

Pay policy

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SECTION 1 GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 As part of the application of this policy, the organisation will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this pay policy the aim is to:
- achieve excellent outcomes for all students
 - support the recruitment and retention of a high quality workforce
 - complement Beckfoot Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
 - complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
 - enable us to recognise and reward staff appropriately for their contribution to the organisation
 - help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process
 - ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified

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

- 1.4 The policy has been implemented following consultation with recognised trade unions. It has been formally adopted by the Trust Board.

2 Monitoring the impact of the policy

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

3 Review of policy

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

SECTION 2 DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

- 1.2 The organisation will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.
- 1.3 In making such determinations, the School/Trust may consider a range of factors, including:
- the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider Trust context and strategic priorities
- 1.4 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2 Pay reviews

- 2.1 The Trust Board will ensure that each teacher's salary is reviewed annually by no later than 31 October each year or by no later than 31 December each year for Headteachers. Pay increases will be backdated to 1 September of the same academic year.
- 2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this organisation will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and Headteachers.
- 2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

3 Assessment of pay progression

- 3.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. In Beckfoot Trust, all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.
- 3.2 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place to support robust and proportionate decisions based on evidence. Evidence should be readily available from practice in school and be considered in the context of minimising bureaucracy.
- 3.3 In Beckfoot Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the School/Trust.
- 3.4 The evidence may include, but is not limited to appraisals, peer review, tracking pupil progress and lesson observations. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.
- 3.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by Headteacher and will be moderated across the School/Trust.
- 3.6 Final decisions about pay progression will be made by Headteacher, with regard to the appraisal report containing the pay recommendation and the review exercise by the senior leadership team OR the Headteacher. Employees will be notified of the outcome.
- 3.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.8 A **no progression** determination must not be made unless concerns about standards of performance have been raised in writing with the teacher during the annual appraisal cycle, and the concerns have not been sufficiently addressed through appropriate support provided by the school.
- 3.9 Where teaching, progress or compliance with the Teachers' Standards is not meeting expectations the Headteacher will determine support and if necessary, the capability procedure will be used. In such situations there would be no pay progression during that year.
- 3.10 The Trust Board will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels].

4 Main pay range for teachers

See Appendix 2 for pay scales

- 4.1 The main pay range within this Trust is £25,714 - £36,961, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

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

Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy.
- 4.3 Teachers will progress by one point until they reach the top of their range if, in the professional judgement of the Headteacher, they can demonstrate, and the Trust Board is satisfied that there is appropriate evidence.

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

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

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

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

5 Upper pay range for teachers

5.1 The upper pay range within this trust is from £38, 690 – £41, 604 per annum, and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

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

Application to be paid on the upper pay range

- 5.2 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.
- 5.3 Applications may be made once a year, no later than 31st October.
- 5.4 Applications should contain evidence from the last two years, submitted in writing using the standard form available from HR to the Headteacher.
- 5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In this organisation this means that to achieve progression to this pay range, the Headteacher must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance over two years:

- All objectives are met and exceeded

- Quality of teaching throughout the year is excellent/exceptional and consistently exceeds expectations
- Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating effective teaching practice
- Acting as a role model for teaching and learning, playing a critical role in the life of the school
- Enhanced and demonstrable contribution to raising pupil standards
- A commitment to personal development and CPD, focused on improving outcomes for pupils
- Highly competent in all areas of the Teachers' Standards.

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

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

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

Pay progression for teachers within the upper pay range

5.9 Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression no more than once every two years and no application will be necessary. However, pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

5.10 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Headteacher is satisfied that there is evidence from the required period of continuing to meet the criteria at 5.5.

6 Pay range for unqualified teachers

6.1 The unqualified teacher pay range within this Trust is £18,419 - £28,735 per annum, and has 6 pay points in line with the advisory points set out at Annex 4 of STPCD as follows:

Point	Annual FTE Salary
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1 (unqualified teacher pay range minimum)	£18, 419
2	£20, 532
3	£22, 644
4	£24, 507
5	£26, 622
6 (unqualified teacher pay range maximum)	£28, 735

Pay progression for unqualified teachers

- 6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and assessed against the Teachers' Standards.
- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
- All objectives are met
 - The quality of the teaching throughout the year is good
 - Pupil progress targets achieved for all groups
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
- All objectives are met and exceeded
 - The quality of teaching throughout the year is considered excellent/exceptional and exceeds expectations
 - Progress targets exceeded in the majority of groups or pupils

7 Pay ranges for leading practitioner posts

- 7.1 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within this Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:

- be an exemplar of teaching skills,
- lead the improvement of teaching skills in the school,
- carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

7.2 The pay range for each leading practitioner post will be determined individually and may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

Pay progression for leading practitioners

7.3 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.

7.4 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Remuneration Committee is satisfied that they continue to effectively carry out the purpose of the role as set out at 7.1 and there is evidence of:

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

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

8 Pay ranges for members of the leadership group

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

Headteachers

- 8.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.
- 8.3 A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
- 8.4 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 8.1-8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 8.5 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, calculated at 8.2, by more than 25%. Where this, or exceeding the limits set out at 8.3 and 8.4 are being considered by the Remuneration committee of the Trust Board, there must be wholly exceptional circumstances and that committee must make a business case to the full Trust Board.

See Appendix 1 for Group sizes.

Deputy headteachers and assistant headteachers

- 8.6 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the school. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

Pay progression for members of the leadership group

- 8.7 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.

- 8.8 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Trust Board is satisfied that there is evidence of sustained high quality of performance in school leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.
- 8.9 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 8.8 and where all objectives have been exceeded.

9 Teaching and Learning Responsibility (TLR) payments

- 9.1 In this organisation we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 9.2 Current values are as follows in accordance with the staffing structure:

TLR1 £8,291-£14,030 per annum;

TLR1a - £8,291
TLR1b - £10,199
TLR1c - £12,113
TLR1d - £13,386
TLR1e - £14,030

TLR2 £2,873-£7,017 per annum;

TLR2a - £2,873
TLR2b - £4,781
TLR2c - £7,017

- 9.3 In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day, to provide catch-up support on learning lost to the Covid-19 pandemic. The annual value of a TLR3 will be no less than £571 and no greater than £2,833. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above.

10 Special Educational Needs (SEN) allowances

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,270 and £4,479 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

11 Acting allowances

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

12 Other Discretionary Payments

The Trust has the discretion to make payments to teachers for out of school hours learning activities, voluntary school based initial teacher training activities (which are not seen as part of the ordinary running of our schools') and voluntary Professional Development outside of the school day. Where such payments are of a permanent nature, they will be incorporated into basic pay for new appointments. Existing arrangements will continue until such time as significant changes are made to the roles. Only Leading Practitioners and members of the leadership team can be required to deliver initial teacher training activities

13 Early career teachers (ECTs)

- 13.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process
- 13.2 Eligible ECTs will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the ECT's performance with reference to the statutory induction process including the outcome of the formal assessments.
- 13.3 Eligible ECT's may be awarded pay progression at the end of the first year of their induction period.

14 Part time teachers

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

15 Short notice/supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 194 days for the school year beginning in 2021; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

16 Pay protection

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

17 Absence and pay progression

- 17.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.
- 17.2 The Trust will take into account the criteria set out in this policy but use the period of time prior to the employee commencing their period of absence. In most cases, this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

18 Recruitment and retention Incentives and Benefits

- 18.1 Subject to paragraph 27 of the 2021 STPCD, the Trust may make such payments to a teacher as it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers of no more than £5000.
- 18.2 Where the school is making one or more such payments, they must be clear about how long this will last for, the frequency (e.g. one-off) and review this on a regular basis.
- 18.3 Headteachers, deputy headteachers and assistant headteachers may not be awarded payments other than as reimbursement of reasonably incurred housing or relocation costs. All other

recruitment and retention considerations in relation to a headteacher, deputy headteacher or assistant headteacher must be taken into account when determining the pay range. Where the Trust pays a recruitment or retention incentive or benefit awarded to a headteacher, deputy headteacher or assistant headteacher under a previous Document, subject to review, it may continue to make that payment at its existing value until such time as the respective pay range is determined under this Document.

