



# Bishop Chadwick

## Catholic Education Trust

### Pay Policy

**2021/23**

Policy Dated / Reviewed:	<b>DRAFT SEPTEMBER 2022</b>
Adopted / Reviewed by Directors:	
Date of Next Review:	

# BISHOP CHADWICK CATHOLIC EDUCATION TRUST PAY POLICY

## **Commitment to Equality**

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

The Pay Policy has been approved and adopted by Bishop Chadwick Catholic Education Trust following consultation with employees and local Trade Union representatives on XXX and will be reviewed on XXX.

**Signed by Director of the Academy Trust Company:**

**Signed by CEO:**

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# 1 Introduction

- 1.1 The Trust recognises the legal obligations it has as an employer and is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability.
- 1.2 All procedures for determining pay should be consistent with the 'Key Principles of Public Life': objectivity, openness and accountability. The Trust is committed to ensuring that all pay related decisions are taken equitably and fairly and are in accordance with the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 This policy is based on a whole school approach to pay issues. The Trust/school staffing structures will support the Trust/school improvement plans. The Board of Directors/Local Governing Committees will exercise their discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in Trust/school pay decisions.
- 1.4 The Trust recognises that pay progression for all teaching staff must be linked to annual appraisal of performance.
- 1.5 Any aspects of a teachers' pay and allowances not covered within the terms of this policy will be considered in line with the School Teachers Pay and Conditions document (STPCD).
- 1.6 The Board of Directors will ensure there is an annual review of all support staff salaries.
- 1.7 Should any clarification be required on whether payment, allowance or increment rise is allowable under this pay policy, local and national terms and conditions and/or National Joint Council (NJC) terms and conditions/STPCD, then advice must be sought from the People team before making pay decisions.

## 2 Aims of the policy

- 2.1 The main aims of this pay policy are to:
  - Maximise the quality of teaching and learning in each school within the Trust
  - Support the recruitment and retention of a high-quality workforce
  - Recognise and reward staff appropriately for their contribution to the Trust
  - Ensure that decisions on pay are managed in a fair, just and transparent way within the constraints of the school budget.

## 3 Delegation

- 3.1 The Local Governing Committee have responsibility for pay review decisions in each Trust school. The Board of Directors have responsibility for pay decisions relating to all Headteachers and the central team.
- 3.2 The Local Governing Committee will not include staff governors when making pay decisions. They will ensure all their decisions are in accordance with this policy and the committee procedures as set out in the relevant regulations.

## **4 Staffing structure**

- 4.1 Where the staffing structure of a school needs to be changed, resulting in significant changes to roles and responsibilities, e.g. a staffing restructure, this will be subject to consultation with staff and local trade union representatives before any changes are made.

## **5 Teacher Pay reviews**

- 5.1 The Trust will ensure that every teacher's salary is reviewed annually, with effect from 1 September, where the teacher has completed a year of employment since the previous annual pay determination.
- 5.2 The pay review should take place no later than 31 October each year and 31 December for the Headteacher.
- 5.3 The teacher's appraisal report will contain a recommendation on pay. The Headteacher of each school within the Trust will be responsible for submitting any recommendations on pay progression, in accordance with the relevant sections in this policy, to the Local Governing Committee for consideration.
- 5.4 In the case of Headteachers, annual appraisal documentation from the designated appraisal reviewers will be used and pay decisions will be made by the Board of Directors.
- 5.5 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 5.6 The Local Governing Committee and Board of Directors will ensure that all proceedings and the reasons for any decision made are accurately recorded.
- 5.7 All pay decisions must be clearly attributable to the performance of the individual.
- 5.8 A pay review may take place at other times of the year where there has been a significant change affecting an individual teacher's pay.

## **6 Teaching staff pay determination on appointment**

- 6.1 The Board of Directors will make pay determination decisions for any teaching, leadership or support staff on the central team.

### **Teachers**

- 6.2 On appointment, the Headteacher will determine the starting salary within the pay range to be offered to the successful candidate.
- 6.3 In reaching a decision, they may consider a range of factors, including:
- the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - current teacher pay point (considering any expected pay progression from 1 September)
  - the wider school context.

- 6.4 A teacher will not automatically be paid at the same rate they were being paid in their previous school, although in practice this may be the norm in order to recruit high quality staff.

### **Headteachers**

- 6.5 The Board of Directors will assign the school to a headteacher group in accordance with paragraph 4 of the STPCD. They will then determine an appropriate leadership pay range (LPR) for the Headteacher post which will be a seven point pay range.
- 6.6 A new Headteacher or member of the leadership group, will normally be appointed to the first point on the agreed pay range, but may be appointed to a higher point if circumstances make this appropriate. However, the Board of Directors will consider whether there is appropriate scope within the range to allow for performance related progress over time.
- 6.7 Only in exceptional circumstances will the Headteacher pay range overlap with any other leadership pay range. Or can say you will ensure there is no overlap i.e. The Board of Directors will ensure there is no overlap of salary ranges between the Headteacher and other leadership posts.

### **Other Leadership posts**

- 6.8 The Local Governing Committee will assign a minimum of three point and maximum of five point pay range for other leadership posts. The decision will take account of the pay of other leadership group and upper pay range teachers in the school to ensure that appropriate differentials are maintained.
- 6.9 For other leadership posts, the committee will also take account of how the particular role fits within the wider leadership structure of the school when setting a pay range.
- 6.10 The Local Governing Committee will ensure that this process is carried out in a fair and transparent manner and will ensure that all decision and the reasons for them, are well documented at each stage.

### **Leading Practitioners**

- 6.11 The Trust may appoint Leading Practitioners within their staffing structure and their primary purpose is the modelling and leading improvement of teaching skills.
- 6.12 The Local Governing Committee will assign a minimum of three point and maximum of five point pay range.
- 6.13 For Leading Practitioner posts the Local Governing Committee will select an appropriate pay range from the Leading Practitioner pay range. They may determine that different posts within the same school and within the Trust are paid on different pay ranges in accordance with the responsibilities of their role.

## **7 Teacher pay progression based on performance**

- 7.1 In this Trust, all teachers, including members of the leadership group, can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice.
- 7.2 Performance appraisal will be carried out in line with the Education (School Teachers' Appraisal) (England) Regulations 2012, including reference to the Teachers' Standards

(updated July 2021). The arrangements for teacher appraisal in this Trust are set out in the Appraisal Policy for Teaching Staff.

- 7.3 All teachers will have the opportunity to progress to the maximum of their pay range through continued high-quality performance.
- 7.4 Decisions regarding pay progression will be made by the Local Governing Committee for all teaching and leadership staff (excluding Headteachers). The Board of Directors will make pay progression decisions for Headteachers and any teaching or leadership staff in the central team
- 7.5 Where teachers are eligible to be considered for pay progression their end of year review forms will contain pay recommendations. Decisions will be made taking account of the appraisal documentation and recommendations made by the reviewer and/or Headteacher.
- 7.6 To be fair and transparent, assessments of performance will be properly rooted in evidence and be made about the most recent appraisal period.
- 7.7 Where a teacher has been on maternity leave or has had long term sickness absence during the appraisal period adjustments may be made to take account of these circumstances. This will be assessed on a case by case basis depending on the circumstances for the individual and the school, however it may include evidence of skills and performance being assessed over of different time period.
- 7.8 We will minimise the impact on workload for individual teachers, line managers and Headteachers wherever possible throughout the process.
- 7.9 Early Career teachers who are subject to the Early Careers Framework two-year statutory induction, will be eligible for consideration for pay progression during their induction period, providing they have the required service, and have demonstrated satisfactory performance.
- 7.10 The schools will use a range of evidence to assess a teacher's overall performance which will be proportionate and may include:
- Lesson observations
  - Observations and results from wider school activities and assessments
  - Learning walks
  - Pupils' performance and progress, including scrutiny of pupils' work
  - Pupil progress reviews
  - Quality of reports and other expected 'paperwork'
  - Evidence of the wider contribution to the work of the school
  - Evidence of their impact on the effectiveness of other teachers or staff
  - Self-assessment documentation
  - CPD records
  - Professional dialogue
- 7.11 The committee will ensure that appropriate funding is allocated for pay progression at all levels.
- 7.12 All teachers and leadership posts will be eligible for an annual increment rise of one salary point where their current pay range allows for this. If they have met their performance objectives, have fully met the Teachers' Standards and have effectively carried out their job role and responsibilities.

