



Education Learning Trust Multi Academy Trust

Pay Policy 2023/2024

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1 SECTION A GENERAL INTRODUCTION

1.1 Introduction

- 1.1.1 This policy sets out the framework for making decisions for all Trust employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.1.2 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with the Trust's data protection policy. The Trust will also comply with the requirements of Data Protection Legislation (being (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and the ELT Workforce Privacy Notice sets out how The Trust will gather, process and hold personal data of individuals in relation to pay.`
- 1.1.3 In adopting this pay policy, the aim is to:
- (a) enable us to recognise and reward staff appropriately for their contribution to the schools and Trust, including secondments across ELT;
 - (b) achieve excellent outcomes for all students;
 - (c) support the recruitment and retention of a high quality workforce;
 - (d) complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively;
 - (e) complement the delivery of the appraisal process and make robust decisions on teacher and leadership pay;
 - (f) help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process;
 - (g) ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified.

1.1.4 Pay decisions at this Trust are delegated to the remuneration committee of the Trust Board based on evidence which will be linked to appraisal outcomes and other indicators.

1.1.5 This policy has been implemented following consultation with staff and the recognised trade unions.

1.2 Approval of Pay review decisions Remuneration Committee

1.2.1 The remuneration committee is responsible for establishing and reviewing the Trust wide pay policy for all staff and advising the Trust Board accordingly. It is responsible for ensuring a consistent approach to appraisal and benchmarking of proposed pay awards. Approval of all employee pay review decisions are delegated to the remuneration committee by the Trust Board. The remuneration committee will present the Trust Board with a summary report at the next Trust Board meeting.

1.2.2 The membership will consist of:

- (a) the chair or vice chair of the trust board;
- (b) a quorum of three will be required;
- (c) the Chair of the Trust Board should not be chair of this committee;
- (d) the governance professional should be in attendance at all meetings.

1.2.3 Other parties may be invited to attend all or part of the meeting as appropriate.

1.2.4 The full remit of the remuneration committee is in the ELT Terms of Reference document.

1.3 Delegated pay decisions to the leadership group

1.3.1 Although the Trust Board has overall responsibility for the management of the pay policy, it is not always practical for every single pay decision to be referred to it. Therefore, the headteacher, head of school, associate and executive headteacher has delegated responsibility for the following:

- (a) setting and moderating performance objectives and carrying out or overseeing performance reviews as required and in accordance with the ELT Appraisal Policy;
- (b) ensuring effective appraisal arrangements are in place and that appraisers have the knowledge and skills to apply procedures fairly;
- (c) ensure that additional appraisers have received appropriate training to support the process;

- (d) approving salary assessments for all staff (except the headteacher, head of school, associate and executive headteacher) in consultation with the CEO prior to the review with the remuneration committee;
- (e) ensuring that when pay recommendations are made to the remuneration committee that they are provided with enough and appropriate information to make pay decisions via CEO;
- (f) applying pay discretions where these are clear and non-contentious within the scope of the policy;
- (g) overseeing temporary and supply staff appointments;
- (h) ensure that job descriptions are reviewed drafted and finalised job descriptions for all staff;
- (i) ensuring teachers and support staff are informed about pay decisions reached, and that records are kept of recommendations and decisions made;
- (j) ensure that appropriate support is offered and documented to teachers at an early stage where shortcomings are identified and where pay progression may be impeded as a consequence. (Following a principle of “no surprises”).

