

Pay Policy

EPAT

Believe Succeed Together

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SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD) and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 Where an employee has transferred into the trust and has terms that are subject to TUPE then terms subject to TUPE will continue to apply
- 1.3 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and our Data Protection Policy sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.4 In adopting this pay policy the aim is to:
 - 1.4.1 achieve excellent outcomes for all pupils;
 - 1.4.2 support the recruitment and retention of a high-quality workforce;
 - 1.4.3 complement the Trust's Performance Management Policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively;
 - 1.4.4 complement the delivery of the statutory performance management process and make robust decisions on teacher and leadership pay;
 - 1.4.5 enable us to recognise and reward staff appropriately for their contribution to the Trust.

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.

- 1.4.6 help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the performance management process; and
- 1.4.7 ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified.
- 1.5 Pay decisions at this Trust are made by the Pay Committee based on evidence which will be linked to performance management and other indicators.
- 1.6 This policy has been implemented following consultation with staff and recognised trade unions.

2 Review of policy

This policy is reviewed annually by the Trust Board. We will monitor the application and outcomes of this policy to ensure it is working effectively.

SECTION B DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

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

2 Pay reviews

- 2.1 The CEO will ensure that all employee's salary is reviewed annually by no later than 31 October each year or by no later than 31 December each year for Principals. Pay increases will be backdated to 1 September of the same academic year.
- 2.2 Salary will also be reviewed if an employee takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and Principals.
- 2.3 All teachers and support staff 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 protected

salaries, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

3 Assessment of pay progression

- 3.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. In this Trust all staff will receive feedback via annual performance appraisal. The arrangements for staff appraisal are set out in our Appraisal Policy.
- 3.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with paragraph 2 above, except that the outcome will be that they are not eligible for progression due to their length of service.
- 3.3 Decisions regarding pay progression will be made with reference to the performance management process. A fair and transparent assessment process will be in place where decisions are based on evidence whilst being proportionate to be able to support robust decisions. Evidence should be readily available from day-to-day practice in school and be considered in the context of minimising bureaucracy.
- 3.4 In this Trust, judgements of performance will be made in relation to how the employee has met performance management outcomes, their objectives and the Teachers' Standards (where the employee is a teacher).
- 3.5 The evidence we will use may include, but not be limited to; lesson observations, work scrutiny and pupil progress and/or attainment.
- 3.6 Employees' performance management reports will contain pay recommendations. These recommendations will be reviewed by the Principal and will be moderated across the academy.

- 3.7 Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee of the Trust.
- 3.8 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.9 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 3.10 Where teaching, progress or compliance with the Teachers' Standards, where applicable, is not meeting expectations, the Principal will determine support and, if necessary, the capability procedure that will be used. In such situations, there would be no pay progression during that year.

4 Main pay range for teachers

- 4.1 The main pay range within this Trust is £31,650 - £43,607 as recommended by the STPCD and has 11 pay points as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£31,650
2	£32,567
3	£33,483
4	£34,579
5	£35,674
6	£36,854
7	£38,034
8	£39,237
9	£40,439
10	£42,023
11	£43,607

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 performance management process and the criteria set out in this pay policy.
- 4.3 Employees will progress by one point until they reach the top of their range if in the professional judgement of the Principal they can demonstrate and the Pay Committee is satisfied that there is evidence of:
 - 4.3.1 All objectives being met;
 - 4.3.2 The Teachers' Standards being met in full.
- 4.4 Additional progression may be considered for those teachers who in the professional judgement of the Principal can demonstrate that they and the Pay Committee is satisfied that there is evidence of:
 - 4.4.1 All objectives being met and exceeded;
 - 4.4.2 The quality of teaching throughout the year being considered excellent/exceptional and exceeds expectations;
 - 4.4.3 Progress targets being exceeded in the majority of groups or pupils; and

5 Upper pay range for teachers

- 5.1 The upper pay range within this Trust is from £45,646 - £49,084 per annum as recommended in the STPCD and has 5 pay points as follows:

Point	Annual FTE salary
1 (upper pay range minimum)	£45,646
2	£46,492
3	£47,338
4	£48,211
5 (upper pay range maximum)	£49,084

Application to be paid on the upper pay range

5.2 A qualified teacher may apply to be paid on the upper pay if they can demonstrate the following:

- They have fully addressed all of the Teachers' Standards
- They have fully addressed all of the Threshold Standards
- Their last 2 PM Performance management grades are at least a grade 2
- Where a teacher is not at the top of the Main scale pay range their last 2 PM performance management grades must be a grade 1.

5.3 Applications may be made once a year by **no later than 31st October**

5.4 Applications should contain evidence from the last 2 years and should be submitted to the Principal.

5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In this Trust this means that to achieve progression to this pay range, the Pay Committee must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance over 2 years:

- 5.5.1 All objectives are met and exceeded;
 - 5.5.2 Quality of teaching throughout the year is excellent/exceptional and with evidence that their contribution to the trust is substantial and sustained.
 - 5.5.3 Evidence of coaching and supporting colleagues to achieve improved pupil outcomes, demonstrating to them effective teaching practice;
 - 5.5.4 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school;
 - 5.5.5 Enhanced and demonstrable contribution to raising pupil standards;
 - 5.5.6 A commitment to personal development and CPD focused on improving outcomes for pupils; and
 - 5.5.7 Highly competent in all areas of the Teachers' Standards.
- 5.6 The application will initially be assessed by the Principal who will moderate all applications. The Principal will then make recommendations to Pay Committee who will make the final decision.
- 5.7 The assessment will usually be made within 10 working days.
- 5.8 If successful, applicants will move on to the upper pay range and this will be backdated to the start of the academic year.
- 5.9 If unsuccessful, feedback will be provided by the Principal verbally and followed up in writing along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

- 5.10 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 a year 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 performance management process.

- 5.11 Upper pay range teachers will progress by one point until they reach the top of the range, if they can demonstrate and the Pay Committee 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 £21,731 - £33,902 per annum as recommended by the STPCD and has 11 pay points as follows:

Point	Annual FTE salary
1 (Minimum)	£21,731
2	£22,977
3	£24,224
4	£25,470
5	£26,716
6	£27,835
7	£28,914
8	£30,161
9	£31,410
10	£32,276
11(Maximum)	£33,902

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 performance management process.
- 6.3 Judgements of performance will be made in relation to performance management outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
 - 6.3.1 All objectives are met;
 - 6.3.2 Meeting expected professional standards
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
 - 6.4.1 All objectives are met and exceeded ;
 - 6.4.2 The quality of teaching throughout the year is considered exceptional and exceeds expectations; and
 - 6.4.3 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. Within this Trust, they will take primary responsibility for modelling and leading on the improvement of teaching skills. To be appointed to a leading practitioner role, the teacher must:
 - 7.1.1 be an exemplar teacher;
 - 7.1.2 lead the improvement of teaching skills in the Academy and/or
 - 7.1.3 carry out the professional responsibilities delegated by the Principal.
- 7.2 The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

Pay progression for leading practitioners

- 7.3 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the performance management process.
- 7.4 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Pay 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:
- 7.4.1 All objectives are met and exceeded;
 - 7.4.2 The quality of teaching throughout the year is excellent/exceptional
 - 7.4.3 Evidence of coaching and supporting colleagues to achieve improved pupil outcomes;
 - 7.4.4 Acting as a role model for Teaching & Learning;
 - 7.4.5 A commitment to personal development and CPD focused on improving outcomes for pupils; and
 - 7.4.6 Highly competent in all areas of the Teachers' Standards.
- 7.5 Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria at 7.4 and where all objectives have been exceeded.
- 7.6

The Leading Practitioner Scales are as follows:

Point	Annual FTE salary
LP1	£50,025
LP2	£51,280
LP3	£52,560
LP4	£53,867
LP5	£55,209
LP6	£56,593
LP7	£58,118

LP8	£59,457
LP9	£60,943
LP10	£62,509
LP11	£64,129
LP12	£65,608
LP13	£67,247
LP14	£68,925
LP15	£70,639
LP16	£72,518
LP17	£74,182
LP18	£76,050

It should be noted that the Leading Practitioner maximum value will not exceed the minimum of the individual academy's Assistant Principal Range

8 Pay ranges for members of the leadership group

- 8.1 Pay ranges for Principals, Vice Principals and Assistant Principals will be determined in line with STPCD for new appointments, where responsibilities significantly change or if this Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

Principals

- 8.2 The school will be assigned to a Principal group calculated using its total unit score, in accordance with STPCD.
- 8.3 The Principal pay scales are as follows:

Leadership Range HT Group 4 (Principal) as follows:

Point	Annual FTE salary
L21	£81,441
L22	£83,464

L23	£85,529
L24	£87,651
L25	£89,830
L26	£92,052
L27*	£93,399

Leadership Range HT Group 7 (Principal) as follows:

Point	Annual FTE salary
L32	£106,626
L33	£109,275
L34	£111,976
L35	£114,759
L36	£117,601
L37	£120,524
L38	£123,506
L39*	£125,262

A pay range will be determined for the Principal which will not normally exceed the maximum of the Principal group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.

