



**SOUTHGATE
SCHOOL**

Recruitment incentive payment Information Sheet – Teaching Staff

A recruitment incentive (R&R) payment for successful candidates applying directly to Southgate School for this role, is payable after a qualifying period of two full terms in this role. This includes a 2-year retention period. Please see the advert details for the amount payable.

To qualify for this payment, you will need to apply directly to Southgate School (not via any agency). If you are offered the role as part of your recruitment checks, we will ask you to sign the recruitment incentive payment acceptance letter. The payment will then be made to you 2 full-terms after you started in the role.

If you already work for us in another MLT school this will be 2-full terms after your start date at your new school. If you already work for us in the same school, your application for the role must be a promotion and the payment will therefore be payable 2-full terms after your start date in the new role.

If you leave the role before the end of the 2 full-terms you will not receive the payment or any part of it.

The payment is subject to a 2 year retention period, therefore any candidate receiving the payment who leaves within a 2-year period from their start date of employment will be required to pay back the R&R payment. There will be a reduction in 50% of claw back after 1 full year length of service.

Amounts are fixed irrespective of full term employment and are therefore not pro rata for part time roles.

All payments are subject to tax and NI and are processed through the payroll and the payment will be considered pensionable pay.