2 SECTION B DETERMINING TEACHERS' PAY

2.1 Basic pay determination on appointment

- 2.1.1 The Trust/School will determine the pay range for a vacancy prior to advertising it and ensure that the pay range and any applicable allowances are clearly stated on the job advert. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
- 2.1.2 In making such determinations, the Trust may take into account a range of factors, including:
- (a) the nature of the post;
 - (b) the level of qualifications, skills and experience required;
 - (c) market conditions;
 - (d) the wider Trust context and strategic priorities;
- 2.1.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2.2 Pay reviews

- 2.2.1 Each teacher's salary is reviewed annually by no later than 31st October each year or by no later than 31st December each year for headteachers, heads of school, associate and executive headteachers. Pay increases will be backdated to 1st September of the same academic year.
- 2.2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
- 2.2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, and whether they have been recommended for pay progression (where appropriate) and reasons why if not recommended, any payments or other financial benefits awarded any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

2.3 Assessment of pay progression

- 2.3.1 The pay policy sets out how Education Learning Trust will recognise and reward performance to support continuous improvement.
- 2.3.2 In this Trust all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in the Trust Appraisal Policy.
- 2.3.3 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence whilst being proportionate to be able to support robust decisions. Evidence should be readily available from day to day practice in school, should not need to be collected separately and be considered in the context of minimising bureaucracy.
- 2.3.4 In this Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives which would include their contribution to the School/Trust and the Teachers' Standards (unless other standards apply for a particular post, for example, Headteacher's Standards or the CEO Content Framework).

- 2.3.5 The evidence the Trust will use will be proportionate and include information obtained through the appraisal process. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single or multiple groups of pupils.
- 2.3.6 Teachers' appraisal summary report will contain pay recommendations by appraisers. The CEO with the headteacher will collate these recommendations. See appendix 2 for annual recommendations for pay progression template.
- 2.3.7 Final decisions about whether or not to accept a pay recommendation will be made by the Remuneration committee of the Trust Board, having regard to the appraisal summary report containing the pay recommendation.
- 2.3.8 Additional progression may be considered in accordance with the criteria set out in this policy.
- 2.3.9 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 2.3.10 Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations and these concerns have been raised in writing with the teacher during the annual appraisal cycle, the headteacher will determine support and if necessary the capability procedure will be used. In such situations, there would be no pay progression during that year. Where these concerns exist, they will be raised in writing with the teacher during the annual appraisal cycle.
- 2.3.11 The Finance, Resources, Audit and Risk committee/AGB will consider its approach in the light of the School/Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

2.4 Main pay range for teachers

- 2.4.1 The main pay range within this Trust is £30,000 – £41,333, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£30,000
2	£31,737
3	£33,814
4	£36,051
5	£38,330
6	£41,333

2.5 Pay progression for main pay range teachers

- 2.5.1 Continued good performance as defined in this pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range.
- 2.5.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy
- 2.5.3 Teachers will progress by one point until they reach the top of their range if in the professional judgement of the headteacher, they can demonstrate, and the CEO is satisfied that, there is evidence of:
- (a) at least consistently effective teaching evidenced throughout the year;
 - (b) successfully assessed against their set objectives.
- 2.5.4 Additional progression may be considered for those teachers who, in the professional judgement of the Headteacher and CEO, can demonstrate that they have satisfied and there is evidence of:
- (a) exceptional performance in line with leadership posts
 - (b) The quality of teaching throughout the year being considered [excellent/exceptional] and exceeds expectations;
 - (c) Progress targets being exceeded in the majority of groups or pupils;
 - (d) Successful leadership of a whole school initiative where impact can be evidenced.
- 2.5.5 In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being fully achieved.

2.6 Upper pay range for teachers

- 2.6.1 The upper pay range within this Trust is from £43,266 - £46,525 per annum and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
UPS 1 (upper pay range minimum)	£43,266
UPS 2	£44,870
UPS 3 (upper pay range maximum)	£46,525

2.7 Application to be paid on the upper pay range

- 2.7.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
- 2.7.2 Remuneration committee will monitor numbers of teachers who are on M6 and eligible to progress and investigate why teachers do not apply.
- 2.7.3 Applications may be made once a year by no later than 31st October.
- 2.7.4 Applications should contain evidence from the last two years, should be made in writing and be submitted to the headteacher. Applications will be assessed according to the most recent appraisal review or two most recent appraisal reviews.
- 2.7.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained. Only evidence from appraisal reviews will be considered in deciding in pay progression.
- 2.7.6 In this Trust, this means that to achieve progression to this pay range, headteacher/CEO and Remuneration committee must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance over two years:
- (a) the teacher is highly competent in all elements of the *Teachers' Standards*; and
 - (b) the teacher's achievements and contribution to the school are substantial and sustained.

