

# PAY POLICY

V3

September 2023

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## 1.0 Policy Statement

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 Pay decisions at Beckfoot Trust are made by Trust Board based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.3 The policy has been implemented following consultation with recognised Trade Unions. It has been formally adopted by the Trust Board.

## 2.0 Scope and Purpose

- 2.1 This policy has been developed to comply with current legislation including:
  - The Employment Relations Act 1999
  - The Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
  - 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").
- 2.2 As part of the application of this policy, Beckfoot Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being the 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 our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

## 3.0 Overarching Principles

- 3.1 In adopting this pay policy, the aim is to:
  - Achieve excellent outcomes for all students
  - Support the recruitment and retention of a high-quality workforce
  - Complement Beckfoot Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
  - Complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
  - Enable us to recognise and reward staff appropriately for their contribution to the organisation
  - 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
  - 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.

## **4.0 Determining Teachers' Pay**

### **4.1 Basic pay determination on appointment**

- 4.1.1 Beckfoot Trust will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
- 4.1.2 In making such determinations, the Trust may consider a range of factors, including:
- The nature of the post
  - The level of qualifications, skills and experience required
  - Market conditions
  - The wider Trust context and strategic priorities.
- 4.1.3 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.

### **4.2 Pay reviews**

- 4.2.1 The Trust Board will ensure that each teacher's salary is reviewed annually by no later than 31 October each year or by no later than 31 December each year for Headteachers. Pay increases will be backdated to 1 September of the same academic year.
- 4.2.2 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 organisation will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and Headteachers.
- 4.2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, 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.

### **4.3 Assessment of pay progression**

- 4.3.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. In Beckfoot 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 our Appraisal Policy.
- 4.3.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with paragraph 3 above, except that the outcome will be that they are not eligible for progression due to their length of service.
- 4.3.3 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 and be considered in the context of minimising bureaucracy.

- 4.3.4 In Beckfoot Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the School/Trust.
- 4.3.5 The evidence may include, but is not limited to appraisals, peer review, tracking pupil progress and lesson observations. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.
- 4.3.6 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Headteacher and will be moderated across the Trust.
- 4.3.7 Final decisions about whether or not to accept a pay recommendation will be made by the Remuneration Committee of the Trust Bord, with regard to the appraisal report containing the pay recommendation and the review exercise by the Headteacher. For CIT staff this will be by the COO or CEO. Employees will be notified of the outcome.
- 4.3.8 Additional progression may be considered in accordance with the criteria set out in this policy.
- 4.3.9 A **no progression** determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the concerns have not been sufficiently addressed through appropriate support provided by the school.
- 4.3.10 Where teaching, progress or compliance with the Teachers' Standards is not meeting expectations 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.
- 4.3.11 The Trust Board will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

#### 4.4 Main pay range for teachers

See Appendix 2 for pay scales.

- 4.4.1 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

#### Pay progression for main pay range teachers

- 4.4.2 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.
- 4.4.3 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 Trust Board is satisfied that there is appropriate evidence.

4.4.4 Performance will be assessed on whether teachers have met the relevant standards and their objectives. Objectives provide an important basis for assessing performance but will not be considered in isolation. Evidence should show:

- Impact on pupil progress
- Pupil targets being achieved
- The quality of the teaching throughout the year being good
- Improvements in specific areas of practice, e.g., behaviour management or lesson planning
- Impact of the effectiveness of the teacher with students and staff
- The Teachers' Standards being met in full
- The wider contribution and professional effectiveness of the colleague.

4.4.5 Additional progression may be considered, where justified by consistently excellent performance for the most able teachers to progress rapidly and there is evidence of:

- All objectives met
- The quality of the teaching throughout the year is excellent and exceeds expectations
- Successful leadership of a whole school initiative where impact can be evidenced

#### 4.5 Upper pay range for teachers

4.5.1 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
1 (upper pay range minimum)	£43,266
2	£44,870
3 (upper pay range maximum)	£46,525

#### Application to be paid on the upper pay range

4.5.2 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 they wish to apply to be paid on the upper pay range.

4.5.3 Applications may be made once a year, no later than 31st October.

4.5.4 Applications should contain evidence from the last two years, submitted in writing (using the standard form available from HR) to the Headteacher.