- 7.13 Teachers and leadership posts may be eligible for an accelerated increment rise if their performance has been assessed as 'exceptional' i.e. where a teacher's performance has been of a sustained high quality, exceeding Trust expectations at that level.
- 7.14 An accelerated increment rise should be a maximum increase of 2 salary points. Advice must be sought from the People team prior to the Local Governing Committee meeting to approve pay when a recommendation for an accelerated increment rise is being made.
- 7.15 In addition, upper pay range teachers should also be highly competent in the Teachers Standards and their achievements and contribution to the school should be substantial and sustained (as defined in 8.7). Pay progression for UPR teachers is considered every 2 years, in accordance with the definition of 'sustained'.
- 7.16 The Local Governing Committee (or Board of Directors for Headteachers) may determine that no pay award is to be made where the teacher has failed to:
- Meet their agreed objectives\*
  - Meet the Teaching Standards
  - Effectively carry out their job role and responsibilities; or
  - Where upper pay range teachers have failed to be highly competent in the Teaching Standards or failed to demonstrate substantial and sustained achievements and contribution to the school.

*\* Please note, a school might consider that a teacher who has made good progress but not quite achieved a very challenging objective has performed better and made more significant contribution than a teacher who has fully met a less stretching objective. Similarly, a teacher may have achieved all of their objectives but failed to meet all of the relevant standards.*

- 7.17 This decision can be without recourse to the capability policy, where appropriate. However in this Trust, where a teacher is not subject to support under the 'Teachers Experiencing Difficulties' section of the Trust Appraisal Policy and Procedure for Teachers they will be deemed to have met the relevant standards and will progress as normal.
- 7.18 Whilst an employee is subject to the Trust's Capability Policy and Procedure then the appraisal process is suspended, therefore pay progression will not be awarded in these circumstances.

## **8 Movement to the upper pay range**

### **Application and evidence**

- 8.1 Any qualified teacher may apply to be paid on the upper pay range and all applications should be assessed in line with this policy.
- 8.2 It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range. Applications may be made, in writing, once a year and must be received by the Headteacher by 31 October. Successful applications will be backdated to 1 September following the decision of the committee.
- 8.3 If a teacher is simultaneously employed at another school outside of the Trust, they must submit separate applications to each school to be paid on the upper pay range. The Trust will not be bound by any pay decision made by another school outside of the Trust.
- 8.4 All applications should include the results and evidence from 2 most recent appraisal periods, including any recommendation on pay, together with a summary of evidence against the

assessment criteria. Where such information is not applicable or available, a written statement and summary of evidence to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

8.5 Where a teacher has been on maternity leave or has had long term sickness absence adjustments may be made to take account of these circumstances. This will be assessed on a case by case basis depending on the circumstances for the individual and the school, however it may include evidence of skills and performance being assessed over of different time period.

## **Assessment**

8.6 An application from a qualified teacher will be successful where the Local Governing Committee is satisfied that:

- The teacher is highly competent in all elements of the teachers' standards; and
- The teacher's achievements and contribution are substantial and sustained.

8.7 For the purposes of this pay policy:

- **Highly competent** means: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in their particular role and the context in which they are working and their teaching practice is assessed as exceeding Trust expectations.
- **Substantial** means: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom or with their own groups of children, but also in making a significant wider contribution to school improvement that impacts on pupil progress, the effectiveness of other staff and school and/or Trust improvement. They are a role model for teaching and learning, provide effective coaching, mentoring of other teachers and take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning and develop other staff.
- **Sustained** means: continuously over a period of at least 2 school years and able to demonstrate that their teaching expertise has grown over the relevant period.

8.8 All UPR applications will be assessed in accordance with the provisions of this policy. They will be assessed robustly, transparently and fairly, in the first instance by the Headteacher. The Local Governing Committee will make the final determination, taking account of the Headteacher recommendation, as well as any supporting evidence provided by the applicant or the school.

## **Outcome**

8.9 The assessment or UPR applications will be made by the school's Local Governing Committee, and the applicant will receive a response to their application in writing within 10 school days of the committee's decision.

8.10 Successful applicants will move to the upper pay range from 1 September and will commence at the lowest point of the pay range. Progression within the upper pay range will be based on performance assessed against the teacher's objectives, whether they are highly competent in the Teachers Standards and their achievements and contribution to the school are substantial and sustained and progression within the UPR will be assessed every 2 years in line with the definition for 'sustained' in section 8.7.

8.11 Unsuccessful applicants can appeal against the decision.

## **9 Appeals -Teaching Staff**

9.1 Teachers, including Headteachers, have the right to raise a formal appeal against any pay determination if they believe that the Local Governing Committee (or Board of Directors for Headteachers) has:

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

9.2 A pay appeals committee will be appointed from the Board of Directors. The committee will not include staff Directors or Directors involved in making the original pay decision.