- 2.7.7 In Education Learning Trust, this means that the teacher has consistently:
- (a) demonstrated that they meet all Teachers' Standards, both in terms of teaching and personal and professional conduct, over a sustained period;
 - (b) been assessed as meeting their performance management objectives over a sustained period of a maximum of two years.
- 2.7.8 Sustained means continued good performance in accordance with the criteria of this policy.
- 2.7.9 The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.
- 2.7.10 The headteacher has receipt and assessment of applications delegated to them by the Trust Board. The headteacher, who will moderate all applications and make recommendations to the CEO/remuneration committee who will make the final decision.
- 2.7.11 The assessment will usually be made within 10 working days. If successful, applicants will move on to the upper pay range, backdated to 1st September of that academic year.
- 2.7.12 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In circumstances, the headteacher may recommend a higher salary based on:
- (a) the nature of the post and the responsibilities it entails;
 - (b) the level of qualifications, skills and experience of the teacher;
 - (c) market forces.
- 2.7.13 If unsuccessful, feedback will be provided in writing by the headteacher along with confirmation of the process for appeals.

2.8 Pay progression for teachers within the upper pay range

- 2.8.1 Once a teacher has moved on to the upper pay range, their performance will be assessed each year and if eligible they will be considered for further progression, no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 2.8.2 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the headteacher/CEO/remuneration

committee are satisfied that there is evidence from the required period of continuing to meet the necessary criteria.

2.8.3 Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the necessary criteria and where all objectives have been exceeded.

2.8.4 In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

2.9 Pay range for unqualified teachers

2.9.1 The unqualified teacher pay range within this Trust is £20,598 – 32,134 per annum and has 6 pay points in line with the advisory points set out at Annex 4 of STPCD as follows:

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6 (unqualified teacher pay range maximum)	£32,134

2.10 Pay progression for unqualified teachers

2.10.1 The headteacher will determine on which pay point the unqualified teacher will be placed on when they are appointed. This will take account of any relevant qualifications and experience. Unqualified teachers will be appointed above the minimum in the following circumstances up to the maximum of the unqualified teacher pay range:

2.10.2 Qualifications:

- (a) one point for a recognised overseas teaching qualification;

- (b) one point for a recognised post-16 teaching qualification;
- (c) one point for a first or second-class honours degree;
- (d) one point for a recognised qualification relevant to their subject area.

2.10.3 At the discretion of the headteacher, unqualified teachers who are on one of the employment-based routes into teaching may be paid on the qualified or unqualified teachers' pay range if they occupy a classroom or support teacher position. Overseas-trained teachers will be paid on the unqualified teachers' pay range, with an allowance to take them up to the qualified rate of pay at the equivalent spine point.

2.10.4 Experience:

- (a) one point on the unqualified teachers' pay range for each period of one year of service as an overseas-trained teacher;
- (b) one point on the unqualified teachers' pay range for each period of one year of service teaching in further education, including sixth form colleges;
- (c) one point on the unqualified teachers' pay range for each period of one year of service teaching in higher education.

2.10.5 The headteacher will consider awarding on a case-by-case basis:

- (a) one point on the unqualified teachers' pay range for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people either in a paid or voluntary capacity.

2.10.6 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

2.10.7 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:

- (a) all objectives are met;
- (b) the quality of the teaching throughout the year is good;

- (c) pupil progress targets achieved for all groups;
- (d) benchmarking against school teacher's standards.

2.10.8 Additional progression will be considered for unqualified teachers who demonstrate:

- (a) all objectives exceeded;
- (b) consistently outstanding teaching evidenced throughout the year;
- (c) progress targets exceeded in most groups or pupils.

2.10.9 Upon obtaining qualified teacher status (QTS) under regulations made under section 132 of the STPCD, an unqualified teacher will be transferred to a salary within the main pay range for teachers.