19 Relocation

- 19.1 Newly appointed employees may be entitled to claim financial assistance if they are relocating to take up a post with Beckfoot Trust. Posts that attract a relocation opportunity will be identified at advertisement stage. Successful applicants must raise a request of relocation allowance immediately after the offer of employment. Prior to applying for a relocation allowance, employees are encouraged to read the HMRC guidance at: <http://www.hmrc.gov.uk/guidance/relocation.htm>.
- 19.2 There is a limit of reimbursement of a maximum of £8,000 of costs incurred related to the relocation against receipts submitted to the school. In circumstances where a relocation allowance has been paid and the member of staff does not subsequently relocate within 12 months of their appointment date, the Trust reserves the right to reclaim payments. Any outstanding relocation allowance not claimed within two years cannot be claimed.
- 19.3 Employees granted a relocation allowance may claim for items which qualify for exemption of tax and Class 1A National Insurance Contributions (NIC) including, but not limited to:
- The cost of relocation and/or storage of household goods.
 - Insurance of household goods in transit or storage.
 - The cost of travel from existing to new residence (standard class) for the member of staff and their immediate family.
 - Fees connected with the sale of a house or purchase, including stamp duty.
 - Bridging loan interest (requires approval by the Board of Directors).
 - The maintenance, insurance and security of existing residence whilst unoccupied (prior to disposal).
 - Travel and subsistence costs of one trip for house-hunting by the employee and their immediate family.
 - The cost of replacing limited domestic goods if they cannot be removed.
- 19.4 Reimbursement will not be made for expenses which do not qualify for tax and NIC liability exemption along with HMRC guidelines including:
- Mortgage or housing subsidies if the employee moves to an area of higher housing costs.
 - Interest payments for the mortgage on the employee's existing home.
 - Re-direction of mail.

- Council Tax.
- New school uniforms for the employee's children.
- Losses such as:
- Travel season tickets.
- Social or sports club memberships in the new area.
- Penalty for giving insufficient notice of a child's withdrawal from school.

19.5 Leaving employment If the employee leaves the post within 1 year of receiving a relocation allowance, they will be required to repay 100% of the allowance. If the employee leaves the post within 3 years of receiving a relocation allowance, they will be required to repay 50% of the allowance. If the employee is on a fixed term contract of less than 1 year and leaves before the end of that contract, they will be required to repay 100% of the allowance.

20 Appeals

- 20.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.
- 20.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the clerk to trustees who their chosen companion is, in good time before the hearing.

Informal discussion

- 20.3 As part of the salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied, they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification.
- 20.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage One

- 20.5 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher to the committee who made the decision. The possible grounds for appeal are:
- incorrectly applied any provision of the STPCD;
 - failed to have proper regard for statutory guidance;

- failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - unlawfully discriminated against the teacher.
- 20.6 Appeals against pay decisions should be made in writing and addressed to the Remuneration Committee of the Trust Board stating the grounds of their appeal in accordance with 16.5 above.
- 20.7 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.
- 20.8 The teacher will have the opportunity to make representations to the remuneration committee panel or their representative and a school representative will also attend to present the management case. A note taker will also be present.
- 20.9 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 working days.

Stage Two

- 20.10 If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:
- incorrectly applied any provision of the STPCD;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - unlawfully discriminated against the teacher.
- 20.11 Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to trustees of the Trust Board stating the grounds of their appeal in accordance with 16.10 above.
- 20.12 Upon receipt an appeals panel of 3 different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

- 20.13 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present.
- 20.14 The decision of the panel will be confirmed in writing to the teacher within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

SECTION 3 DETERMINING SUPPORT STAFF PAY

1 Pay reviews

The Trust Board will ensure that each member of support staff's salary is reviewed annually with effect from 1 April if eligible.

2 Salary scales

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

3 Job descriptions

- 3.1 The Headteacher/Central Director in conjunction with the line manager of the role will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.
- 3.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed, and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request a review of changes to their job description by a job evaluation committee, if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Head Teacher/Central Director. If the job evaluation assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

4 Basic pay determination on appointment

- 4.1 The job evaluation committee will determine the grade for a vacancy prior to advertising it which will be identified on the advert and job description. On appointment the Headteacher/Central Director will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:
 - the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions

- the wider School/Trust context and strategic priorities

5 Incremental progression

- 5.1 If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.
- 5.2 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 5.1 of this policy.
- 5.3 Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

6 Honoraria

- 6.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
 - undertake higher level work in addition to their normal duties
 - 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave
- 6.2 The Headteacher/Central Director will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.
- 6.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.
- 6.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

7 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16) however the Green Book replaces STPCD at 16.5(a) and 16.10(a).

SECTION 4 DETERMINING EXECUTIVE PAY

Executive Pay

This section sets out the pay arrangements for Executive post holders working in multi-academy trusts.

In this Trust, the Executive Team consists of: Chief Executive Officer, Chief Finance Officer, Director of School Improvement, Executive Headteachers, Director of Operations and HR Director. Pay arrangements for Headteachers and Heads of School working in the Trust will be as per the provisions of STPCD.

