**CHANGE IN ROLE**

**PAYROLL FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION 1: EMPLOYEE DETAILS** | | | |
| **SURNAME:** |  | **FIRST NAME(S):** |  |
| **PAYROLL NO:** |  | **SCHOOL/LOCATION:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2. ADDITIONAL POST DETAILS** | | | | | | | | |
| **JOB TITLE:** |  | | **NAME OF SCHOOL/LOCATION** | | | |  | |
| **TYPE OF ROLE:** | **TEACHER** |  | **SCHOOL BASED:** | | | | |  |
| **SUPPORT** |  | **CENTRAL/SSC TEAM:** | | | | |  |
| **CENTRAL/SSC** |  |
| **START DATE (in Role):** | | |  | | | | | |
| **END DATE (if fixed term/temporary):** | | |  | | | | | |
| **START DATE (in Trust):** | | |  | | | | | |
| **CONTINUOUS SERVICE DATE (if applicable):** | | |  | | | | | |
| **WORKING PATTERN:** | | |  | | | | | |
| **NO OF HOURS**  **WORKED PER WEEK:** |  | | **NO OF HOURS FTE:** | | | | |  |
| **NO OF WEEKS**  **WORKED:** |  | |  | | | | |  |
| **SALARY SCALE:** |  | | **ANNUAL SALARY**  **FTE (£)** | | | | |  |
| **SALARY SPINE**  **POINT:** |  | | **COST CODE:**  **\*Please use the cost centres below in yellow** | | | | |  |
| **ALLOWANCE:** | **TLR1** | |  | | **COST CODE:**  **\*Please use the cost centres below in yellow** | | |  |
| **TLR2** | |  | |
| **TLR3** | |  | | **AMOUNT PER ANNUM**  **(£):** | | |  |
| **SEN ALLOWANCE** | |  | |
| **OTHER (please specify:** | |  | |  | | | |
| **AUTHORISATION (The form must be authorised by the Executive Business Manager)** | | | | | | | | |
| **NAME:** |  | | | **JOB TITLE:** | |  | | |
| **SIGNATURE:** |  | | | **DATE:** | |  | | |
| **APPROVAL (The form must be approved by the Headteacher or delegated budget holder)** | | | | | | | | |
| **NAME:** |  | | | **JOB TITLE:** | |  | | |
| **SIGNATURE:** |  | | | **DATE:** | |  | | |