2.10.10 In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

2.11 Pay ranges for leading practitioner posts

2.11.1 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within this Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:

- (a) be an exemplar of teaching skills;
- (b) lead the improvement of teaching skills in the Trust;
- (c) carry out the professional responsibilities of a teacher other than a headteacher, including those responsibilities delegated by the headteacher.

2.11.2 The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

2.12 Pay progression for leading practitioners

2.12.1 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.

2.12.2 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the headteacher/CEO/remuneration committee is satisfied that they continue to effectively carry out the purpose of the role and there is evidence of:

- (a) all objectives are met and exceeded;
- (b) the quality of teaching throughout the year is exceptional and exceeds expectations;
- (c) evidence of coaching and supporting colleagues to achieve improved student outcomes;
- (d) acting as a role model for Teaching & Learning;
- (e) a commitment to personal development and CPD focused on improving outcomes for students;
- (f) highly competent in all areas of the Teachers' Standards.

2.12.3 Additional progression may be considered for leading practitioners where performance is judged exceptional taking in to account the necessary criteria and where all objectives have been exceeded.

2.13 Pay ranges for members of the leadership group

2.13.1 Pay ranges for headteachers, heads of school, executive and associate headteachers, deputy headteachers and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if this Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

2.14 Headteachers, heads of school, executive and associate headteachers pay ranges

- (a) The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD;

- (b) A pay range will be determined for the headteacher/head of school/executive and associate headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%;
- (c) Additional payments may be made to a headteacher/head of school/associate headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination as above. The total sum of any temporary payments will not normally exceed 25% of the headteacher' s annual salary.

2.14.2 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, calculated at point 1. Where this or exceeding the limits set out at point 2 and 3 are being considered by the remuneration committee of the Trust Board, there must be wholly exceptional circumstances and that committee must make a business case to the full Trust Board who will seek external independent advice.

2.15 Deputy headteachers and assistant headteachers pay ranges

2.15.1 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the school. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

2.16 Pay progression for members of the leadership group

2.16.1 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.

2.16.2 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the relevant senior leader(s)/remuneration committee is satisfied that there is evidence of sustained high quality of performance in school, leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.

2.16.3 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria set out in the paragraph above and where all objectives have been met and there has been a sustained high quality of overall performance.

2.16.4 The remuneration committee will be advised by the appointed governors of the agreed performance objectives and the outcome of the review of these for the members of the leadership group.

2.17 Headteacher, head of school and associate headteacher pay progression

2.17.1 The CEO with an external advisor will have responsibility for annual performance management reviews for headteachers, heads of school and associate headteachers.

2.17.2 The headteacher, head of school, executive and associate headteacher will be able to make submissions in the form of a verbal or written statement to the CEO and external advisor as of their annual performance review. They should also be able to make written submissions commenting on the objectives set if these have not been agreed and the CEO and external advisor should take these into account during the annual performance review process.

2.17.3 In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

2.17.4 Discretionary, additional payments of up to 25% above the maximum of the relevant pay group may be made (unless there are wholly exceptional circumstances) to the headteacher, head of school or associate headteacher.

2.17.5 Additional payments may be made in any of the following circumstances:

- (a) where the school is causing concern;
- (b) if it considers that the school would have substantial difficulty filling a vacancy for a headteacher, head of school, or associate headteacher post;
- (c) if it considers that the school would have substantial difficulty retaining an existing headteacher, head of school or associate headteacher;
- (d) if the a headteacher, head of school or associate headteacher is appointed as a temporary a headteacher, head of school, associate or executive headteacher of one or more additional schools.

2.18 Deputy Headteachers and Assistant Headteachers pay progression

2.18.1 Deputy and assistant headteachers will be able to make submissions in the form of a verbal or written statement to their headteacher/head of school as part of their annual performance review. They should also be able to make written submissions

commenting on the objectives set if these have not been agreed and the relevant pay committee should take these into account during the annual performance review process.