4.5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In this Trust this means that to achieve progression to this pay range, the Headteacher 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:

- All objectives are met and exceeded
- Quality of teaching throughout the year is excellent/exceptional and consistently exceeds expectations
- Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating effective teaching practice
- Acting as a role model for teaching and learning, playing a critical role in the life of the school
- Enhanced and demonstrable contribution to raising pupil standards

- A commitment to personal development and CPD, focused on improving outcomes for pupils
- Highly competent in all areas of the Teachers' Standards.

4.5.6 The application will initially be assessed by the Headteacher who will moderate all applications. The Trust Board have a legal responsibility for the outcomes. However, the Board has delegated receipt and assessment of applications to the Headteacher.

4.5.7 If successful, applicants will move on to the upper pay range from the date of outcome and it will be backdated to 1 September of that academic year.

4.5.8 Ordinarily a successful teacher will be placed at the bottom of the upper pay range. In exceptional circumstances, the Headteacher may recommend a higher salary based on:

- The nature of the post and the responsibilities it entails;
- The level of qualifications, skills and experience of the teacher.

4.5.9 If unsuccessful, feedback will be provided in writing by the Headteacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range.

4.5.10 Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression no more than once every two years and no application will be necessary. However, 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.

4.5.11 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Headteacher is satisfied, that there is evidence from the required period of continuing to meet the criteria at 4.5.5.

4.5.12 Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at 4.5.5 and where all objectives have been exceeded.

#### 4.6 Pay range for unqualified teachers

4.6.1 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

Pay progression for unqualified teachers

4.6.2 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.

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

- All objectives are met;
- The quality of the teaching throughout the year is good; and
- Pupil progress targets achieved for all groups.

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

- All objectives are met and exceeded;
- The quality of teaching throughout the year is considered excellent/exceptional and exceeds expectations; and
- Progress targets exceeded in the majority of groups or pupils.

#### **4.7 Pay ranges for leading practitioner posts**

4.7.1 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:

- Be an exemplar of teaching skills;
- Lead the improvement of teaching skills in the school;
- Carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

4.7.2 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.

##### **Pay progression for leading practitioners**

4.7.3 Eligible leading practitioners will automatically be 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.

4.7.4 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Remuneration Committee is satisfied that they continue to effectively carry out the purpose of the role as set out at 4.7.1 and there is evidence of:

- All objectives are met and exceeded
- The quality of teaching throughout the year is exceptional and exceeds expectations impacting significantly on pupil progress
- Evidence of coaching and supporting colleagues to achieve improved student outcomes
- Acting as a role model for teaching and learning
- A commitment to personal development and CPD, focused on improving outcomes for students
- They have shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that have contributed to our schools' improvement
- Highly competent in all areas of the Teachers' Standards.

4.7.5 Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria at 4.7.4 and where all objectives have been exceeded.

## 4.8 Pay ranges for members of the leadership group

4.8.1 Pay ranges for Executive Headteachers, Headteachers, Heads of School and ELT Directors will be determined in line with STPCD by the Remuneration Committee for new appointments, where responsibilities significantly change or if the Trust chooses to review pay of leadership posts in line with STPCD. Deputy Headteacher and Assistant Headteacher pay ranges are determined by local school Headteacher with Executive Headteacher within the agreed pay range. The pay range will consider all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant factors including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

### Headteachers

4.8.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.

4.8.3 A pay range will be determined for the 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%.

4.8.4 Additional payments may be made to a Headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 4.8.1-4.8.3. The total sum of any temporary payments will not normally exceed 25% of the Headteacher's annual salary.

4.8.5 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 4.8.2, by more than 25%. Where this, or exceeding the limits set out at 4.8.3 and 4.8.4 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.

See Appendix 1 for Group sizes.

### Deputy headteachers and assistant headteachers

4.8.6 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.

### Pay progression for members of the leadership group

4.8.7 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.

4.8.8 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Trust Board 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.

4.8.9 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 4.8.8 and where all objectives have been exceeded.

#### **4.9 Teaching and Learning Responsibility (TLR) Payments**

- 4.9.1 In this organisation we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our 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.
- 4.9.2 Current values are as follows in accordance with the staffing structure can be found at Appendix 2.
- 4.9.3 In addition, we 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.

#### **4.10 Special Educational Needs (SEN) allowances**

- 4.10.1 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.

#### **4.11 Recruitment and Retention incentives and benefits**

- 4.11.1 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 we 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, be no more than £5,000 and must be approved by the CEO as specified in the Scheme of Delegation. 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.

