



BATH & WELLS  
Multi Academy Trust

'That they may have life, life in all its fullness' John 10:10

## Pay policy

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**This policy will be reviewed annually on or before September 2022 .**

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## 1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. The Trust are not legally bound by National terms and conditions. Unless contractually stipulated, the Trust upholds current legislation<sup>1</sup>, 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.
- 1.2 As part of the application of this policy, the 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 (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), and our [Workforce Privacy Notice] sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this pay policy the aim is to:
- 1.3.1 achieve excellent outcomes for all pupils
  - 1.3.2 support the recruitment and retention of a high quality workforce
  - 1.3.3 complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
  - 1.3.4 complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
  - 1.3.5 enable us to recognise and reward staff appropriately for their contribution to the Trust
  - 1.3.6 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
  - 1.3.7 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
- 1.4 Pay decisions at this Trust are made by the relevant groups and based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.5 The Trustee Board adopted this policy on 3.12.2021.

## 2 Monitoring the impact of the policy

The Trust Board, and LGCs 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 school's continued compliance with equalities legislation.

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

### 3 Review of policy

This policy is reviewed annually by the trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

### 4 Delegation

- 4.1 The Trust's Board of Trustees are ultimately responsible for all pay decisions affecting staff within all schools.
- 4.2 The Trust Trustees delegate pay decisions in accordance with the pay decisions table outlined below:

Type of Pay Decision	Recommended by	Approved by	Method of grade setting	Reported to
Setting of CEO's salary/payscale	Finance and Resources Committee	Trustee Board	Job evaluation and market forces	N/a
Incremental progression of CEO within payscale	Chair of the Board and external advisor	Finance and Resources	N/a	Trustee Board
Setting Executive Leadership Team salary/payscale (other than CEO)	Finance and Resources Committee	Trustee Board	Job evaluation	N/A
Incremental progression of Executive SLT members within payscale (other than CEO)	CEO	Finance and Resources	N/a	Trustee Board
Setting of salary/payscale for central roles	Central HR	Executive SLT	Job evaluation	N/A
Incremental progression of Central roles	Appraiser	Executive SLT	N/a	Trustee Board
Setting of ISR for all School Leadership Roles	Central HR	N/a	ISR range based on STPCD	N/a
Incremental Progression within ISR for all School Leadership Roles if eligible	Appraisal Pay panel	Appraisal Pay panel	N/a	Pay committee

Additional payments to school leadership roles	LGC	Executive SLT	N/a	N/a
Teachers Progression to UPS and within UPS	Headteacher	Pay Committee	N/a	LGC
Teachers incremental progression within main scale including accelerated progression and withholding of progression	Headteacher	Pay Committee	N/a	LGC
Allocation of a pay allowance (including a recruitment or retention allowance) or additional pay to a Teacher	Headteacher	Pay Committee	N/a	LGC
Setting of Support Staff Pay scale (local vacancy within a school)	Headteacher with advice from central HR	N/a	Job evaluation	N/a
Withholding incremental progression for support staff	Headteacher	Pay Committee	N/a	N/A
Pay progression for support staff	Headteacher	Pay Committee	N/a	N/A

#### 4.3 Terms of Reference for individuals responsible for pay decisions:

- To ensure the achievement of the pay policy objectives and principles in a fair, reasonable and equitable manner.
- To ensure all decisions for setting pay scales and pay progression are approved in accordance with section 4.2 of this policy.
- To ensure that all pay decisions are documented in writing .
- To observe all statutory and contractual obligations.
- To maintain an accurate written record of all meetings and, having due regard to confidentiality.

#### Line Managers are responsible for:

- Undertaking pay reviews for delegated staff and making proposals where relevant under the provisions set out in this policy, following full consideration of any recommendation made by a performance management reviewer where appropriate.

- Ensuring employees are aware of any recommendations put forward regarding their pay.
- Ensuring all employees are informed of the outcome of pay reviews.

## **SECTION B DETERMINING TEACHERS' PAY**

### **5 Basic pay determination on appointment**

- 5.1 The school 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.
- 5.2 In making such determinations, the school may take into account a range of factors, including:
- 5.2.1 the nature of the post
  - 5.2.2 the level of qualifications, skills and experience required
  - 5.2.3 market conditions
  - 5.2.4 the wider school context and strategic priorities
- 5.3 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.

### **6 Pay reviews**

- 6.1 The LGC 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.
- 6.2 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 will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
- 6.3 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.

### **7 Assessment of pay progression**

- 7.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. 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 our Appraisal Policy.
- 7.2 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.

- 7.3 In this Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives and the Teachers' Standards and their contribution to the school.
- 7.4 The evidence we will use may include, but not be limited to appraisals, peer review, tracking pupil progress, lesson observations, the views of pupils and parents. 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.
- 7.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by Head Teacher and will be moderated across the school.
- 7.6 Final decisions about whether or not to accept a pay recommendation will be made by the Pay sub-committee of the LGC , having regard to the appraisal report containing the pay recommendation by the Head Teacher.
- 7.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 7.8 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 7.9 Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations the Head Teacher will determine support and if necessary, the capability procedure will be used. In such situations there would be no pay progression during that year.
- 7.10 The local governing committee will consider its approach in the light of the schools budget and ensure that appropriate funding is allocated for pay progression at all levels.

## **8 Main pay range for teachers**

- 8.1 The main pay range within this Trust is £25,714 - £36, 961, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD . See Appendix 3.

### **Pay progression for main pay range teachers**

- 8.2 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.
- 8.3 Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Head Teacher they can demonstrate and the LGC is satisfied that there is evidence of:
- 8.3.1 All objectives being met
  - 8.3.2 The quality of the teaching throughout the year being good
  - 8.3.3 Pupil progress targets being achieved

8.3.4 The Teachers' Standards being met in full

8.4 Additional progression of one further point may be considered for those teachers who in the professional judgement of the Head Teacher can demonstrate that they and the LGC is satisfied that there is evidence of:

8.4.1 All objectives being met and exceeded

8.4.2 The quality of teaching throughout the year being considered excellent and exceeds expectations

8.4.3 Progress targets being exceeded in the majority of groups or pupils

8.4.4 Successful leadership of a whole school initiative where impact can be evidenced

## 9 Upper pay range for teachers

9.1 The upper pay range within this trust is from £38, 690 - £41, 604 per annum and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD . See Appendix 5 for the range.

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

9.2 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 or not they wish to apply to be paid on the upper pay range.

9.3 Applications may be made once a year by no later than October 31<sup>st</sup>.

9.4 Applications should contain evidence from the last two years and should be made in writing using the standard form attached as an appendix to the Appraisal Policy, and be submitted to the Head Teacher.

9.5 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.

In this trust this means that to achieve progression to this pay range, the LGC 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 2 performance management reviews :

9.5.1 Substantial and sustained achievement of performance objectives

9.5.2 Quality of teaching throughout the year is excellent and consistently exceeds expectations

9.5.3 Potential and commitment to undertaking professional duties which make a wider contribution beyond their classroom

9.5.4 A commitment to personal development and CPD focused on improving outcomes for students

9.5.5 Highly competent in all areas of the Teachers' Standards.



- 9.6 The application will initially be assessed by the Head Teacher who will moderate all applications. The Head Teacher will then make recommendations to the Pay and Remuneration Committee or equivalent who will make the final decision.
- 9.7 The assessment will usually be made within 6 weeks of the application being made.
- 9.8 If successful, applicants will move on to the upper pay range from the date of the application.
- 9.9 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Head Teacher may recommend a higher salary based on:
- 9.9.1 the nature of the post and the responsibilities it entails
  - 9.9.2 the level of qualifications, skills and experience of the teacher
  - 9.9.3 market forces
- 9.10 If unsuccessful, feedback will be provided in writing by the Head Teacher along with confirmation of the process for appeals.

#### **Pay progression for teachers within the upper pay range**

- 9.11 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.
- 9.12 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the LGC is satisfied that there is evidence from the required period of continuing to meet the criteria at 8.3.
- 9.13 Accelerated 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 8.3 and where all objectives have been exceeded.

#### **Recruitment and Retention Incentives and Benefits for Qualified Teachers (non leadership)**

- 9.14 The Trust may make an appropriate payment to a teacher as considered necessary as an incentive for the recruitment or retention of a teacher. The Trust will set out the reasons and criteria for any such awards, but it may include:
- requirement to attract suitable candidates for a post which has been or is considered difficult to fill; or
  - requirement to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill; or
  - recognising a teacher's performance which exceeds the school's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

- 9.15 An incentive allowance made for the recruitment or retention of a teacher will be made for fixed period that will not normally exceed 3 years but may be extended in exceptional circumstances if appropriate.
- 9.16 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities and known staffing changes in the future and would be within the range of £500 - £3,000.

## **10 Acting Allowance**

- 10.1 Where a teacher is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher, but has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher, the relevant body must, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an allowance (“acting allowance”) must be paid in accordance with the following provisions.
- 10.2 If the relevant body’s determination is that the teacher will not be paid an acting allowance, but the teacher continues to be assigned and to carry out duties of a headteacher, deputy headteacher or assistant headteacher (and has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher), the relevant body may at any time after that determination make a further determination as to whether or not an acting allowance must be paid.
- 10.3 If it is determined that the teacher must be paid an acting allowance, subject to 10.4, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to the salary that the relevant body considers to be appropriate.
- 10.4 Where a teacher is assigned and carries out the duties of a headteacher, deputy headteacher or assistant headteacher in relation to whom a pay range has been determined and an acting allowance is paid under this paragraph, the teacher’s total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.
- 10.5 The teacher may be paid an acting allowance with effect from such day on or after the day on which duties of a headteacher, deputy headteacher or assistant headteacher are first assigned and carried out as the relevant body may determine.

## **11 Pay for seconded teachers/headteachers**

- 11.1 Where a) a teacher is temporarily seconded to a post as headteacher in a school causing concern which is not the teacher’s normal place of work; and
- b) the relevant body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment,
- the relevant body may pay the teacher a lump sum accordingly. The total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the headteacher group for the school to which the teacher is seconded.

## 12 Pay range for unqualified teachers

- 12.1 The unqualified teacher pay range within this trust is from £18, 419 - £28, 735 per annum. See Appendix 4 for the pay range.

### Pay progression for unqualified teachers

- 12.2 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. The pay review will normally be completed by 31 October each year.
- 12.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
- 12.3.1 All objectives being met
  - 12.3.2 The quality of the teaching throughout the year being good
  - 12.3.3 Pupil progress targets being achieved
- 12.4 Additional progression will be considered for unqualified teachers who demonstrate:
- 12.4.1 All objectives being met and exceeded
  - 12.4.2 The quality of teaching throughout the year being considered excellent and exceeds expectations
  - 12.4.3 Progress targets being exceeded in the majority of groups or pupils

## 13 Pay ranges for members of the leadership group

- 13.1 The Trust will establish a Leadership Group for each school and determine it's membership. The Trust will determine the salary grades for the leadership group including the headteacher taking into account the level of responsibilities, recruitment and retention issues, the school's context, complexity of the role, internal comparators, differentials within the school and affordability.
- 13.2 Pay ranges (ISRs) for 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. Appropriate differentials will made between headteachers, deputy headteachers and assistant headteachers. Pay ranges will allow appropriate scope for performance related progression over time. Pay ranges are determined by the Executive SLT, and any amendments must be subsequently agreed by the Executive SLT team.

### Headteachers

- 13.3 The school will be assigned to a group calculated using its total unit score, in accordance with STPCD - see Appendix 1.

- 13.4 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%.
- 13.5 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 13.1. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 13.6 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 13.1, by more than 25%.
- 13.7 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. The pay range is proposed by the Headteacher, and agreed by the LGC and guidance can be offered by the HR Advisor for the school.

### **Pay progression for members of the leadership group**

- 13.8 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. The appraisal panel will be made up of the link ADE, and two members of the school LGC (not the Chair) . All three must unanimously agree to the pay progression proposed. If they do not, this will automatically invoke an appeal.
- 13.9 To be eligible for a pay review, the headteacher/school leader must have been in the role for at least two terms. If they have worked within the trust in a previous role, this will count towards eligibility if it was at the same grade and salary or less.
- 13.10 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the pay panel is satisfied that there is evidence of sustained high quality of performance in the school and pupil progress, clearly linked to school improvement priorities and outcomes, external context (media, ESFA and parental scrutiny for example) and performance objectives set.
- 13.11 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria above and where all objectives have been exceeded.