- 2.18.2 In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.
- 2.18.3 Save to the extent that a movement up the pay spine is necessary to ensure that the salary of the deputy headteacher or assistant headteacher equals the minimum of the individual school pay range, the salary shall not be increased by more than two points in the course of one school year.

2.19 Teaching and Learning Responsibility (TLR) payments

2.19.1 In this Trust TLR1 or TLR2 are paid to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post- holder.

2.19.2 Current values are as follows in accordance with the staffing structure:

- (a) TLR1 £9,272 - £15,690 per annum; and
- (b) TLR2 £3,214 – £7,847 per annum

2.19.3 In addition, the Trust may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day, to provide catch- up support on learning lost to the Covid-19 pandemic. The annual value of a TLR3 will be no less than £639 and no greater than £3,169. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above.

2.20 Factors

2.20.1 Before awarding a TLR, the headteacher must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that:

- (a) is focused on teaching and learning;

- (b) requires the exercise of a teacher's professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;
- (e) involves leading, developing and enhancing the teaching practice of other staff.

2.20.2 Before awarding a TLR1, the AGB must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

2.21 Special Educational Needs (SEN) allowances

2.21.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,539 and £5,009 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

2.22 Recruitment and retention incentives and benefits

2.22.1 Payments or other financial assistance, support or benefits may be made to teachers (except to those in leadership posts, other than in the circumstances set out in STPCD), where the Trust consider it necessary as an incentive for the recruitment of a new teacher or the retention of an existing teacher. Such an incentive or benefit may be made as a one off award or an ongoing, time limited allowance and the appropriate value of the award will be determined by the Trust. Where an ongoing, time limited award is to be made, this will be regularly reviewed and it will be made clear in writing at the outset of the award the expected duration and the review date after which the award may be withdrawn.

2.23 Additional Payments for Out of School Learning Activities

2.23.1 ELT may make such payments as it sees fit to a teacher, other than a headteacher, in respect of participation in:

- (a) out-of-school hours learning activity, agreed between the teacher and the headteacher;

- (b) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

2.24 Early career teachers (ECTs)

- 2.24.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 2.24.2 Eligible ECTs will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the ECT's performance with reference to the statutory induction process including the outcome of the formal assessments.
- 2.24.3 Eligible ECTs should be awarded pay progression at the end of their first year unless serious concerns have been raised in writing during the cycle, where eligible in line with the service requirement set out in section 2.3.3 of this policy.

2.25 Part time teachers

- 2.25.1 Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. Part-time teachers will receive a written statement which sets out expectations regarding the deployment of working time, including timetabled teaching time, leadership and management time (where applicable) and directed time beyond the school day. The pay of part-time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher in accordance with STPCD and any increase in pay will be paid pro-rata to full-time equivalent salary rates.
- 2.25.2 Objectives for part time teachers will be reflective of their reduced hours.

2.26 Short notice/supply teachers

- 2.26.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days for the school year beginning in 2023; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

2.27 Pay protection

2.27.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

2.28 Absence and pay progression

2.28.1 Employees who are absent long term (including but not limited to maternity leave and long term sick leave due to a disability) are still eligible to be considered for pay progression.

2.28.2 The Trust will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year. If there is sufficient time for assessment in the current cycle, that period may also be considered.

2.29 Appeals

2.29.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.

2.29.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork, they require for the hearing. The teacher should inform the chair of the appeals panel who their chosen companion is, in good time before the hearing.

2.30 Informal discussion

2.30.1 As part of the normal salary review process, the appraiser will review and make recommendations to the Headteacher who will inform the teacher of the pay recommendation. Upon receipt of written notification of the pay recommendation, if the teacher is dissatisfied they should first discuss the recommendation with the headteacher within 10 working days of receipt of the notification.

2.30.2 This discussion gives an opportunity for a teacher to discuss the pay recommendation, to gain an understanding of why it was made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

2.31 Stage One

2.31.1 If, the teacher remains dissatisfied, and believes that an incorrect pay recommendation has been made they can make a formal representation in writing to the committee who make the decision.