#### **4.12 Early career teachers (ECTs)**

- 4.12.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 4.12.2 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.
- 4.12.3 Eligible ECTs may be awarded pay progression at the end of the first year of their induction period, where eligible in line with the service requirement set out at paragraph 4.3.2 of this policy.

#### **4.13 Part-time teachers**

- 4.13.1 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 and any increase in pay will be paid pro-rata to full time equivalent salary rates.

#### **4.14 Short notice/supply teachers**

4.14.1 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; 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.

#### **4.15 Pay protection**

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

#### **4.16 Absence and pay progression**

4.16.1 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.

4.16.2 Beckfoot 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 or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

#### **4.17 Relocation**

4.17.1 Newly appointed employees may be entitled to claim financial assistance if they are relocating to take up a post with Beckfoot Trust. Posts that attract a relocation opportunity will be identified at advertisement stage. Schools must obtain prior approval from the CEO before offering financial assistance. Successful applicants must raise a request of relocation allowance immediately after the offer of employment. Prior to applying for a relocation allowance, employees are encouraged to read the HMRC guidance at: <http://www.hmrc.gov.uk/guidance/relocation.htm>.

4.17.2 There is a limit of reimbursement of a maximum of £8,000 of costs incurred related to the relocation against receipts submitted to the school. In circumstances where a relocation allowance has been paid and the member of staff does not subsequently relocate within 12 months of their appointment date, the Trust reserves the right to reclaim payments. Any outstanding relocation allowance not claimed within two years cannot be claimed.

4.17.3 Employees granted a relocation allowance may claim for items which qualify for exemption of tax and Class 1A National Insurance Contributions (NIC) including, but not limited to:

- The cost of relocation and/or storage of household goods
- Insurance of household goods in transit or storage
- The cost of travel from existing to new residence (standard class) for the member of staff and their immediate family
- Fees connected with the sale of a house or purchase, including stamp duty
- Bridging loan interest (requires approval by the Board of Directors)
- The maintenance, insurance and security of existing residence whilst unoccupied (prior to disposal)
- Travel and subsistence costs of one trip for house-hunting by the employee and their immediate family

- The cost of replacing limited domestic goods if they cannot be removed.
- 4.17.4 Reimbursement will not be made for expenses which do not qualify for tax and NIC liability exemption along with HMRC guidelines including:
- Mortgage or housing subsidies if the employee moves to an area of higher housing costs
  - Interest payments for the mortgage on the employee's existing home
  - Re-direction of mail
  - Council Tax
  - New school uniforms for the employee's children
  - Losses such as:
    - Travel season tickets
    - Social or sports club memberships in the new area
    - Penalty for giving insufficient notice of a child's withdrawal from school.
- 4.17.5 Leaving employment If the employee leaves the post within 1 year of receiving a relocation allowance, they will be required to repay 100% of the allowance. If the employee leaves the post within 3 years of receiving a relocation allowance, they will be required to repay 50% of the allowance. If the employee is on a fixed term contract of less than 1 year and leaves before the end of that contract, they will be required to repay 100% of the allowance.

#### **4.18 Acting allowances**

4.18.1 Where a teacher is required to act as Headteacher, Deputy Headteacher or Assistant Headteacher for a period of more than four working weeks, they will be paid at no less than the minimum point of the relevant range/ISR. In the case of those members of staff acting up into a post with a TLR for a period exceeding four working weeks they will receive the full amount of the TLR. Payments will be due from the day on which the teacher assumed those duties.

#### **4.19 Appeals**

4.19.1 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.

4.19.2 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 clerk to trustees who their chosen companion is, in good time before the hearing.

##### **Informal discussion**

4.19.3 As part of the salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied, they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification.

4.19.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were 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.

##### **Stage One**

4.19.5 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher to the committee who made the decision. The possible grounds for appeal are:

- Incorrectly applied the Trust's pay policy;
- Incorrectly applied any provision of the STPCD
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased; or
- Unlawfully discriminated against the teacher.

4.19.6 Appeals against pay decisions should be made in writing and addressed to the Remuneration Committee of the Trust Board stating the grounds of their appeal in accordance with 4.19.5 above.

4.19.7 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

4.19.8 The teacher will have the opportunity to make representations to the Remuneration Committee panel or their representative and a school representative will also attend to present the management case. A note taker will also be present.

4.19.9 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 working days.

#### Stage Two

4.19.10 If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:

- Incorrectly applied any provision of the STPCD
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased; or
- Unlawfully discriminated against the teacher.

4.19.11 Appeals against the decision at Stage One should be made in writing and addressed to the clerk to trustees of the Trust Board stating the grounds of their appeal in accordance with 4.19.10 above.

4.19.12 Upon receipt an appeals panel of 3 different governors 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 5 working days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

4.19.13 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present.

4.19.14 The decision of the panel will be confirmed in writing to the teacher within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

## 5.0 Determining Support Staff Pay

### 5.1 Pay reviews

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

### 5.2 Salary scales

5.2.1 The salary scales used will be in accordance with the Green Book and LA pay scales.

### **5.3 Term time only employees**

- 5.3.1 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 during the year 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.
- 5.3.2 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 equal monthly instalments.
- 5.3.3 The Trust calculates pay for employees who 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.

### **5.4 Job descriptions**

- 5.4.1 The Headteacher/Chief Operating Officer 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.
- 5.4.2 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, the job description will be re-evaluated using the job evaluation scheme and if it is changed, the post holder will be paid the new grade from a date determined by the Headteacher/Chief Operating Officer. 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.

### **5.5 Basic pay determination on appointment**

- 5.5.1 The job evaluation committee will determine the grade for a vacancy prior to advertising it which will be identified on the advert and job description. On appointment the Headteacher/Central Director 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:
- The nature of the post
  - The level of qualifications, skills and experience required
  - Market conditions
  - The wider School/Trust context and strategic priorities.

### **5.6 Incremental progression**

- 5.6.1 If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.
- 5.6.2 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 in line with paragraph 5.1 of this policy.

### **5.7 Honoraria**

- 5.7.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
- Undertake higher level work in addition to their normal duties
  - 'Act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave.

This must be approved by the CEO as specified in the Scheme of Delegation.

- 5.7.2 The Headteacher/Central Director will determine the amount of this payment. Where the employee is undertaking higher level work 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.
- 5.7.3 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'.
- 5.7.4 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.

## **5.8 Appeals**

- 5.8.1 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 (set out in Section B, paragraph 16) however the Green Book replaces STPCD at 16.6.1 and 16.10.1.

## **6.0 Determining Executive and Senior Central Team Pay**

### **6.1 Executive pay**

- 6.1.1 This section sets out the pay arrangements for Executive and senior central team postholders within the Trust.

In this Trust, the extended Executive Team consists of: Chief Executive Officer, Chief Operating Officer, Director of Professional Growth, Director of Research and Transformation, Executive Headteachers, Chief Finance Officer and HR Director. Pay arrangements for Headteachers and Heads of School working in the Trust are as the provisions of STPCD.

- 6.1.2 Pay ranges for the Chief Finance Officer and HR Director are set by the Green Book (NJC).
- 6.1.3 The pay range for the Chief Operating Officer is set on a scale equivalent to the Leadership scale and pay scales will increase in September in line with STPCD leadership increases.
- 6.1.4 When setting pay and terms and conditions for the executive and senior central team, the following documents may be taken into consideration and used for reference purposes:
- School Teachers Pay and Conditions (STPCD)
  - Academies Financial Handbook 2023 and any relevant Education and Skills Funding Agency guidance
  - 'Green and Burgundy Books'.
- 6.1.5 For those posts where the salary arrangements are likely to fall outside the scope of pay scales, 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 Board's Remuneration Committee, in line with financial delegation arrangements and include justification for the level of remuneration.
- 6.1.6 Pay for relevant executive and senior central team post-holders (linked to STPCD) will be reviewed on an annual basis and the pay review will be completed by October. 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. Executive post-holders are given challenging performance management objectives, and these are 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.



- 6.1.7 Pay for Executive post-holders who are on Green Book terms and conditions have an automatic right to advancement through the pay range. This takes place in April.
- 6.1.8 In determining starting salaries or any review, the Trust consider following and include such information in the justification:
- Level of educational challenge to the Trust
  - Level of financial challenge to the Trust (including any financial constraints)
  - Level of geographic challenge to the Trust
  - External pay reports and evaluation
  - Any relevant contractual changes to protect the Trust - extending notice periods, restrictive covenants etc
  - Media/ESFA and parental scrutiny.

## **7.0 Monitoring the Impact of the Policy**

The CEO and HR Director will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the Trust's continued compliance with equalities legislation.

