

THE SHROPSHIRE GATEWAY EDUCATIONAL TRUST

PAY POLICY

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| Lead | Gill Bradley and Katie Jones |
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SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 As part of the application of this policy, The Shropshire Gateway Educational Trust will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and 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 students;
 - 1.3.2 support the recruitment and retention of a high-quality workforce;
 - 1.3.3 complement the Trust's appraisal policies which are supportive and developmental and ensure 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; and
 - 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.
 - 1.3.8 Pay decisions at this Trust are made by the Directors/Governing Body based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.4 This policy has been implemented following consultation with staff and the recognised trade unions. The Directors adopted this policy on Wednesday 25th January.

2 Monitoring the impact of the policy

The Directors/Governing Body 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.

3 Review of policy

This policy is reviewed and consulted with recognised unions annually by The Shropshire Gateway Educational Trust. We will monitor the application and outcomes of this policy to ensure it is working effectively.

¹ 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.

SECTION B DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

- 1.1 The Shropshire Gateway Educational Trust/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.
- 1.2 In making such determinations, the School/Trust may take into account a range of factors, including:
- 1.2.1 the nature of the post;
 - 1.2.2 the level of qualifications, skills and experience required;
 - 1.2.3 market conditions; and
 - 1.2.4 the wider School/Trust context and strategic priorities.
- 1.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2 Pay reviews

- 2.1 The Directors/Governing Body 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.
- 2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
- 2.3 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.

3 Assessment of pay progression

- 3.1 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.
- 3.2 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.

- 3.3 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 (unless other standards apply for a particular post).
- 3.4 The evidence we will use may include, but not be 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.
- 3.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the senior leadership team OR the Head Teacher and will be moderated across the School/Trust.
- 3.6 Final decisions about whether or not to accept a pay recommendation will be made by the Salaries Committee of the Directors/Governing Body, having regard to the appraisal report containing the pay recommendation and the review by the senior leadership team OR the Head Teacher.
- 3.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.8 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 3.9 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 appraisal/capability procedure that will be used. In such situations, there would be no pay progression during that year.
- 3.10 The Directors/Governing Body will consider its approach in the light of the School/Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

4 Main pay range for teachers

- 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

- 4.2 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.
- 4.3 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 Governing Body is satisfied that there is evidence of:
- 4.3.1 All objectives being met; (The Trust will consider significant progress being made towards objectives when there are circumstances outside the teacher's control)
- 4.3.2 The quality of the teaching throughout the year being good (triangulation of information from lesson observations; deep dives; pupil progress etc.); and
- 4.3.3 The Teachers' Standards being met in full.
- 4.4 Additional progression may be considered for those teachers who in the professional judgement of the Head Teacher can demonstrate that they and the governance board is satisfied that there is evidence of:
- 4.4.1 All objectives being met and exceeded; (The Trust will consider significant progress being made towards objectives when there are circumstances outside the teacher's control)
- 4.4.2 The quality of teaching throughout the year being considered excellent/exceptional and exceeds expectations (triangulation of information from lesson observations; deep dives; pupil progress etc.)

5 Upper pay range for teachers

- 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

- 5.2 Any qualified teacher (not restricted to teachers who have reached M6) 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.

- 5.3 Applications may be made once a year by no later than 30th September.
- 5.4 Applications should contain evidence from the last 2 years, and should be made in writing using the standard form (Appendix 1 of this policy) and be submitted to the Head Teacher.
- 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 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 Governing Body 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 at least 2 years:
- 5.5.1 All objectives are met or exceeded;
- 5.5.2 Quality of teaching throughout the year is excellent and consistently exceeds expectations;
- 5.5.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice;
- 5.5.4 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school;
- 5.5.5 Enhanced and demonstrable contribution to raising pupil standards;
- 5.5.6 A commitment to personal development and CPD focused on improving outcomes for students; and
- 5.5.7 Highly competent in all areas of the Teachers' Standards.
- 5.6 The application will initially be assessed by the Head Teacher. The Head Teacher will then make recommendations to the salaries sub-committee who will recommend the final decision to the Governing Body who will make the final decision
- 5.7 The assessment will usually be made by 31st of October.
- 5.8 If successful, applicants will move on to the upper pay range and will be backdated to September of that academic year.
- 5.9 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:
- 5.9.1 the nature of the post and the responsibilities it entails;
- 5.9.2 the level of qualifications, skills and experience of the teacher; or
- 5.9.3 market forces.
- 5.10 If unsuccessful, feedback will be provided verbally (wherever possible) and then in writing by Head Teacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

- 5.11 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression 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.
- 5.12 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the governance board is satisfied that there is evidence from the required period of continuing to meet the criteria at 5.5.
- 5.13 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 5.5 and where all objectives have been exceeded.

6 Pay range for unqualified teachers

- 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

- 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.
- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The expectation to achieve pay progression is:
- 6.3.1 All objectives being met; (The Trust will consider significant progress being made towards objectives when there are circumstances outside the teacher's control)
- 6.3.2 The quality of the teaching throughout the year being good (triangulation of information from lesson observations; deep dives; pupil progress etc.); and
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:

- 6.4.1 All objectives are met and exceeded; (The Trust will consider significant progress being made towards objectives when there are circumstances outside the teacher's control)
- 6.4.2 The quality of teaching throughout the year is considered excellent and exceeds expectations good (triangulation of information from lesson observations; deep dives; pupil progress etc.).

7 Pay ranges for leading practitioner posts

- 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:
 - 7.1.1 be an exemplar of teaching skills;
 - 7.1.2 lead the improvement of teaching skills in the school/Trust; and
 - 7.1.3 carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.
- 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

- 7.3 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.
- 7.4 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Governing Body is satisfied that they continue to effectively carry out the purpose of the role as set out at 7.1 and there is evidence of:
 - 7.4.1 All objectives are met and exceeded;
 - 7.4.2 The quality of teaching throughout the year is excellent and exceeds expectations;
 - 7.4.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes;
 - 7.4.4 Acting as a role model for Teaching & Learning;
 - 7.4.5 A commitment to personal development and CPD focused on improving outcomes for students; and
 - 7.4.6 Highly competent in all areas of the Teachers' Standards.

- 7.5 Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria at 7.4 and where all objectives have been exceeded.

8 Pay ranges for members of the leadership group

- 8.1 Pay ranges 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. Pay ranges will allow appropriate scope for performance related progression over time.

Headteachers

- 8.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD. The group size for schools are as follows:
- 8.2.1 Stottesdon CofE Primary: Group 1
 - 8.2.2 Clee Hill Primary: Group 1
 - 8.2.3 Cleobury Mortimer Primary: Group 2
 - 8.2.4 Lacon Childe Secondary School: Group 5
- 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%.
- 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 8.1 - 8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 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 8.2, by more than 25%. Where this, or exceeding the limits set out at 8.3 and 8.4 are being considered by a Salaries Committee, there must be wholly exceptional circumstances and that committee must make a business case to the full Governing Body who will seek Trust advice (who may take external independent advice).

Deputy headteachers and assistant headteachers

- 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

- 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.

- 8.8 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Governing Body is satisfied that there is evidence of sustained high quality of performance in leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.
- 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 8.8 and where all objectives have been exceeded.

9 Teaching and Learning Responsibility (TLR) payments

- 9.1 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.
- 9.2 Current values are as follows in accordance with the staffing structure:
- TLR1 £9,272-£15,690 per annum; and
- TLR2 £3,214-£7,847 per annum.
- 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.

10 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 £2,539 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.

11 Early career teachers (ECTs)

- 11.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 11.2 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.

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

12 Part-time teachers

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.

13 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 for the school year beginning in 2022; 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.

14 Pay protection

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

15 Absence and pay progression

- 15.1 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.

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.

16 Appeals

- 16.1 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.

- 16.2 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 Governance Professional/clerk to governors who their chosen companion is, in good time before the hearing.

Informal discussion

- 16.3 As part of the normal salary review process, the Head Teacher will inform the teacher of the pay recommendation, prior to it being considered by the Governing Body. Following this notification of the pay recommendation, if the teacher is dissatisfied they should first discuss the decision with the Head Teacher within 5 working days of receipt of the notification.
- 16.4 This discussion gives an opportunity for a teacher to discuss the pay recommendation, to gain an understanding of why it was made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage One

- 16.5 If, the teacher remains dissatisfied and believes that an incorrect pay recommendation has been made, they can make a formal representation in writing to the committee who will make the decision.
- 16.6 To make a representation against a pay recommendation, a formal statement should be submitted in writing within 5 working days of the discussion with the Headteacher at 16.4 above. This formal statement should be addressed to the Salaries Committee of the Governing Body, stating the grounds of their disagreement with the pay decision. The possible grounds for making representations are:
- 16.6.1 incorrectly applied any provision of the STPCD or pay policy;
 - 16.6.2 failed to have proper regard for statutory guidance;
 - 16.6.3 failed to take proper account of relevant evidence;
 - 16.6.4 took account of irrelevant or inaccurate evidence;
 - 16.6.5 was biased; or
 - 16.6.6 unlawfully discriminated against the teacher.
- 16.7 The panel who will make the decision (or a representative from) will convene a meeting to consider the representations 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.
- 16.8 The teacher will have the opportunity to make representations to the panel or their representative, including presenting evidence, calling witnesses and asking questions. A school representative will also attend to present the management case. A notetaker will also be present.
- 16.9 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 5 working days.

Stage Two

- 16.10 If a teacher wishes to appeal against the decision made at Stage One, they may do so within 5 working days of the written decision on the grounds that the committee who made the decision:
- 16.10.1 incorrectly applied any provision of the STPCD or pay policy;
 - 16.10.2 failed to have proper regard for statutory guidance;
 - 16.10.3 failed to take proper account of relevant evidence;
 - 16.10.4 took account of irrelevant or inaccurate evidence;
 - 16.10.5 was biased; or
 - 16.10.6 unlawfully discriminated against the teacher.
- 16.11 Appeals against the decision at Stage One should be made in writing and addressed to the Governance Professional/Appeals Committee of the Governing Body stating the grounds of their appeal in accordance with 16.10 above.
- 16.12 Upon receipt of an appeal, an appeal 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 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 16.13 The teacher will have the opportunity to present evidence to the appeal panel, including calling witnesses and asking questions. A school representative will attend, who will have the same opportunity. A representative of the original decision-making panel will also attend to explain why the decision at Stage One was made. A notetaker will also be present.
- 16.14 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.

SECTION C DETERMINING SUPPORT STAFF PAY

1 Pay reviews

The Directors/Governing Body will ensure that each member of support staff's salary is reviewed annually with effect from 1 April if eligible.

2 Salary scales

The salary scales used are based on the Green Book pay scales. As an Academy Trust not party to the NJC negotiations, Directors will give consideration to any pay award reached by the NJC. If agreed, the Trust will implement and apply this increase to the support staff pay ranges each April.

3 Term time only employees

Support staff work either:

- 38 weeks per year and are deemed to be term-time only
- 39 weeks per year (as they attend PD Days) and are deemed to be term-time only.
- 38/39 weeks but work extra weeks during school holidays depending on the requirements of the role, and are deemed to be term-time plus.

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.

4 Job descriptions

- 4.1 The Head Teacher 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.
- 4.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed, and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Head Teacher. 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 Basic pay determination on appointment

- 5.1 The School/Trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Head Teacher 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:
- 5.1.1 the nature of the post;
 - 5.1.2 the level of qualifications, skills and experience required;
 - 5.1.3 market conditions; and
 - 5.1.4 the wider Trust context and strategic priorities.
- 5.2 Where a pay determination through job evaluation or redeployment leads to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination. Pay protection period, if appropriate, is 12 months.