2.31.2 To make a representation against a pay recommendation, a formal statement should be submitted in writing within 10 working days of the informal discussion with the headteacher as above. This formal statement should be addressed to the remuneration committee of the Trust, stating the grounds of their disagreement with the pay recommendation.

2.31.3 The possible grounds for appeal are:

- (a) incorrectly applied the school's pay policy;
- (b) incorrectly applied any provision of the STPCD;
- (c) failed to have proper regard for statutory guidance;
- (d) failed to take proper account of relevant evidence;
- (e) took account of irrelevant or inaccurate evidence;
- (f) was biased; or
- (g) unlawfully discriminated against the teacher.

2.31.4 The panel who made the decision (or a representative from) will convene a meeting to consider the representation as soon as is practically possible. The employee will be invited in writing, giving a minimum of 10 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

2.31.5 The teacher will have the opportunity to make representations to the remuneration committee panel or their representative, including presenting evidence, calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will also attend to present the management case, including calling relevant witnesses. A note taker will also be present.

2.31.6 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 10 working days.

2.32 Stage Two

2.32.1 If a teacher wishes to appeal against the decision made at Stage One, they may do within 10 working days of the written decision on the grounds that the committee who made the decision:

- (a) incorrectly applied the school's pay policy;
- (b) incorrectly applied any provision of the STPCD;
- (c) failed to have proper regard for statutory guidance;
- (d) failed to take proper account of relevant evidence;
- (e) took account of irrelevant or inaccurate evidence;
- (f) was biased; or
- (g) unlawfully discriminated against the teacher.

2.32.2 Appeals against the decision at Stage One should be made in writing and addressed to the Chair of the pay appeal panel of the Trust Board stating the grounds of their appeal in accordance with the criteria above.

2.32.3 Upon receipt of an appeal, an appeals panel of 3 different Trustees who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 10 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

2.32.4 The teacher will have the opportunity to present evidence to the appeals panel, including relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will attend, who will have the same opportunity. [A representative of the original decision-making panel will also attend to explain why the decision at Stage One was made]. A note taker will also be present.

2.32.5 The decision of the panel will be confirmed in writing to the teacher within 10 days. The appeal panel's decision is final; there is no further right of appeal.

3 SECTION C DETERMINING SUPPORT STAFF PAY

3.1 Pay reviews

3.1.1 The Trust Board will ensure that each member of support staff's salary is reviewed annually with effect from 1st April if eligible.

3.2 Salary scales

3.2.1 The salary scales used will be in accordance with the Green Book pay scales, however where the labour market creates a staffing shortage or to attract the right candidate, the Trustees will consider paying above the normal pay scale. All support staff salaries, including spot salaries, are subject to an annual pay award, which is a separate increase to a pay increment.

3.3 Term time only employees

3.3.1 Support staff who work 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of weeks than an all year round employee, but work extra weeks during school holidays depending on the requirements of the role, are deemed to be term-time plus.

3.3.2 An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work, and paid in twelve monthly installments.

3.3.3 The Trust calculates pay for employees that work term-time only or term-time plus in accordance with the advisory model calculation set out in the Green Book and the working weeks and number of weeks' holiday individuals are entitled to will be set out in their contracts of employment

3.4 Job descriptions

3.4.1 The headteacher in conjunction with the line manager of the role will ensure that an up to date job description is available for each post which identifies the appropriate duties.

3.4.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

3.5 Basic pay determination on appointment

3.5.1 The School/Trust will determine the grade for a vacancy prior to advertising it, which will be identified on the job description. On appointment, the headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- (a) the nature of the post;
- (b) the level of qualifications, skills and experience required;
- (c) market conditions;
- (d) the wider School/Trust context and strategic priorities.

3.6 Incremental progression

3.6.1 If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment

3.6.2 subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

3.6.3 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April.

