Recruitment Team. If individual academies have capacity to self-fund recruitment and retention allowances outside of the central budget, they are able to do so.

### **1. Recruitment and retention allowances for external recruits**

- 1.1. A recruitment and retention allowance is a payment that is attached to a teaching post to assist a Principal to secure an appointment that is deemed hard to fill.
- 1.2. When an appointment has been made with prior approval for an incentive payment, up to the value of £2,000 may be paid in order to secure the appointment.
- 1.3. A recruitment and retention allowance is paid in two instalments serving the purpose of both a recruitment and retention incentive. Half the allowance is paid in the employee's first month of service, and the remaining half is paid one year later on the condition that the employee has not given their notice of employment.
- 1.4. Payments are subject to tax and national insurance deductions and pension scheme contributions.
- 1.5. The recruitment and retention allowance is only available for permanent positions
- 1.6. Recruitment and retention allowances are not automatically offered and all adverts will include the clause 'for the right candidate'. This includes candidates who show considerable potential and are of particularly high quality in their teaching ability. This is assessed throughout the application and selection process.
- 1.7. Recruitment and retention allowances of this nature are not available for existing employees of LAT applying for roles within their academy or any other LAT academy, unless they meet the criteria in point 2 below, or candidates introduced and engaged via an agency.

### **2. Salary Supplements for internal recruits**

- 2.1. A salary supplement may be offered to an existing employee at LAT when transferring to another academy in another cluster but only in unique circumstances and is a rare occurrence at

LAT. They may be offered to match a candidate's existing salary where there is a considerable difference between the salary offered at the respective academy for a specific job, but the role is proving hard to fill and an incentive of this nature would result in an appointment.

A salary supplement is not the same as salary safeguarding which would apply following a restructure.

2.2. The Principal/hiring manager determines the amount to be offered. It does not have to be the full difference between the employee's current salary and that offered in the hiring academy.

2.3. Payments are made monthly as a separate and identifiable addition to salary.

2.4. Payments are subject to tax and national insurance deductions and pension scheme contributions.

2.5. The payment is not subject to cost of living increases which are applied to the relevant pay scales and any eligible allowances.

2.6. The payment is not a permanent addition to salary and is subject to variation. Salary supplements are typically agreed for a period of 1 year.

2.7. The value of salary supplements will be reviewed prior to the agreed end date. Following a review, it might be appropriate to continue the salary supplement for a further period, vary the value of the salary supplement or discontinue the salary supplement. In the event that a payment is to be reduced or discontinued, the member of staff will be provided with their contractual notice.

2.8. Salary supplements can be used for either teaching or non-teaching roles.

2.9. Salary supplements are discretionary to be decided by the hiring manager/Principal, and are not advertised.

2.10. Salary supplements offered to existing LAT staff who are transferring to another academy are paid out of the hiring academy's budget.