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

- School Teachers Pay and Conditions (STPCD)
- Academies Financial Handbook 2021 and any relevant Education and Skills Funding Agency guidance
- 'Green and Burgundy Books'

For those posts where the salary arrangements are likely to fall outside the scope of STPCD, consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the Board's Remuneration Committee, in line with financial delegation arrangements and include justification for the level of remuneration.

Pay for executive post-holders will be reviewed on an annual basis and the pay review will be completed by October. Any pay increase will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. All Executive post-holders are given challenging performance management objectives, and these are assessed under the Trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement:

- In determining starting salaries or increases, the Trust consider following and include such information in the justification:
- Level of educational challenge to the Trust
- Level of financial challenge to the Trust (including any financial constraints)
- Level of geographic challenge to the Trust
- External pay reports and evaluation
- Any relevant contractual changes to protect the Trust - extending notice periods, restrictive covenants etc

- Media/ESFA and parental scrutiny

APPENDIX 1 Group sizes

Annual pay ranges for headteachers 2021

	England (excluding the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Group 1	47,735 – 63,508	55,715 – 71,411	51,082 – 66,827	48,901 – 64,663
Group 2	50,151 – 68,347	58,132 – 76,249	53,499 – 71,666	51,314 – 69,509
Group 3	54,091 – 73,559	62,066 – 81,461	57,436 – 76,874	55,254 – 74,718
Group 4	58,135 – 79,167	66,114 – 87,062	61,479 – 82,480	59,302 – 80,320
Group 5	64,143 – 87,313	72,125 – 95,216	67,496 – 90,632	65,310 – 88,472
Group 6	69,031 – 96,310	77,011 – 104,211	72,383 – 99,624	70,204 – 97,468
Group 7	74,295 – 106,176	82,277 – 114,074	77,643 – 109,489	75,466 – 107,328
Group 8	81,942 – 117,197	89,919 – 125,098	85,290 – 120,513	83,105 – 118,356

APPENDIX 2 Pay Scales

Pay Range for Unqualified Teachers

From September 2021

1 (minimum)	£18,419
2	£20,532
3	£22,364
4	£24,507
5	£26,622
6 (maximum)	£28,735

Pay Range for Classroom Teachers

From September 2021

1 (minimum)	£25,714
2	£27,600
3	£29,664
4	£31,778
5	£34,100
6 (maximum)	£36,961

Pay Range for Upper Pay Range

Teachers From September 2021

U1 (minimum)	£38,690
U2	£40,124
U3 (maximum)	£41,604

Pay Range for Leading Practitioners

From September 2021

1 (Minimum)	£42,402
2	£43,465
3	£44,550
4	£45,658
5	£46,796
6	£47,969
7	£49,261
8	£50,397
9	£51,656
10	£52,983
11	£54,357
12	£55,610
13	£57,000
14	£58,421
15	£59,875
16	£61,467
17	£62,878
18 (Maximum)	£64,461

Pay Ranges for Leadership Group Pay

From September 2021

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

Allowances from September 2021

TLR1 Range	£8,291 - £14,030
TLR1a	£8,291
TLR1b	£10,199
TLR1c	£12,113
TLR1d	£13,386
TLR1e	£14,030
TLR2 Range	£2,873 - £7,017
TLR2a	£2,873
TLR2b	£4,781
TLR2c	£7,017
TLR3 Range	£571 - £2,833
SEN Range	£2,270 - £4,479

Local Government Pay scales

Band		SCP	Annual April 21	Per Month	Per week	Per Hour April 21
	1 & 2	1	£18,333	£1,527.72	£351.59	£9.50
3		2	£18,516	£1,543.04	£355.11	£9.60
	4	3	£18,887	£1,573.90	£362.21	£9.79
		4	£19,264	£1,605.36	£369.45	£9.99
5		5	£19,650	£1,637.50	£376.85	£10.19
	6	6	£20,043	£1,670.23	£384.38	£10.39
		7	£20,444	£1,703.63	£392.07	£10.60
		8	£20,852	£1,737.64	£399.89	£10.81
		9	£21,269	£1,772.40	£407.89	£11.02
		10	£21,695	£1,807.93	£416.07	£11.25
	7	11	£22,129	£1,844.05	£424.38	£11.47
		12	£22,571	£1,880.93	£432.87	£11.70
		13	£23,023	£1,918.58	£441.54	£11.93
		14	£23,484	£1,956.99	£450.38	£12.17
		15	£23,953	£1,996.08	£459.37	£12.42
		16	£24,432	£2,036.02	£468.56	£12.66
	8	17	£24,920	£2,076.63	£477.91	£12.92
		18	£25,419	£2,118.27	£487.49	£13.18
		19	£25,927	£2,160.58	£497.23	£13.44
		20	£26,446	£2,203.82	£507.18	£13.71
		21	£26,975	£2,247.91	£517.33	£13.98
		22	£27,514	£2,292.85	£527.67	£14.26

Senior Officer Grades					
Band	SCP	Annual April 21	Per Month	Per Week	Per Hour April 21
SO1	23	£28,226	£2,352.21	£541.33	£14.63
	24	£29,174	£2,431.15	£559.50	£15.12
	25	£30,095	£2,507.88	£577.16	£15.60
SO2	26	£30,984	£2,581.99	£594.21	£16.06
	27	£31,895	£2,657.88	£611.68	£16.53
	28	£32,798	£2,733.17	£629.00	£17.00

Principal Officer Grades					
Band	SCP	Annual April 21	Per Month	Per Week	Per Hour April 21
PO1	27	£31,895	2657.88	611.68	£16.53
	28	£32,798	2733.17	629.00	£17.00
	29	£33,486	2790.49	642.20	£17.36
	30	£34,373	2864.43	659.21	£17.82
PO2	29	£33,486	2790.49	642.20	£17.36
	30	£34,373	2864.43	659.21	£17.82
	31	£35,336	2944.65	677.67	£18.32
	32	£36,371	3030.88	697.52	£18.85
PO3	32	£36,371	3030.88	697.52	£18.85
	33	£37,568	3130.68	720.48	£19.47
	34	£38,553	3212.76	739.37	£19.98
	35	£39,571	3297.55	758.89	£20.51
PO4	35	£39,571	3297.55	758.89	£20.51
	36	£40,578	3381.49	778.21	£21.03
	37	£41,591	3465.94	797.64	£21.56
	38	£42,614	3551.16	817.25	£22.09
PO5	38	£42,614	3551.16	817.25	£22.09
	39	£43,570	3630.86	835.60	£22.58
	40	£44,624	3718.71	855.81	£23.13
	41	£45,648	3804.01	875.44	£23.66
PO6	40	£44,624	3718.71	855.81	£23.13
	41	£45,648	3804.01	875.44	£23.66
	42	£46,662	3888.46	894.88	£24.19
	43	£47,665	3972.07	914.12	£24.71

Special Salary Grades					
Band	SCP	Annual April 21	Per Month	Per Week	Per Hour April 21
Special A	1	£46,657	£3,888.12	£894.80	£24.18
	2	£47,644	£3,970.37	£913.73	£24.70

	3	£48,646	£4,053.80	£932.93	£25.21
	4	£49,527	£4,127.23	£949.83	£25.67
	5	£50,422	£4,201.85	£967.00	£26.14

Special B	1	£49,658	£4,138.17	£952.35	£25.74
	2	£50,534	£4,211.18	£969.15	£26.19
	3	£51,436	£4,286.30	£986.44	£26.66
	4	£52,332	£4,361.01	£1,003.63	£27.13
	5	£53,217	£4,434.77	£1,020.61	£27.58

Special C	1	£52,556	£4,379.66	£1,007.92	£27.24
	2	£53,449	£4,454.11	£1,025.05	£27.70
	3	£54,355	£4,529.57	£1,042.42	£28.17
	4	£55,170	£4,597.49	£1,058.05	£28.60
	5	£56,126	£4,677.19	£1,076.40	£29.09

Special D	1	£57,248	£4,770.63	£1,097.90	£29.67
	2	£59,682	£4,973.54	£1,144.60	£30.94
	3	£62,237	£5,186.45	£1,193.59	£32.26
	4	£64,556	£5,379.69	£1,238.07	£33.46
	5	£66,991	£5,582.60	£1,284.76	£34.72

Special E	1	£68,209	£5,684.09	£1,308.12	£35.35
	2	£70,646	£5,887.17	£1,354.86	£36.62
	3	£73,082	£6,090.16	£1,401.57	£37.88
	4	£75,517	£6,293.07	£1,448.27	£39.14
	5	£77,954	£6,496.14	£1,495.00	£40.41