### **Written confirmation of pay details and processing pay progression**

- 13.12 It is the central HR team's responsibility to ensure that all individuals in school leadership roles are provided with written details of approved pay progression. The central HR team will be responsible for notifying the Trust's Payroll Provider concerning decisions regarding pay progression for leadership staff.

### **Relocation Costs for Leadership Roles**

- 13.13 Recruitment and retention allowances are not available for any leadership roles paid on the leadership pay spine. Difficulties should be taken into account when setting the ISR range for the leadership post. The only assistance that may be agreed will be the payment of relocation

costs. Relocation costs must be agreed in advance. Costs will be limited to £3000 and any costs to be recuperated must be itemised. Approval to pay relocation costs should be sought from the Executive Senior Leadership Team.

### **Additional Payments for School Leadership Staff**

- 13.14 Payments may be made to School Leadership staff for temporary responsibilities and duties that are in addition to the post for which their salary has been determined and were not taken into account when setting the pay range. Payments should not exceed £3,000 per annum or continue for more than a 3 year period. A business case should be written by the Chair of the LGC and submitted to the Executive Leadership Team for approval. HR advice can be sought in the first instance.
- 13.15 Agreement for additional payments will be documented to set out the work expected and an agreement on of payment.

## **14 Teaching and Learning Responsibility (TLR) payments**

- 14.1 In this Trust 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.
- 14.2 Current values are as follows in accordance with the staffing structure:
- 14.3 TLR1 £8,291-£14,030 per annum and TLR2 £2,873-£7,017 per annum.
- 14.4 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 £571 and no greater than £2,833. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above

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

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 £2,270 and £4,479 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.

## **16 Early Careers Teachers (ECTs)**

- 16.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 16.2 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.

- 16.3 Eligible ECT's may be awarded pay progression at the end of the first year of their induction period.

## **17 Part time teachers**

- 17.1 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. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.
- 17.2 Teachers who work less than a full day will be hourly paid. An hours pay will be calculated as 1/1265 of the agreed annual salary amount. A maximum of 6.5 hours can be claimed per day. Payment for hours should be agreed between the school and the teachers at the outset of the engagement.

## **18 Short notice/supply teachers**

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 194 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, unless they provide long-term work . Please seek advice from your HR Advisor to determine whether you have a teacher who falls into this category.

## **19 Pay protection**

Provisions in relation to 'Safeguarding Sums' will apply in accordance with the School Teachers' Pay and Conditions Document (STPCD) for individuals employed on these terms and conditions.

## **20 Absence and pay progression**

- 20.1 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.
- 20.2 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 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.

## **21 Appeals**

- 21.1 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.

- 21.2 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 employee should inform the chair of the appeals panel/ who their chosen companion is, in good time before the hearing.

## **Teachers**

### **Informal discussion**

- 21.3 As part of the normal salary review process, the Head Teacher 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 Head Teacher within 5 working days of receipt of the notification.
- 21.4 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.

### **Appeal process**

- 21.5 If, following discussion with the Head teacher, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Head teacher to the committee who made the decision. The possible grounds for appeal are:
- 21.5.1 incorrectly applied any provision of the STPCD;
  - 21.5.2 failed to have proper regard for statutory guidance;
  - 21.5.3 failed to take proper account of relevant evidence;
  - 21.5.4 took account of irrelevant or inaccurate evidence;
  - 21.5.5 was biased; or
  - 21.5.6 unlawfully discriminated against the teacher.
- 21.6 Appeals against pay decisions should be made in writing and addressed to the Clerk of the LGC stating the grounds of their appeal in accordance with 16.5 above. The Clerk of the LGC should inform the Clerk to Trustees and Strategic Governance Lead who will advise on the panel constitution in conjunction with HR.
- 21.7 A panel will be convened of 3 LGC members who were not part of the committee who agreed the original pay decision. The panel 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 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed. A senior member of the HR team will be present to provide advice on policy, policy and any relevant employment law.
- 21.8 The teacher will have the opportunity to make representations to the pay appeal panel and a school representative will also attend to present the management case. A note taker will also be present.

- 21.9 The panel will review their decision and will confirm the outcome in writing to the teacher within 5 working days.

Headteachers

- 21.10 An appeal process will be invoked if the three members of the pay panel do not unanimously agree on the pay recommendation.
- 21.11 The headteacher can also appeal against the recommendation made by the by writing a letter of appeal and submitting it to the Director of HR. An appeal panel will be convened made up of the CEO/DoE, a Trustee and Chair of the LGC as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed. A senior member of the HR team will be present to provide advice on policy, policy and any relevant employment law.
- 21.12 The headteacher will have the opportunity to make representations to the pay appeal panel and a representative member of the pay panel will also attend to present the management case. A note taker will also be present.
- 21.13 The panel will review their decision and will confirm the outcome in writing to the headteacher within 5 working days.



## **SECTION C DETERMINING SUPPORT STAFF PAY INCLUDING CENTRAL TEAM SUPPORT STAFF MEMBERS.**

### **22 Annual pay reviews**

The Finance and Resources Committee will make a decision in relation to an annual pay award for all support staff (including central team support staff). If awarded, it will be effective from 1 April .

### **23 Salary scales**

The salary scales used will be in accordance with the contract and trust job evaluation scheme pay scales.

### **24 Job descriptions**

24.1 The Trust are responsible for maintaining job descriptions. The Head Teacher/line manager will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

24.2 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 may be re-evaluated in line with the Trust evaluation scheme if the role is a new one. 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 evaluated for the new role.

### **25 Basic pay determination on appointment**

25.1 The line manager will determine the grade for a vacancy in line with the job evaluation scheme , prior to advertising it which will be identified on the job description. Advice on payscales should be sought from your HR Advisor. On appointment the line manager 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:

25.1.1 the nature of the post

25.1.2 the level of qualifications, skills and experience required

25.1.3 market conditions

25.1.4 the wider school context and strategic priorities

### **26 Incremental progression**

26.1 School based support staff

- 26.2 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.
- 26.3 If the employee has less than 6 months' service in their role on 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.
- 26.4 Centrally based support staff
- 26.5 If the employee has more than 6 months' service in their role at 1 September, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 September until the employee reaches the top of their scale.
- 26.6 If the employee has less than 6 months' service in their role at 1 September, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 September in line with paragraph 5.1 of this policy.
- 26.7 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.

## 27 Honoraria

- 27.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
- 27.1.1 undertake higher level work in addition to their normal duties
- 27.1.2 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave
- 27.2 The Head Teacher for school-based staff ,central Executive SLT for school leaders and central team colleagues will agree payments. 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.
- 27.3 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'.
- 27.4 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.

## 28 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles and process of the appeals process for teachers apply .

## 29 Pay Deductions

- 29.1 Deductions will be made from employees pay where appropriate, for example in a case where a member of staff has been paid for work which they have not undertaken e.g. in the event of a day's strike action being taken, agreed unpaid leave, uncertified sickness absence, unauthorised absence or where otherwise specified. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.
- 29.2 For members of support staff and central staff an hours pay will be calculated for the purpose of deducting pay as follows: FTE salary divided by 52.1428 divided by FTE weekly hours. This calculation will be applied for each hour of pay that is deducted.
- 29.3 For members of teaching staff and school leadership staff an hours pay will be calculated for the purpose of deducting pay as follows: FTE salary divided by 52.1428 divided by 32.5. A full teaching day equates to 6.5 hours and a maximum of 6.5 hours should be deducted per day.

## SECTION D DETERMINING EXECUTIVE PAY

### 30 Executive Pay

This section sets out the pay arrangements for Executive post holders.

- 30.1 In this Trust, the Executive Team consists of the Chief Executive Officer, Chief Finance Officer, Director of Education, Director of HR and Director of Operations.
- 30.2 When setting pay and terms and conditions for the Executive team, a salary band has been set using the job evaluation scheme. On appointment the Trustee Board 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 context and strategic priorities
- 30.3 Annual pay progression within the salary scale for central leadership staff will be subject to a successful review of performance set against the annual appraisal review and approval under section 2 of this policy. The Trust has determined that normally progression within a salary scale will be by a single annual increment where there has been high quality performance. Where approved incremental progression will take place on 1 September each year.
- 30.4 In exceptional circumstances, where a member of central leadership staff has demonstrated exceptional performance a maximum of two increments may be awarded. Where accelerated progression is proposed, the case (including evidence for this) should be submitted for approval in accordance with section 2 of this policy.
- 30.5 Where performance has not been of a high quality and the individual's performance review has not been sufficient a decision may be made that there should be no pay progression.
- 30.6 Pay arrangements will be approved by Trustee Board and include justification for the level of remuneration.
- 30.7 All Executives are given challenging performance management objectives, and these are managed and assessed under the Trust's appraisal policy.
- 30.8 No increases outside of incremental progression will be considered without supporting data demonstrating the required performance and evidence based on a constant drive for improvement:
- In determining starting salaries or increases for Executives, 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

### **31 Appeals**

31.0 All executives have the right to appeal against a decision that affects their pay. The principles and process of the appeals process for teachers apply .

## APPENDIX 1 -School leadership group ranges and pay

Group 1	£47,735 - £63,508	L6 - L18
Group 2	£50,151- £68,347	L8 -L21
Group 3	£54,091 - £73,559	L11 - L24
Group 4	£58,135 - £79,167	L14 - L27
Group 5	£64,143- £87,313	L18 - L31
Group 6	£69,031- £96,310	L21 - L35
Group 7	£74,295-£106,176	L24 - L39
Group 8	£81,942 - £117,197	L28 - L43

## APPENDIX 2 - Leadership points

Point	Annual FTE salary
1	£42,195
2	£43,251
3	£44,331
4	£45,434
5	£46,566
6	£47,735
7	£49,019
8	£50,151
9	£51,402
10	£52,723
11	£54,091
12	£55,338
13	£56,721
14	£58,135
15	£59,581
16	£61,166
17	£62,570
18*	£63,508
18	£64,143
19	£65,735
20	£67,364
21*	£68,347
21	£69,031
22	£70,745
23	£72,497
24*	£73,559
24	£74,295
25	£76,141
26	£78,025

27*	£79,167
27	£79,958
28	£81,942
29	£83,971
30	£86,061
31*	£87,313
31	£88,187
32	£90,379
33	£92,624
34	£94,914
35*	£96,310
35	£97,273
36	£99,681
37	£102,159
38	£104,687
39*	£106,176
39	£107,239
40	£109,914
41	£112,660
42	£115,483
43	£117,197

#### Appendix 3 - Main pay range for teachers

Point	Annual FTE salary
1 (main pay range minimum)	£25, 714
2	£27, 600
3	£29, 664
4	£31, 778
5	£34, 100
6	£36, 961

#### Appendix 4 - Main pay range for unqualified teachers

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£18, 419
2	£20, 532

3	£22, 644
4	£24, 507
5	£26, 622
6 (unqualified teacher pay range maximum)	£28, 735

Appendix 5 - Upper pay range for teachers

Point	Annual FTE salary
1 (upper pay range minimum)	£38, 690
2	£40, 124
3 (upper pay range maximum)	£41, 604

Appendix 6 -Support staff scale



1-Apr-21

1	£18,333	£9.50
2	£18,516	£9.60
3	£18,887	£9.79
4	£19,264	£9.99
5	£19,650	£10.19
6	£20,043	£10.39
7	£20,444	£10.60
8	£20,852	£10.81
9	£21,269	£11.02
10	£21,695	£11.25
11	£22,129	£11.47
12	£22,571	£11.70
13	£23,023	£11.93
14	£23,484	£12.17
15	£23,953	£12.42
16	£24,432	£12.66
17	£24,920	£12.92
18	£25,419	£13.18
19	£25,927	£13.44
20	£26,446	£13.71
21	£26,975	£13.98
22	£27,514	£14.26
23	£28,226	£14.63

24	£29,174	£15.12
25	£30,095	£15.60
26	£30,984	£16.06
27	£31,895	£16.53
28	£32,798	£17.00
29	£33,486	£17.36
30	£34,373	£17.82
31	£35,336	£18.32
32	£36,371	£18.85
33	£37,568	£19.47
34	£38,553	£19.98
35	£39,571	£20.51
36	£40,578	£21.03
37	£41,591	£21.56
38	£42,614	£21.56
39	£43,570	£21.60
40	£44,624	£22.58
41	£45,648	£23.66
42	£46,662	£24.19
43	£47,665	£24.71