6 Incremental progression

- 6.1 If the employee has more than 6 months' service in their role on 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.
- 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.
- 6.3 Incremental progression is subject to satisfactory service and as such may be withheld where there are formal performance 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.
- 6.4 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.

7 Honoraria

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

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

8 Appeals

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.

SECTION D DETERMINING EXECUTIVE PAY EXECUTIVE PAY

This section sets out the pay arrangements for Executive post holders working in academies and multi-academy trusts. Senior pay for those employed in maintained schools, will be set in accordance with the provisions of the School Teachers Pay and Conditions document (STPCD) and local government pay arrangements.

In this Trust, the Executive Team consists of: The Executive Headteacher and the Head of Finance, Business and Operational Organisation. Pay arrangements for Headteachers and Heads of School working in the Trust will be as per the provisions of STPCD.

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

- School Teachers Pay and Conditions (STPCD);
- ‘Green and Burgundy Books’.

As an Academy we are obliged to adhere to

- Academy Trust Handbook and any relevant Education and Skills Funding Agency guidance.

For those posts where the salary arrangements are likely to fall outside the scope of STPCD and/or NJC, consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial) and the NGA guidance on executive pay:

<https://www.nga.org.uk/getmedia/96d3df9c-1e4f-4e62-976d-f68b128843a2/NGA-setting-exec-pay-considerations-for-trust-boards-Sept-2020.pdf>. Pay arrangements that fall outside of STPCD will be approved by the Director’s remuneration committee, in line with financial delegation arrangements and include justification for the level of remuneration.

Pay for Executives will be reviewed on an annual basis and the pay review will be completed by 31st December. Any pay increase will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. All Executives are given challenging performance management objectives and these are managed and assessed under the Trust’s appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement

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; and
- ESFA advice.

Appendix 1: UPR Application Form

| | |
|--------------------------------|--|
| Name of teacher: | |
| School/Academy: | |
| Job title: | |
| Department: | |
| Current salary point (on MPR): | |

| | |
|---|--|
| Application Date | |
| Evidence provided from appraisal/pay review on: (last pay review date - year 1) | |
| Evidence provided from appraisal/ pay review on: (pay review date before above - year 2) | |

An application will be assessed in accordance with the UPR progression criteria set out in our pay policy. Please refer to this policy in making your application. You can attach supporting evidence that states how you meet the criteria to this application form.

| Criteria | Additional evidence supplied? |
|---|-------------------------------|
| Consistently highly effective teaching <i>Set out below evidence that you meet this criterion</i> | Yes/No |
| Acting as a role model for Teaching & Learning in the academy <i>Set out below evidence that you meet this criterion</i> | Yes/No |
| Evidence that achievements and contribution to the school are substantial and sustained. <i>Set out below evidence that you meet this criterion (see definition of substantial and sustained as set out in pay policy)</i> | Yes/No |

Set out here any additional information you would like to provide:

I declare that the information given above and appended is correct.

| | |
|-------------|--|
| Signed: | |
| Print name: | |
| Date: | |

This form and the supporting evidence should be submitted to the Headteacher by no later than the 30th September.

THIS SECTION TO BE COMPLETED BY PERSON(S) MAKING THE ASSESSMENT
[Headteacher/panel]

| | |
|---------------------------------|--|
| Name of teacher being assessed: | |
| Job Title: | |
| Date of assessment: | |

| | |
|---|--------|
| Has the teacher met the criteria for progression to or through UPR? | Yes/No |
| Reasons for decision | |
| Support to be provided where application is rejected | |

| | |
|-------------------------------------|--|
| Names of assessor(s) | |
| Signature (if panel, Chair to sign) | |
| Date: | |

The teacher needs to be informed of the decision in writing. A copy of this completed form should be kept on file and used for any appeal (if applicable).



Appendix 2: Links to pay scales:

Teacher and Leadership: <https://www.naswt.org.uk/advice/pay-pensions/pay-scales/england-pay-scales.html>

Support Staff: <https://www.unison.org.uk/search/pay+scales/>