3.6.4 Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

3.7 Honoraria

3.7.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

- (a) undertake higher level work in addition to their normal duties;

(b) 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave;

3.7.2 The headteacher will determine the amount of this payment. Where the employee is undertaking higher level work, which is not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

3.7.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher level work or 'act up'.

3.7.4 This should usually only be a temporary solution and the headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

3.8 Appeals

3.8.1 A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply however the Green Book replaces STPCD.

3.9 Review of policy

3.9.1 This policy is reviewed annually by the Trust in consultation with the recognised trade unions. The application and outcomes of this policy will be monitored to ensure it is working effectively.

4 SECTION D DETERMINING EXECUTIVE PAY

4.1 Executive Pay

4.1.1 Pay arrangements for these roles will be as per the headteachers and heads of school working in the Trust and will be as per the provisions of STPCD.

4.1.2 When setting pay and terms and conditions for the Executive team, the following documents may be taken into consideration and used for reference purposes:

(a) School Teachers Pay and Conditions (STPCD);

- (b) Academies Trust Handbook 2023 and any relevant Education and Skills Funding Agency guidance;
 - (c) 'Green and Burgundy Books';
 - (d) External National Benchmarking i.e. Creston report and HR consultants.
- 4.1.3 For those posts where the salary arrangements are likely to fall outside the scope of STPCD, consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the Trust Board's remuneration committee, in line with financial delegation arrangements and include justification for the level of remuneration.
- 4.1.4 Pay for Executives will be reviewed on an annual basis and the pay review will be completed by 31st December. Any pay increase will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. All Executives are given challenging performance management objectives and these are managed and assessed under the Trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement:
- 4.1.5 In determining starting salaries or increases for Executives, the Trust consider following and include such information in the justification:
- (a) level of educational challenge to the Trust;
 - (b) level of financial challenge to the Trust (including any financial constraints);
 - (c) level of geographic challenge to the Trust;
 - (d) external pay reports and evaluation including Brown Jacobson;
 - (e) any relevant contractual changes to protect the Trust - extending notice periods, restrictive covenants etc;
 - (f) media/ESFA and parental scrutiny.

5 Appendix 1 – Leadership Group Pay Scale

SPINE POINT	1 SEPT 2023 TO 31 AUG 2024
L1	£47,185
L2	£48,366
L3	£49,574
L4	£50,807
L5	£52,074
L6	£53,380
L7	£54,816
L8	£56,082
L9	£57,482
L10	£58,959
L11	£60,488
L12	£61,882
L13	£63,430
L14	£65,010
L15	£66,628
L16	£68,400
L17	£69,970
L18	£71,729
L19	£73,509
L20	£75,331
L21	£77,195
L22	£79,112
L23	£81,070

L24	£83,081
L25	£85,146
L26	£87,253
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31	£98,616
L32	£101,067
L33	£103,578
L34	£106,138
L35	£108,776
L36	£111,470
L37	£114,240
L38	£117,067
L39	£119,921
L40	£122,912
L41	£125,983
L42	£129,140
L43	£131,056

6 Appendix 2 - Recommendations for Pay Progression

School Name:

Teaching Staff	Job Title (source Establishment Report Sept 23)	FTE	Leadership Pay Range (Group 7) L24-39	Current Pay Point September 2022	New Pay Point September 2023	Current Allowance Type 22	Current TLR/SEN allowances Sept 22 £	New TLR/SEN allowances Sept 23 £	Headteacher/Teacher Standards (RAG) A	Objectives 2022/3 (RAG) B	National Pay Award - Review Subject to A & B	Recommendation for Pay Progression. Including Wider Responsibilities (Further notes to support)	Notes
Senior Leadership Team (SLT)													
Main Pay Scale													
Upper Pay Scale													

Pay Recommendations Approved

Meeting(s) held by the headteacher to present pay recommendations to Chair of Governors

and CEO. Signed: Chair of Governors Date:

..... CEO Date:

The above pay recommendations were approved by the Remuneration committee on

dd.mm.yy The above pay recommendations were ratified by the Trust Board on dd.mm.yy

Signed: Chair of Trustees Date: