



*I have come that they may have life and have it to the full  
(John 10:10)*

## **Pay Policy**

**This policy is taken from the OLHOC Trust Handbook of Statutory policies and should be read in conjunction with the other policies within the document.**

**Revised Edition September 2023**

## **PAY POLICY**

### **1. Introduction**

- 1.1. This policy sets out the framework for making decisions on teachers' and support staff pay. It has been consulted on with staff and recognised trade unions and has been adopted by all academies within The Our Lady Help of Christians Trust ("the Trust").
- 1.2. In relation to teachers, it has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD). In the event of any conflicting provisions between this policy and the STPCD, this policy will take precedence.
- 1.3. In relation to support staff, it considers nationally and, where appropriate, locally agreed conditions of service. Administrative staff, technical staff, pastoral support staff, facilities staff and cover supervisors will be paid in accordance with nationally and locally negotiated NJC scales and exam invigilators will be paid in accordance with the Trust's local pay and conditions. The relevant conditions will be as outlined in the employee's contract of employment.
- 1.4. This policy applies to employees of the Trust only. For the avoidance of doubt this policy does not form part of the terms and conditions of employees' employment with the Trust and is not intended to have contractual effect.
- 1.5. The Trust reserves the right to amend or vary this policy from time to time in force and will notify employees within 1 month of any such changes taking effect.
- 1.6. The Pay Policy will always reflect the Catholic Christian identity and mission of the Trust and the values and virtues it proclaims.

### **2. All Staff**

- 2.1. Aims of the Trust are to:
  - 2.1.1. promote the distinctive Catholic Christian ethos, aims and identity of the Trust
  - 2.1.2. maximise the quality of teaching and learning in the Trust's academies
  - 2.1.3. support the recruitment and retention of a high-quality staff workforce
  - 2.1.4. enable the Trust to recognise and reward employees appropriately for their contribution to each individual academy
  - 2.1.5. help to ensure that decisions on pay are managed in a fair, just and transparent way.
- 2.2. Pay decisions have been delegated by the Trust to the Local Governing Body (subject to terms and conditions agreed by the Trust) with the exception of pay decisions for headteachers and senior executive leadership members including the CEO and CFO which are made at Trust level.

### **3. Confidentiality**

- 3.1. All involved in this policy are reminded of the importance of confidentiality and must ensure that all information, whether verbal or written, is kept strictly confidential and not passed onto any persons who are not involved in the process. Disciplinary action may result from breaches of confidentiality.

### **4. Equal Opportunities**

- 4.1. As a Catholic community based on the teachings of Christ, the Trust's mission is to provide an outstanding education for the whole person through which all are challenged to grow in wisdom, understanding, self-esteem and closeness to God, respecting the uniqueness of each person as central to that mission and so we fully accept and endorse the responsibilities and duties to promote equality for all.
- 4.2. Within that acceptance we recognise the continued general exceptions to Equal Opportunities legislation as laid down for schools with a religious character or a registered religious ethos.
- 4.3. This means for Catholic schools and academies that, in common with voluntary aided schools with a religious character, they may apply an occupational requirement in connection with the appointment or promotion of staff at the school; to those whose religious beliefs or religious practice is in accordance with the tenets of their denomination, in this case, the Roman Catholic faith. This includes the posts of CEO, Principal / Head Teacher, Deputy Principal / Deputy Head Teacher and Head or Co-Ordinator of Religious Education which (also The Bishops' Memorandum on Appointment of Teachers to Catholic Schools) must be filled by baptised and practising Catholics. Likewise, Governing Bodies in Catholic schools may give similar preference to those who give or who are willing to give religious education at the school in accordance with the tenets of the Catholic Church.
- 4.4. This policy will be applied fairly and consistently to all employees regardless of sex, gender reassignment, race (include colour, ethnicity, national origin), age, marital or civil partnership status, disability, sexual orientation, pregnancy or maternity, religion or belief (subject to the exceptions outlined above for schools with a religious character) – the protected characteristics. This policy will also be applied fairly and consistently for part-time and fixed-term staff.

### **5. Variations in Responsibilities**

- 5.1. Employees may for whatever reasons wish to reduce their level of current duties and responsibilities.
- 5.2. In that event, they may submit a request to the Principal / Head Teacher as part of their annual review for a meeting to be arranged to discuss their duties and responsibilities, with a view to a removal by agreement of certain responsibilities, with a commensurate reduction in salary. This may involve the removal of a Teaching and Learning Responsibility, the movement within or between teachers' pay ranges to reflect changes in duties, or other changes to associate staff's duties as appropriate and agreed. In this instance, the safeguarding of pay provisions (see below) will not apply.

### **6. Review and Monitoring**

- 6.1. The Trust will review this policy on an annual basis and will monitor outcomes in order to assess the effectiveness of this policy in rewarding good performance and to ensure the Trust's continued compliance with equalities legislation (subject to the exceptions outlined above for schools with a religious character).

## **7. Teachers' Pay: Annual Reviews and Progression**

- 7.1. The Local Governing Body will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 7.2. The Principal's / Head Teacher's salary will be reviewed with effect from 1 September and no later than 31 December each year. The Principal / Head Teacher will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.
- 7.3. Pay reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

## **8. Inflationary Pay Increases**

- 8.1. The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. In recent years an increase has been recommended to the minima and maxima of each pay scale, but schools and academies have total discretion as to whether to apply an increase to any intermediary points, while bearing in mind that pay increases for individual teachers must always be justified by good performance.
- 8.2. The Trust will consider the STRB recommendation and the new STPCD each year before deciding whether to uplift the teacher pay scales. The minima of each pay range will usually be uplifted in line with the STPCD, but other increases will be at the discretion of the Trust who will consider affordability, overall Trust performance and market conditions.

## **9. Safeguarding Salary/Pay**

- 9.1. The Trust operates a system of "safeguarding" pay (where applicable) for a period of 3 years. Where a pay determination leads or may lead to the start of a period of safeguarding, the Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

## **10. Basic Pay Determination on Appointment**

- 10.1. The Local Governing Body will determine the likely pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary to be offered to the successful candidate.
- 10.2. In making such determinations, the Local Governing Body may consider a range of factors, including but not limited to:
  - 10.2.1. the nature of the post

- 10.2.2. the level of qualifications, skills and experience required
  - 10.2.3. the pay of current employees doing the same or a similar job
  - 10.2.4. market conditions
  - 10.2.5. the wider Trust context
- 10.3. There should be no expectation that a teacher will be paid at the same rate as they were being paid by a previous employer or at another educational establishment. However, the Trust reserves it right to exercise its discretion in this regard.

## **11. Pay Progression Based on Performance**

- 11.1. All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual performance appraisal, with interim reviews that recognise their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Trust's performance appraisal policy.
- 11.2. Decisions regarding pay progression will be made with reference to the teachers' performance appraisal reports and the pay recommendations they contain. In the case of Early Career Teacher's, whose performance appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability process. Early Career Teacher's will usually be appointed at the minima of the Main Pay Range.
- 11.3. To be fair and transparent, assessment of performance will be properly rooted in evidence.
- 11.4. The evidence the Trust will use will include (but is not limited to) self-assessment, peer review, effective use of data in tracking student progress, lesson observations and work scrutiny, planning, effective teacher behaviours, a commitment to continuing professional development within the Trust's professional development programme and other development activity as appropriate to role and career aspirations.
- 11.5. The Trust will ensure fairness by limiting appraisers to those who have received training and are leading and managing at an appropriate level. The Senior Leadership Team will quality assure and moderate the assessments, ensuring that objectives and assessments are consistent.
- 11.6. Teachers' performance appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Body, having regard to the performance appraisal report and considering advice from the Senior Leadership Team. The Local Governing Body will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.
- 11.7. Judgements of performance will be made against the extent to which teachers have met their individual objectives, the relevant Teachers' Standards and progressed against the criteria defined in the Teachers' Performance Appraisal Policy, which will differentiate the rate of progression.
- 11.8. The Trust follows the national pay ranges as determined in the annual STPCD and organises the minimum and maximum pay ranges. (Detailed in Appendix C)

- 11.9. Teachers will be eligible for a pay increase equivalent to a ONE-point increase on the Trust pay scale if they:
- 11.9.1. Meet all their Performance Appraisal objectives,
  - 11.9.2. Are assessed as fully meeting the relevant teacher standards, and are
  - 11.9.3. Performing at the level relevant to their current pay as described in the Performance Appraisal Policy
- 11.10. Teachers may be eligible for a pay increase equivalent to a TWO-point increase on the Trust pay scale if they substantially exceed the expected performance level for their current point of progression.
- 11.11. The appraisal reports will be reviewed by the Principal / Head Teacher and relevant line managers for the purposes of moderation.
- 11.12. Moderated reports will be passed to the Local Governing Body for final consideration of the pay recommendations which may either be approved (and a pay increase awarded in line with the report) or rejected (in which case no pay increase will be awarded).
- 11.13. If a teacher is unhappy with the pay decision, they may appeal by following the process set out in Appendix A.

## **12. Particular Circumstances**

- 12.1. Where an employee is absent due to long term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance during the academic year in question.
- 12.2. Where an employee is absent due to pregnancy or family-friendly leave (e.g. maternity leave, adoption leave, paternity leave, parental leave, parental bereavement leave, shared parental leave etc.), decisions will be no less favourable than if the employee had not been absent due to reasons related to family-friendly leave.
- 12.3. Where a permanent employee starts their employment with the Trust part way through the appraisal year, no less than 2 full consecutive terms service will count towards an annual appraisal.

## **13. Movement to the Upper Pay Range**

- 13.1. Applications and Evidence
- 13.1.1. Any qualified teacher may apply to be paid on the Upper Pay Range when they have reached the top of the main pay range and have completed at least two academic years' service with the Trust. Any such application will be assessed in line with the principles outlined in the Appraisal 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.

- 13.1.2. Applications may be made at least once a year by the end of the Michaelmas Term (Autumn 1a) and payments will be back dated to the beginning of the academic year of the application.
- 13.1.3. If a teacher is simultaneously employed at another school or educational establishment, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that school or educational establishment. The Trust shall not be bound by any pay decision of another school or educational establishment.
- 13.1.4. All applications should include the results of reviews or performance appraisals, including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria).
- 13.1.5. Applications should contain evidence from at least two recent appraisals and should explain how the Teacher has met the assessment criteria, listed below. Applications should be made in writing and submitted to the Principal / Head Teacher and include evidence of the standards outlined in the Appraisal Policy. The Trust uses a common application form for this purpose which is available upon request from the Principal / Head Teacher.

## 13.2. The Assessment

- 13.2.1. An application from a qualified teacher will be successful where the Local Governing Body is satisfied that:
  - 13.2.1.1. the teacher is highly competent in all elements of the Post Threshold standards set out in the 2012 STPCD;
  - 13.2.1.2. the teacher's achievements and contribution to the school are substantial and sustained for the purposes of this pay policy;
- 13.2.2. For the purposes of this Pay Policy:
  - 13.2.2.1. 'highly competent' means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Trust, in order to help them meet the relevant standards and develop their teaching practice;
  - 13.2.2.2. 'substantial' means of real importance, validity or value to the Trust; play a critical role in the life of the Trust; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning
  - 13.2.2.3. 'sustained' means maintained continuously over two academic years.
- 13.2.3. The application will be assessed by the Principal / Head Teacher, and a Deputy Principal / Head Teacher following an initial assessment by the relevant Senior Line Manager. Judgments will be made using the criteria in the Appraisal Policy together with staff performance data.

#### **14. Processes and Procedures**

- 14.1. The assessment will be made by the end of the Christmas term (Autumn1b) and communicated to all applicants individually on the same day.
- 14.2. If successful, applicants will move to the Upper Pay Range from the beginning of the academic year in which they are eligible to apply. Successful applicants will be placed on the first of three pay points in the Upper Pay Range which will be determined in line with the former STPCD with points for upper 1, 2, and 3. All successful Upper Pay Range applicants will begin at the first point within this determined range.
- 14.3. If unsuccessful, feedback will be provided by the within 10 working days of the decision. That feedback will involve a structured conversation using evidence supplied and verification or otherwise received.
- 14.4. Any appeal against a decision not to move the teacher to the Upper Pay Range will be heard under the Appeal arrangements set out in Appendix A.

#### **15. Progression on Upper Pay Range**

- 15.1. A teacher will need to show that they are continuing to meet the criteria for progression to the Upper Pay Range, as well as their performance objectives and the relevant standards, in order to achieve pay progression whilst on the Upper Pay Range. Teachers on the Upper Pay Range will usually need to achieve two consecutive successful appraisals in order to achieve pay progression.
- 15.2. Decisions regarding pay progression for teachers already on the Upper Pay Range will be made with reference to their appraisal report and the pay recommendation it contains.
- 15.3. As set out in the Trust's Appraisal procedure the appraisal report should contain details of the objectives, an assessment of performance against those objectives and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them. Finally, the report should contain a recommendation on pay.
- 15.4. The appraisal reports will be reviewed by the Principal / Head Teacher and relevant line managers for the purposes of moderation.
- 15.5. The moderated reports will then be passed to the Pay Committee for final consideration of the pay recommendations contained within them. These recommendations may either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The Trust will ensure that appropriate funding is allocated for performance-based pay progression at all levels.
- 15.6. If a teacher is unhappy with the pay decision, they may appeal the decision. The appeal will be heard under the Appeal arrangements set out in Appendix A.

#### **16. Stepping down from Upper Pay Range**

- 16.1. A teacher may request to be moved down the pay ranges (for example from the Upper Pay Range to Main Pay Range). This may be for personal reasons (such as to improve work / life balance, or to manage a health condition, or as part of a planned move towards retirement) or for professional reasons (for example if a teacher decides that they prefer



classroom practice to leadership and management activities or wishes to develop a new skill set such as SEN expertise). Such a request may be made to the Principal / Head Teacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the school.

- 16.2. A teacher may also be offered downward movement on the pay range as an alternative to formal capability action or during the course of capability action, in order to enable the teacher to focus on improving their classroom practice by removing additional responsibilities. This may be offered as either a temporary or permanent adjustment and will not usually be considered until after the teacher has been offered support.
- 16.3. Where downward movement is requested or agreed by the teacher, pay safeguarding will not apply.

## **17. Teaching and Learning Responsibility Payments (TLRs)**

- 17.1. Teaching and Learning Responsibility payments (TLRS) will be awarded to posts identified in the attached staffing structure. The values of the TLR's will be structured in value so as to mirror the STPCD arrangements. (See Appendix C.)
- 17.2. To qualify for a TLR payment the Local Governing Body must be satisfied that the teacher's duties include a significant responsibility that is **not** required of all classroom teachers and which is:
  - 17.2.1. Focused on teaching and learning;
  - 17.2.2. Requires the exercise of a teacher's professional skills and judgement;
  - 17.2.3. Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage student development across the curriculum;
  - 17.2.4. Has an impact on the educational progress of other than the teacher assigned classes or groups of students; and
  - 17.2.5. Involves leading, developing, and enhancing the teaching practice of other staff.
- 17.3. To qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise, a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or TLR2 may also hold a concurrent TLR3. A TLR can be based on a job description that includes several different areas of significant responsibility.
- 17.4. TLR3 payments are awarded on a fixed term basis for clearly time-limited improvement projects, or one-off externally driven responsibilities or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to students on learning lost to the Covid-19 pandemic, and where that tutoring work is taking place outside of normal direct hours but during the school day. The duration of the fixed term will be established at the outset.
- 17.5. A TLR payment is attached to a specific post in the staffing structure and therefore may only be held by two or more people when job sharing that post. TLRs awarded to part-time teachers must be paid pro-rata at the same proportion as the teacher's part-time contract.

## **18. Special Educational Needs Allowances**

- 18.1. The Local Governing Body may award a SEN allowance to a classroom teacher:
- 18.1.1. in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
  - 18.1.2. who teaches students in one or more designated special classes in the Trust, or in the case of an unattached teacher, in a local authority unit or service;
  - 18.1.3. in any non-designated setting (including any short stay academy in England) that is similar to a designated special class or unit, where the post:
  - 18.1.4. involves a substantial element of working directly with students with special educational needs;
  - 18.1.5. requires the exercise of a teacher's professional skills and judgment in the teaching of students with special educational needs; and
  - 18.1.6. has a greater level of involvement in the teaching of students with special educational needs than is the normal requirement of teachers throughout the academy or unit or service.
- 18.2. Where a SEN allowance is to be paid, the Local Governing Body must determine the spot value of the allowance, considering the structure of the Trust's SEN provision and the following factors:
- 18.2.1. Whether any mandatory qualifications are required for the post;
  - 18.2.2. The qualifications or expertise of the teacher relevant to the post; and
  - 18.2.3. The relative demands of the post.

## **19. Unqualified Teachers' Pay and Allowances**

- 19.1. The Local Governing Body will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' scale. This would be the case with Schools Direct salaried routes.
- 19.2. The Local Governing Body may pay an unqualified teachers' allowance to unqualified teachers when the Local Governing Body consider their basic salary is not adequate having regard to their responsibilities, qualifications and experience.
- 19.3. Such an allowance may be awarded where the teacher has:
- 19.3.1. Taken on a sustained additional responsibility which is:
    - 19.3.1.1. focused on teaching and learning; and
    - 19.3.1.2. requires the exercise of a teacher's professional skills and judgement; or
  - 19.3.2. Qualifications or experience which bring added value to the role undertaken.
- 19.4. The circumstances which would trigger payment would be subject to the same criteria as

for TLR posts and would only cover a situation where a qualified teacher could not be employed and in the unlikely event that such a person was asked to lead a curriculum area in the manner of a subject or pastoral leader.

## **20. Leadership Pay**

- 20.1. The Principal / Head Teacher and any Deputy Principals / Head Teachers and Assistant Principals / Head Teachers within the Trust will each be assigned a pay scale which falls within the Leadership Pay Range set out in the current STPCD.
- 20.2. The Principal / Head Teacher's pay scale will be set by the Trust after considering the appropriate Head Teacher group in the current STPCD and the needs of the school. This can be changed in order to attract or retain a Principal / Head Teacher or when there have been significant changes in the responsibilities of the Principal / Head Teacher.
- 20.3. The pay scale for Deputy and Assistant Principals / Head Teachers will be set by the Trust after taking into account the current STPCD and the Principal / Head Teacher's pay scale and can be changed in order to attract or retain a Deputy or Assistant Principal / Head Teacher or when there have been significant changes in the responsibilities of a serving Deputy or Assistant Head Teacher / Principal.
- 20.4. All members of the Leadership Team must demonstrate sustained high quality of performance with particular regard to leadership, management and student progress.
- 20.5. There will be no automatic pay progressions for teachers in the Leadership Team: progression (if any) up the Leadership Pay Range will depend on performance in relation to agreed objectives. The Local Governing Body will consider whether to award one or two pay progression points in accordance with the provisions of the STPCD from time to time in force, at its absolute discretion.
- 20.6. The Local Governing Body reserves the right to award bonus payments where exceptional performance is evident or for reasons relating to retention.
- 20.7. The Human Resources Committee may consult with the Trust's Improvement Partner on matters relating to the Principal's / Head Teacher's performance should it wish to do so.
- 20.8. Teachers on the Leadership Pay Range are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days (194 in the 2022/2023 academic year) and 1265 hours per year (1258.5 hours in the 2022/2023 academic year) in order to fulfil the responsibilities of their position.

## **21. The Principal / Head Teacher**

- 21.1. The Principal's / Head Teacher's pay grade can be changed by the Local Governing Body at any time in order to attract or retain a Principal / Head Teacher or when there have been significant changes in the responsibilities of the Principal / Head Teacher.
- 21.2. The Principal / Head Teacher should be aware that it is not permissible (under the current STPCD and as amended from time to time in force) for a Principal / Head Teacher to receive an increase in spinal point outside of the previous year's Individual School Range (ISR), unless the additional point (or more) is required for them to be placed on the minimum point of the new range.

## **22. Deputy Principal / Head Teacher and Assistant Principal / Head Teacher**

- 22.1. The appropriate pay grade can be changed by the Local Governing Body at any time in order to attract or retain a Deputy or Assistant Principal / Head Teacher or when there have been significant changes in the responsibilities of the serving Deputy or Assistant Principal / Head Teacher.
- 22.2. Annual pay progression within the range for this post is not automatic. Progression (if any) along the appropriate pay range will depend upon performance in relation to agreed objectives. In addition, the Governors, in their absolute discretion, reserve the right to award bonus payments where exceptional performance is evident or for reasons relating to retention.
- 22.3. The Local Governing Body will consider whether to award one or two pay progression points in accordance with the provisions of the STPCD from time to time in force.

### **23. Executive Pay**

#### 23.1. The Chief Executive Officer

- 23.1.1. The Trust Board will pay their CEO in line with the leadership pay structure. The Trust Board will ensure that their decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's roles and responsibilities. A panel of Directors will review the CEO performance, accessing external support as required. The Trust Board will discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable. The rationale behind the decision-making process, including whether the level of pay reflects value for money will be recorded and retained.

#### 23.2. The Chief Finance Officer

- 23.2.1. The Trust Board will determine the pay of the CFO in accordance with the NJC pay scales. The CEO will review the performance of the CFO.  
The Trust is aware that it must publish on its website in a separate readily available accessible form the number of employees whose benefits exceed £100k in £10k bandings where applicable in order to comply with the Academy Trust Handbook.

### **24. Part-Time Teachers**

- 24.1. Teachers employed on an on-going basis at the Trust but who work less than a full working week are deemed to be part-time. The Local Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory working time arrangements and by comparison with the relevant academy's timetabled teaching week for a full-time teacher in an equivalent post.

### **25. Short Notice / Supply Teachers**

- 25.1. Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Range in the STPCD. Pay will be calculated on a daily basis on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

### **26. Pay Increases Arising from Changes to the STPCD**

26.1. All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

## **27. Support Staff Pay**

27.1. All support staff will be paid at the appropriate grade on the same pay spine (see Appendix E). Support staff includes employees performing the following roles:

27.1.1. Classroom support staff (e.g. teaching assistants)

27.1.2. Clerical, administrative, financial (and includes bursars and business managers)

27.1.3. Technical staff (e.g. IT technicians, staff supporting science, design and technology, food, art etc.)

27.1.4. Pastoral staff (including learning mentors)

27.1.5. Facilities, site or premises staff

27.1.6. Catering and cleaning staff

27.1.7. Lunchtime supervisors

27.2. The Trust may employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post.

27.3. The Trust has discretion to temporarily re-grade staff who are covering for absent colleagues at a higher grade. Consideration will be given to the payment of an 'acting allowance' once a member of support staff has been covering the duties of an absent colleague for a period of more than 4 weeks and may be backdated to the start of the acting up period. If the relevant duties and responsibilities are shared, consideration may be given to paying an honorarium. An honorarium may also be paid in other exceptional circumstances.

27.4. The amount of any honoraria will depend on the individual circumstances of each case and be determined by the extent at which an employee has performed duties beyond their normal role or a specific task or over an extended period or where the additional duties and/or responsibilities are exceptionally onerous and required by the Principal / Head Teacher.

## **28. Basic Pay Determination on Appointment**

28.1. The grade and range for each post will be determined at the recruitment stage in accordance with the demands and responsibilities of the post and considering differentials in comparison to other and similar posts. The salaries of new associate staff will be set within the range for the post and will not exceed the mid-point without the explicit approval of the Local Governing Body.

28.2. In determining the starting point for individual staff, within the range, account may be taken of the individual's skills, experience and qualifications and the prevailing market conditions.

- 28.3. The local Governing Body will determine the likely pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary to be offered to the successful candidate.

**29. Term Time Only Staff**

- 29.1. A full working week is defined as 37 hours and a working year is 52.14 weeks.
- 29.2. Support staff who work less than full weekly hours are deemed to be part-time workers. Support staff who work less than full yearly weeks are deemed to be part-year workers. A member of support staff working term-time only may therefore be both a part-time worker and part-year worker.

**30. Inflationary Pay Increases**

- 30.1. Nationally agreed cost of living increases will be applied to staff paid on NJC pay scales and the same increases will be applied to staff on local terms and conditions.

**31. Pay Progression**

- 31.1. Annual progression within a pay range will be subject to meeting the criteria outlined in the Support Staff Appraisal Policy. The appraisal reports will be reviewed by the Principal / Head Teacher and relevant line managers for the purposes of moderation.
- 31.2. The moderated reports will then be passed to the Local Governing Body for final consideration of the pay recommendations contained within them. These recommendations may either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). The Trust will ensure that appropriate funding is allocated for performance-based pay progression at all levels.
- 31.3. If an employee is unhappy with the pay decision (or lack of pay progression) they may appeal the decision using the process outlined at Appendix A.
- 31.4. Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will consider individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to family-friendly leave (e.g. maternity leave, adoption leave, paternity leave, parental bereavement leave, parental leave, shared parental leave etc.), decisions will be no less favourable than if the employee had not been absent due to such reasons.

**32. Overtime**

- 32.1. Support staff must seek approval from the Business Manager prior to any overtime being carried out.

## **PAY POLICY Appendix A Appeals Procedure**

An employee may request a review of their pay determination. An employee who wishes to appeal a determination in relation to their pay must comply with the procedure under this Policy. The matter should not be raised or dealt with under the Trust's Grievance Policy and Procedure. The reasons for seeking a review may include but are not limited to the person or Committee of the Local Governing Body who made the decision having:

incorrectly applied any provision of the pay policy;  
failed to have proper regard for statutory guidance;  
failed to take proper account of relevant evidence;  
took account of irrelevant or inaccurate evidence;  
being biased; or  
unlawfully discriminated against the individual.

The individual will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, they should seek to resolve this by raising the matter informally with the Principal / Head Teacher within ten working days of the decision. If the Principal / Head Teacher considers it necessary, then a meeting will be arranged without unreasonable delay.

If the individual is not satisfied with the outcome of the informal discussion with the Principal / Head Teacher, they may follow the formal appeal process.

### **Formal Appeal Process**

The individual will provide in writing the specific grounds for questioning the pay decision together with evidence which they consider should be considered. The individual will send their appeal letter to the person or Committee of the Local Governing Body who made the determination within ten working days of the pay determination or the informal discussion with the Principal / Head Teacher. Three Governors who were not party to the original decision will hear the appeal.

The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal being received by the Clerk to the Local Governing Body.

The Governors may invite the Principal / Head Teacher to the hearing, who will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the individual for whom the appeal is being heard. Where the Governor's request such pay information from the Principal / Head Teacher, it will be conveyed confidentially to them alone. The individual may ask questions of the Principal / Head Teacher.