9.3 A teacher making an appeal against a decision on their individual pay should submit their appeal by completing the Pay Appeal Form available at Appendix 3 or by letter, detailing the reason(s) for the appeal. This should be sent to the committee who made the pay decision, detailing the reason(s) for their appeal. The appeal should be submitted within 10 school days of the teacher being informed of the pay decision.

9.4 Advice must be sought from the People team if a formal pay appeal is received.

9.5 The pay appeal procedure is included at Appendix 1 in this policy.

## **10 Classroom teacher allowances**

10.1 The Local Governing Committee may award an allowance to teaching staff who undertake specified additional duties. It is detailed in the sections below which groups of teaching staff the allowances can apply to. Please note allowances which are for classroom teachers exclude members of the leadership group and leading practitioners and therefore cannot be awarded for any such posts.

10.2 Teachers can be paid one allowance under any of the categories, or a combination of allowances, where applicable. If teachers are awarded a temporary payment or allowance, the dates during which it will be effective must be clearly stated and reviewed before the expiry date.

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

10.3 TLR payments can be awarded to a classroom teacher for undertaking a sustained additional responsibility for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

10.4 Leadership posts, leading practitioners and unqualified teachers cannot be awarded a TLR.

## **TLR1 and TLR2 payments**

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

- Is focused on teaching and learning
- Requires the exercise of a teacher's professional skills and judgement
- Required the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum
- Has an impact on the educational progress of other pupils other than the teacher's assigned classes or groups of pupils and
- Involves leading, developing and enhancing the teaching practice of other staff.

10.6 In addition, before awarding a TLR1, the Local Governing Committee must be satisfied that the significant responsibility referred to above includes the management responsibility for a significant number of people.

10.7 TLR's must be awarded in the context of the school's staffing structure and the responsibilities for which the TLR is awarded should be clearly set out in a role description.

10.8 TLR1 and TLR2's are permanent allowances and can only be awarded on a temporary basis if one of the following applies:

- To cover for the absence of the substantive postholder e.g. maternity leave, long term absence, secondment
- While the post is vacant, pending a permanent appointment being made.

10.9 Teachers receiving a TLR1 or TLR2 on a temporary basis or on a fixed term contract are not eligible to receive a safeguarded sum when the TLR ends unless the TLR is ended earlier than specified and their contract extends beyond the date the TLR ends.

10.10 The annual value of TLR's is as follows:

- TLR1 – no less than £8,291 and no greater than £14,030
- TLR2 – no less than £2,873 and no greater than £7,017

10.11 The Local Governing Committee should determine the level of TLR appropriate for the role when establishing a new TLR. This should be in accordance with job weight, with TLR roles of equal weight allocated equal value. Any decision to make payments above the minimum level should be justifiable in relation to the level of responsibilities attached to the post.

10.12 The following payments cover the full range of available TLR allowances usually paid within schools in Trust.

<b>TLR</b>	<b>Allowance (2021)</b>
TLR 1a	£8,291
TLR 1b	£10,201
TLR 1c	£12,113
TLR 1d	£14,030

<b>TLR</b>	<b>Allowance (2021)</b>
TLR 2a	£2,873
TLR 2b	£4,784
TLR 2c	£7,017

10.13 Part time teachers will be paid a TLR1 or 2 pro rata at the same proportion as the teacher's part time contract.

10.14 A teacher cannot hold a TLR1 and a TLR2 concurrently, however a teacher in receipt of either a TLR1 or 2 may also hold a concurrent TLR3.

### **TLR 3 payments**

10.15 In this Trust, a TLR3 payment will be made available to qualified classroom teachers who undertake a clearly time-limited school improvement project or a one off, externally driven responsibility. There should be a clearly identified need and the project should fit within the remit of school development.

10.16 The duties undertaken for a TLR3 must meet the following criteria:

- Is focused on teaching and learning
- Required the exercise of a teacher's professional skills and judgement; and
- Has an impact on the educational progress of pupils, other than the teacher's assigned classes or groups of pupils.

10.17 The teacher will be informed, in writing, when a TLR3 is awarded, including the nature of the responsibilities, the end date of the temporary award or circumstances in which the award will end if occurring earlier than that date. TLR's for the same reason should not be awarded for consecutive years as a TLR3 is for time limited/one off project or responsibilities. There will be no safeguarding of any temporary TLR 3 payments.

10.18 If there are exceptional reasons why a TLR3 needs to continue beyond a full academic year advice should be sought from the People team.

10.19 The annual value of any TLR3 will be between £571 to £2,833 per annum. The level of payment will be based on the complexity and duration of the school improvement project and this should be clear when the TLR role is established. Where a part time teacher is awarded a TLR3 the value should not be amended to reflect the part time hours of the individual in receipt of the award.

10.20 In addition, where the period is less than a full school year, the value will be determined proportionately to the annual value.

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

10.21 Qualified classroom teachers are eligible to receive a SEN allowance of no less than £2,270 and no more than £4,479 per annum for the 2021/22 academic year, in accordance with the following conditions:

- In any SEN posts that requires a mandatory SEN qualification and involves teaching pupils with SEN
- Works in a special school
- Teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a Local Authority unit or service
- Any non-designated setting (including any pupil referral unit) that is similar to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with SEN
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and

- Has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

10.22 Where consideration is being given to awarding a SEN allowance the Headteacher must contact the People team for further advice.

10.23 Leadership posts, leading practitioners and unqualified teachers cannot be awarded a SEN allowance.

Where a SEN allowance is to be paid, the Local Governing Committee, must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post
- The qualification or expertise of the teacher relevant to the post; and
- The relative demands of the post.

10.24 The following payments cover the range of available SEN allowances usually paid within schools in the Trust:

SEN	Allowance (2021)
SEN 1	£2,270
SEN 2	£4,479

### **Allowance payable to unqualified teachers**

10.25 An unqualified teacher additional allowance may be payable as considered appropriate by the Local Governing Committee where, in the context of the staffing structure and pay policy, it is considered that the teacher has:

- Taken on a sustained additional responsibility which
  - Is focused on teaching and learning: and
  - Requires the exercise of a teacher's professional skills and judgement; or
  - Qualifications and experience which bring added value to the role being undertaken.

## **11 Classroom teacher and other Leadership allowances**

### **Acting allowances**

11.1 Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher and no acting appointment has been made, the Local Governing Committee must consider whether to pay an acting allowance. This determination must be made within 4 weeks of the teacher being given and carrying out those duties. If the initial decision is not to pay an allowance and the teacher continues to carry out the duties, the Local Governing Committee can revisit their decision at any time.

11.2 If it is determined that an acting allowance will be paid this will normally be the difference between the teacher's current total salary and the bottom pay point on the pay range of the

higher-level post. This will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

### **Additional payments**

11.3 The Local Governing Committee may make additional payments to a qualified teacher, other than a Headteacher, in respect of:

- Continuing professional development undertaken outside of the school day\*
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher\*
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

\* Outside of the school day means outside of the 1265 hours of directed time (pro rata for part time teachers).

### **Staff working for other bodies during the normal working day**

11.4 Any income derived from external sources for the work of a school employee should be regarded as income to the school/trust e.g. employees carrying out work on behalf of another body i.e. LA, Ofsted, another school etc.

11.5 The Local Governing Committee should decide whether it would be appropriate for individual members of staff to receive additional remuneration for these activities. If so, the Local Governing Committee should determine the appropriate amount.

### **Honoraria payments**

11.6 The Local Governing Committee will not pay honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria payments in any circumstances.

## **12 Headteacher allowances**

12.1 The Board of Directors should seek advice from the People team where they are considering making any additional payments to the Headteacher or are reviewing the leadership pay range (LPR) of the Headteacher.

### **Temporary payments to Headteachers**

12.2 Any additional payment to the Headteacher must be for clearly temporary responsibilities or duties, that are in addition to the post for which their salary has been determined. The Board of Directors must not have already taken the responsibilities into account when determining the Headteacher's pay range.

12.3 The total sum of the temporary payments in any school year must not exceed 25% of the annual Headteacher's salary. In addition, the total sum of the salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group, except as set out in paragraph 10.4 of the STPCD.

- 12.4 Any payments exceeding 25% can only be paid in wholly exceptional circumstances; the Board of Directors must seek external independent advice before providing such agreement and support its decision with a business case.

### **Responsibility for more than one school**

- 12.5 Where a permanent arrangement is put in place e.g. federation with a single Local Governing Committee, the Headteacher's salary should be based on the total number of pupil units across all schools, giving a group size for the federation. The Board of Directors should then determine the Headteacher's pay range and appropriate starting point in that range, in accordance with the STPCD, after obtaining advice from the People team.
- 12.6 Where the change is temporary e.g. a Headteacher taking on acting Headteacher at another school for a fixed period, a temporary additional payment can be awarded by the substantive school and a variation of contract issued. This will specify that the Headteacher, in addition to their substantive post, will be employed by an additional school(s) for a fixed period, after which they will return to their substantive post.
- 12.7 The Local Governing Committee may also wish to consider the remuneration of other teachers who are taking on additional responsibilities, as a result of the Headteacher's shared role. An increase in remuneration should only be agreed where the post (not the teacher) accrues extra responsibilities as a result of the Headteacher's enlarged role and should not be automatic. The additional responsibilities and their duration should be recorded.

## **13 Recruitment and retention incentives**

### **Headteachers, Deputy Headteachers and Assistant Headteachers**

- 13.1 Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments other than the reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a member of the leadership group (including non-monetary benefits) must be considered when determining the pay range.

### **Classroom teachers**

- 13.2 Where the school is experiencing particular recruitment and retention problems, the Local Governing Committee may feel that payments, or the provision of other benefits, are necessary to recruit or retain staff. These incentives are temporary and will be subject to regular formal review. The Local Governing Committee must make clear at the outset, the expected duration of any such incentives and benefits and the review date after which they may be withdrawn and written notification must be provided to the employee.
- 13.3 The Local Governing Committee must seek from the People team prior to awarding such payments and that they produce a business case on which to base decisions.

## **14 Safeguarding**

- 14.1 The Trust will fulfil its statutory obligation to the safeguarding of pay in accordance with the current provisions of the STPCD.
- 14.2 Safeguarding will apply when a teacher loses a post as a result of the discontinuation of, alternation to, or reorganisation of a school or educational establishment/service e.g. removal

or reduction of a TLR1/TLR2, SEN or unqualified teacher allowance or a reduction of the pay range of leadership posts.

- 14.3 The Local Governing Committee will notify a teacher, in writing, within 1 month of making a decision that leads to a safeguarded sum being payable. This will explain the reason for the decision, the effective date, the value of the teacher's pre-safeguarded salary and allowances, the safeguarded sum payable and when this will end.
- 14.4 The Headteacher will review the duties of any teacher who is entitled to safeguarded sums that exceed £500 and allocate appropriate additional responsibilities commensurate with the safeguarded sum for the period of the safeguarding. The Headteacher will ensure that appropriate notice is issued of any new responsibilities that are being given to the teacher. All such additional responsibilities will be kept under review until the safeguarding period ends, when a decision will be taken about the future allocation of those responsibilities.
- 14.5 Where a teacher unreasonably refuses to carry out additional responsibilities, which are commensurate with the safeguarded amount, then the safeguarded pay may be removed subject to at least 1 months' notice being given.

## **15 General principles**

### **Part time teachers**

- 15.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part time. The proportion of time a part time teacher works is calculated against the school's timetabled teaching week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.
- 15.2 The STTW of a full-time classroom teacher is used as the figure for calculating the percentage of the STTW for a part time teacher at the school. The same percentage will be applied to the proportion of directed time required of a part time teacher.
- 15.3 Where an allowance is paid to a teacher, the same pro rata percentage of the full-time allowance will be payable to a part time teacher, excluding TLR3's which will not be pro-rata.
- 15.4 Any additional hours worked, by agreement, above a teacher's part time contractual hours will be paid at the same hourly rate or time off in lieu. A part time teacher may be requested (but not required) to voluntarily work on a day or part of a day they do not normally work.

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

- 15.5 Teachers employed on a day to day or other short notice basis will be paid on a daily rate calculated on the assumption that a full working year consists of 195 days. Periods of employment for less than a day should be calculated pro-rata.

### **Working days**

- 15.6 A teacher employed full-time must be available for work for 195 days for the school year, of which:
  - a) 190 must be days on which the teacher may be required to teach pupils and perform other duties; and

- b) 5 days must be days on which the teacher may only be required to perform other duties.

This does not apply to teachers paid on the leadership pay range or leading practitioners pay range.

### **Specified working Time**

- 15.7 A teacher employed full-time must be available to perform such duties at such times and such places as may be specified by the Headteacher for 1265 hours for the school year (pro rata for part time staff). These hours will be allocated reasonably throughout those days in the school year on which the teacher is required to be available for work.
- 15.8 In addition, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

### **Unpaid leave for teachers**

- 15.9 In accordance with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised or unauthorised unpaid leave occurs, deductions from salary will be calculated at a daily or part daily rate based on a day's salary being 1/365th of a year for each day of the period of absence.

### **Monitoring and evaluation**

- 15.10 The Board of Directors will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers including leaders, to assess the policy's effect and the school's continued compliance with equalities legislation.
- 15.11 It is recommended that pay decisions are recorded and reported, taking account of the profile/protected characteristics (as detailed in the Equality Act 2010) of those who are granted pay progression, those who are not and, where applicable, those who are granted accelerated pay progression.
- 15.12 The Local Governing Committee and Board of Directors will ensure that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that the pay decision can be objectively justified.

## **16 Support Staff Pay**

### **Conditions of Service**

- 16.1 The pay and conditions of service for support staff employed in this Trust are in accordance with the National Joint Council for Local Government Services 'Green Book', and those agreed locally and applied by the school in accordance with TUPE regulations. The pay and conditions of service for support staff paid on the Leadership pay spine are in accordance with the National Joint Council for Local Government Services 'Green Book', and those agreed locally and applied by the school in accordance with TUPE regulations with the exception of pay and holidays.

## **Pay scales**

- 16.2 The pay scales adopted by the Board of Directors for support staff employed in this Trust are the National Joint Council (NJC) for Local Government Services salary scales. Support staff paid on the Leadership spine will have an individual salary range set by Directors.
- 16.3 The Trust continue to follow the pay and grading structures as locally agreed for individual schools.
- 16.4 The Board of Directors will approve any pay awards agreed nationally.

## **Job Roles**

- 16.5 Where the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. This will be approved by the Board of Directors or Local Governing Committee as appropriate

## **Starting salaries**

- 16.6 The Board of Directors/Local Governing Committee will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the governors may also consider appointing above the minimum of the grade where previous experience and/or qualifications, previous salary or to meet market forces justifies doing so, within the overall grade of the post.

## **Incremental Progression**

- 16.7 Incremental progression will take place on 1st April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1st April in subsequent years.

## **Deductions from pay**

- 16.8 In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence, the Board of Directors/Local Governing Committee may recover the amount from the member of staff.

## **Acting up allowances / honoraria payments**

- 16.9 Advice must be sought from the People team when determining any additional payments or allowances or support staff.
- 16.10 Where a member of staff is requested to and agrees to cover the full range of duties of a higher graded post, for a period of 4 weeks or more the Headteacher/Manager will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.
- 16.11 Where a member of staff is covering some, but not all of the duties of the higher graded post, the Headteacher/Manager will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances they may

wish to recognise this additional work through the award of an additional increment as appropriate.

- 16.12 Where a member of staff is required to work additional hours, this should be discussed with their Manager/Headteacher to seek alternatives or in exceptional cases to agree overtime at the appropriate rate
- 16.13 Any other additional payments will be paid in accordance with the NJC terms and conditions as described in the 'Green Book', where appropriate.

### **Safeguarding**

- 16.14 The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case, subject to a maximum of 6 months full and 6 months half safeguarding payment based on their salary prior to the safeguarding period.
- 16.15 The employee will be notified in writing, of the effective date, the value of the pre-safeguarded salary and allowances, the safeguarded sum payable and when this will end.

## **17 General Principles – all Trust staff**

### **Confidentiality**

- 17.1 The pay process will be treated with confidentiality. However, the desire for confidentiality does not override the need for the Headteacher, Local Governing Committee and Board of Directors to quality assure the operation and effectiveness of the pay policy. Every step should be taken to ensure anonymity of staff concerned in the use of such data.

### **Consistency of treatment and fairness**

- 17.2 The Trust is committed to ensuring consistency of treatment and fairness. It will abide by all relevant equality legislation, including the duty to make reasonable adjustments for disabled teachers. The Local Governing Committee is aware of the guidance on the Equality Act issued by the Department for Education (DfE).

### **Definitions**

- 17.3 Unless otherwise indicated, all references to 'teacher' include the Headteacher and all references to 'Local Governing Committee' and 'Board of Directors' include committees or individuals, who have been given delegated responsibility in accordance with the Trust's scheme of delegation. All references to 'classroom teacher' exclude leadership and leading practitioner posts.

### **Monitoring and evaluation**

- 17.4 The Board of Directors will monitor the outcomes and impact of this policy relating to all Trust staff on an annual basis.