## **8.0 Review of Policy**

This policy is reviewed and amended annually by the Executive Team and in consultation with the recognised Trade Unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

## Appendix 1: Group Sizes

Headteacher Group	England (excluding the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Group 1	53,380 – 71,019	62,304 – 79,856	57,124 – 74,730	54,685 – 72,311
Group 2	56,082 – 76,430	65,007 – 85,267	59,826 – 80,142	57,383 – 77,730
Group 3	60,488 – 82,258	69,407 – 91,095	64,229 – 85,965	61,789 – 83,554
Group 4	65,010 – 88,530	73,933 – 97,359	68,749 – 92,234	66,316 – 89,818
Group 5	71,729 – 97,639	80,655 – 106,476	75,478 – 101,350	73,034 – 98,935
Group 6	77,195 – 107,700	86,119 – 116,535	80,944 – 111,406	78,507 – 108,995
Group 7	83,081 – 118,732	92,007 – 127,564	86,826 – 122,437	84,391 – 120,021
Group 8	91,633 – 131,056	100,552 – 139,891	95,377 – 134,765	92,933 – 132,352

## Appendix 2: Pay Scales

### Pay Range for Unqualified Teachers - From September 2023

1 (minimum)	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6 (maximum)	£32,134

### Pay Range for Classroom Teachers - From September 2023

1 (minimum)	£30,000
2	£31,737
3	£33,814
4	£36,051
5	£38,330
6 (maximum)	£41,333

### Pay Range for Upper Pay Range Teachers - From September 2023

U1 (minimum)	£43,266
U2	£44,870
U3 (maximum)	£46,525

### Pay Range for Leading Practitioners - From September 2023

1 (Minimum)	£47,417
2	£48,606
3	£49,819
4	£51,058
5	£52,330
6	£53,642
7	£55,088
8	£56,357
9	£57,765
10	£59,250
11	£60,785
12	£62,187
13	£63,741
14	£65,331
15	£66,956

16	£68,737
17	£70,314
18 (Maximum)	£72,085

**Allowances – From September 2023**

**TLR1 Range £9,272 - £15,690**

TLR1a	£9,272
TLR1b	£11,405
TLR1c	£13,546
TLR1d	£14,970
TLR1e	£15,690

**TLR2 Range £3,214 - £7,847**

TLR2a	£3,214
TLR2b	£5,346
TLR2c	£7,847

**TLR3 Range £639 - £3,169**

**SEN Range £2,539 - £5,009**

**Pay Ranges for Leadership Group Pay - From September 2023**

Minimum 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
Maximum L43	£131,056

## Local Government Pay Scales

Band		SCP	Annual
3		2	£22,366
	4	3	£22,737
		4	£23,114
5		5	£23,500
	6	6	£23,893
7		£24,294	
8		£24,702	
9		£25,119	
10		£25,545	
11		£25,979	
7		12	£26,421
		13	£26,873
		14	£27,334
		15	£27,803
		16	£28,282
		17	£28,770
	8	18	£29,269
		19	£29,777
		20	£30,296
		21	£30,825
		22	£31,364

Senior Officer Band	SCP	Annual
SO1	23	£32,076
	24	£33,024
	25	£33,945
SO2	26	£34,834
	27	£35,745
	28	£36,648

Principal Officer Band	SCP	Annual
PO1	27	£35,745
	28	£36,648
	29	£37,336
	30	£38,223
PO2	29	£37,336
	30	£38,223
	31	£39,186
	32	£40,221

PO3	32	£40,221
	33	£41,418
	34	£42,403
	35	£43,421
PO4	35	£43,421
	36	£44,428
	37	£45,441
	38	£46,464
PO5	38	£46,464
	39	£47,420
	40	£48,474
	41	£49,498
PO6	40	£48,474
	41	£49,498
	42	£50,512
	43	£51,515
<b>Special Salary Band</b>	<b>SCP</b>	<b>Annual</b>
Special A	1	£50,467
	2	£51,493
	3	£52,534
	4	£53,449
	5	£54,379
Special B	1	£53,585
	2	£54,495
	3	£55,432
	4	£56,363
	5	£57,282
Special C	1	£56,595
	2	£57,523
	3	£58,464
	4	£59,311
	5	£60,304
Special D	1	£61,469
	2	£63,998
	3	£66,652
	4	£69,061
	5	£71,590
Special E	1	£72,856
	2	£75,387
	3	£77,918
	4	£80,447
	5	£82,979