The individual will be given the opportunity to make representations in person and may be accompanied by a work colleague or a trade union representative if they wish.

The decision of the appeal hearing will be given in writing to the individual, with a copy to the Principal / Head Teacher. This letter will explain the reasons for the decision.

The decision of the Governors at the appeal hearing is final.



## **PAY POLICY Appendix B**

### **Pay Committee**

Each Local Governing Body will have a Pay Committee comprised of three governors with the relevant skills set. None of the Pay Committee shall be employees of the Trust.

The Principal / Head Teacher may attend in an advisory capacity but will withdraw when their pay is under consideration.

The Principal / Head Teacher's pay will be determined through a separate process. (Refer to the Trust Governance document).

The terms of reference for the Pay Committee will be determined from time to time by the Trust. The current terms of reference are:

To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;

To undertake an annual pay review for each member of staff based on the criteria set out in the paragraph headed "Pay Reviews" in the Pay Policy;

To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;

To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Local Governing Body (in summary form and having due regard to confidentiality);

To recommend to the Local Governing Body the annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;

To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Local Governing Body, as appropriate and at least annually;

To carry out the performance review of the Principal / Head Teacher in consultation with an external advisor;

To work with the Trust's Improvement Partner.

**PAY POLICY Appendix C**

Pay Scales 2022-2023 (Subject to approval)

<b>Main Pay Range points</b>	<b>Salary (£)</b>
M1	30,000
M2	31,737
M3	33,814
M4	36,050
M5	38,329
M6	41,333

<b>Upper Pay range points</b>	<b>Salary (£)</b>
U1	43,266
U2	44,870
U3	46,525

The Trust has designated the following TLR values, but is able to adjust these values:

<b>TLR</b>	<b>Value (£)</b>
TLR 1 (iii)	13,108
TLR 1 (ii)	11,189
TLR 1 (i)	8,967
TLR 2 (iii)	7,589
TLR 2 (ii)	5,334
TLR 2 (i)	3,108
TLR 3	Min 600 Max 2,975

**PAY POLICY Appendix D**  
**Staffing Structure**  
**(each school insert their own staffing structure)**

**PAY POLICY Appendix E**

Pay scale for Support Staff 2022-23 – *Pay scale for Support Staff for 2023-24 has yet to be agreed at time of approval*

<b>Grade</b>	<b>CE NJC SCP 2022-23</b>	<b>2022-23 value</b>
<b>1</b>	1	£20,258.00
<b>2</b>	2	£20,441.00
<b>3</b>	3	£20,812.00
	4	£21,189.00
<b>4</b>	5	£21,575.00
	6	£21,968.00
<b>5</b>	7	£22,369.00
	8	£22,777.00
	9	£23,194.00
	10	£23,620.00
	11	£24,054.00
<b>6</b>	12	£24,496.00
	13	£24,948.00
	14	£25,409.00
	15	£25,878.00
	16	£26,357.00
	17	£26,845.00
<b>7</b>	18	£27,344.00
	19	£27,852.00
	20	£28,371.00
	21	£28,900.00
	22	£29,439.00
	23	£30,151.00
<b>8</b>	24	£31,099.00
	25	£32,020.00
	26	£32,909.00
	27	£33,820.00
	28	£34,723.00
<b>9</b>	28	£34,723.00
	29	£35,411.00
	30	£36,298.00
	31	£37,261.00
<b>10</b>	31	£37,261.00
	32	£38,589.00
	33	£39,911.00
	34	£41,441.00
	35	£43,366.00
<b>11</b>	35	£43,366.00

	36	£44,604.00
	37	£45,838.00
	38	£47,215.00
	39	£48,586.00
	40	£50,047.00
<b>12</b>	40	£50,047.00
	41	£51,511.00
	42	£53,204.00
	43	£54,899.00
	44	£56,015.00
	45	£57,129.00