### **Retention**

- 17.5 The Trust will ensure that all pay determination records are retained and stored in a secure place, in line with the Trust's retention policy.

## APPENDIX 1 - Pay Appeal Procedure

### Introduction

- The Chair of the Committee will explain the procedure to be followed.
- The individual/trade union representative presents their case.
- The Manager is given the opportunity to ask questions of the individual regarding the case.
- Members of the Appeals Committee are given the opportunity to ask questions of the Manager regarding their case.
- The Manager (or other appropriate person) presents their case.
- The individual/trade union representative are given the opportunity to ask questions of the Manager regarding their case.
- The members of the Appeal Committee are given the opportunity to ask questions of the Manager regarding their case.
- The Manager is given the opportunity to sum up their case.
- The individual/trade union representative are given the opportunity to sum up their case.
- The Manager and the individual and their representative withdraw to allow the Appeals Committee to consider the case and make their decision.
- The Manager and individual and their representative are recalled to be informed of the decision verbally where possible by the Chair of the Committee which will also be confirmed in writing. In the event that the decision is not delivered verbally, it will be confirmed in writing within 10 working days.

## APPENDIX 2 – Trust Pay Scales

### Teachers Pay Ranges

Main Pay Range	September 2021
M1	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
M6	£36,961

Upper Pay Range	September 2021
UPR 1	£38,690
UPR 2	£40,124
UPR 3	£41,604

Unqualified Teachers	September 2021
PT 1	£18,419
PT 2	£20,532
PT 3	£22,644
PT 4	£24,507
PT 5	£26,622
PT 6	£28,735

## Leadership Pay Range

Leadership Range	September 2021	Leadership range	September 2021
L1	£42,195	L24*	£73,558
L2	£43,251	L24	£74,295
L3	£44,331	L25	£76,141
L4	£45,434	L26	£78,025
L5	£46,566	L27*	£79,165
L6	£47,735	L27	£79,958
L7	£49,019	L28	£81,942
L8	£50,151	L29	£83,971
L9	£51,402	L30	£86,061
L10	£52,723	L31*	£87,311
L11	£54,091	L31	£88,187
L12	£55,338	L32	£90,379
L13	£56,721	L33	£92,624
L14	£58,135	L34	£94,914
L15	£59,581	L35*	£96,309
L16	£61,166	L35	£97,273
L17	£62,570	L36	£99,681
L18*	£63,507	L37	£102,159
L18	£64,143	L38	£104,687
L19	£65,735	L39*	£106,175
L20	£67,364	L39	£107,239
L21*	£68,345	L40	£109,914
L21	£69,031	L41	£112,660
L22	£70,745	L42	£115,483
L23	£72,497	L43	£117,197

\* Pay points to be applied only to Headteachers at the top of the school's Headteacher group range in the academic year 2014/15, who have received no increment rise in any subsequent academic years. No-one should progress to these points from September 2016 onwards.

## Leading Practitioner Pay Range

Leading Practitioner Range	September 2021	Leading Practitioner Range	September 2021
L1	£42,402	L10	£52,983
L2	£43,465	L11	£54,357
L3	£44,550	L12	£55,610
L4	£45,658	L13	£57,000
L5	£46,796	L14	£58,421
L6	£47,969	L15	£59,875
L7	£49,261	L16	£61,467
L8	£50,397	L17	£62,878
L9	£51,656	L18	£64,461

## Support Staff Pay Range - NJC pay scale 2021/22

SCP	Annual Salary	Hourly Rate (37 hours)
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	£22.09
39	£43,570	£22.58
40	£44,624	£23.13
41	£45,648	£23.66
42	£46,662	£24.19
43	£47,665	£24.71

*N.B. within the Trust, individual school's support staff pay ranges continue to align with their former local authority pay and grading structure. A copy of an individual school's pay range can be requested from the school office.*

## APPENDIX 3 – Teachers Pay Appeal Form

### Pay Appeal Form

.....School

To the Clerk to the Committee

I ..... (insert name), wish to inform you that I wish to appeal against the decision of the Local Governing Committee/Board of Directors meeting held on .....(insert date)

Teachers have the right to raise formal appeals against pay determinations if they believe that the committee by whom the decision was made:

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

My grounds of my appeal are as follows:

**I have attached documents which I would like to submit to the Directors Appeals panel in support of my appeal.**

**Signed** ..... **Date** .....

**Print Name:** .....