- 8.4 Additional payments may be made to a Principal 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 Principal'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 Principal 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 Pay Committee of the Trust Board who will seek external independent advice and support its decision with a business case.

Vice Principals and Assistant Principals

- 8.6 A pay range will be determined for any Vice Principal and Assistant Principal, considering how the role fits within the wider leadership structure of the Academy. The pay range will not exceed

the maximum of the Principal group for the school and will not normally overlap with the pay range of the Principal, except in exceptional circumstances.

8.7 Leadership Range HT Group 4 (Vice Principal):

Point	Annual FTE salary
L14	£68,586
L15	£70,293
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552

Leadership Range HT Group 4 (Assistant Principal)

Point	Annual FTE salary
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919

Leadership Range HT Group 7 (Vice Principal)

Point	Annual FTE salary
L24	£87,651
L25	£89,829
L26	£92,052
L27	£94,332
L28	£96,673
L29	£99,067

Leadership Range HT Group 7 (Assistant Principal)

Point	Annual FTE salary
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552
L20	£79,475
L21	£81,441
L22	£83,464
L23	£85,529

Pay progression for members of the leadership group

- 8.8 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the performance management process.
- 8.9 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Pay Committee is satisfied that there is evidence of sustained high quality of performance in Academy leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.
- 8.10 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 8.8 and where all objectives have been exceeded.

9 Teaching and Learning Responsibility (TLR) payments

- 9.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher as per the criteria set out in the STPCD and 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:

TLR 1.20	£16,795
TLR 1.15	£14,035
TLR 1.10	£11,956
TLR 2.20	£8,395
TLR 2.15	£7,183
TLR 2.10	£5,057
TLR 2.05	£3,438

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 TLR will be:

TLR 3.20	£3,391
TLR 3.15	£1,354
TLR 3.10	£682

9.4 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 (SEND) allowances

A SEND allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEND allowance is to be paid, the value will be determined based on the structure of the SEND provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post. The SEND Allowances will be:

Special Educational Needs Allowance (SENA)	
SEN1	£2,716
SEN2	£5,360

11 Recruitment and retention incentives and benefits

Payments or other financial assistance, support or benefits may be made to teachers (except to those in leadership posts, other than in the circumstances set out in STPCD), where we consider it necessary as an incentive for the recruitment of a new teacher or the retention of an existing teacher. Such an incentive or benefit may be made as a one-off award or an ongoing, time limited allowance and the appropriate value of the award will be determined by the Trust. Where an ongoing, time limited award is to be made, this will be regularly reviewed, and it will be made clear in writing at the outset of the award the expected duration and the review date after which the award may be withdrawn.

12 Early career teachers (ECTs)

- 12.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 12.2 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.
- 12.3 Eligible ECT's may be awarded pay progression at the end of the first year of their induction period, where eligible in line with the service requirement set out at paragraph 3.2 of this policy.

13 Part-time teachers

Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. Part-time teachers will receive a written statement which sets out expectations regarding the deployment of working time, including timetabled teaching time, leadership and management time (where applicable) and directed time beyond the school day. The pay of part-time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher (with the exception of TLR3s which must be paid in full) and any increase in pay will be paid pro rata to full-time equivalent salary rates.

14 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 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the performance management process.

15 Pay protection

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

16 Absence and pay progression

- 16.1 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.
- 16.2 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.

17 Appeals

- 17.1 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.
- 17.2 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

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

Stage One

- 17.5 If, the teacher remains dissatisfied and believes that an incorrect pay recommendation has been made, they can make a formal representation in writing to the committee who will make the decision.
- 17.6 To make a representation against a pay recommendation, a formal statement should be submitted in writing within 5 school working days of the discussion with the Principal at 16.4 above. This formal statement should be addressed to the Pay Committee of the Trust Board stating the grounds of their disagreement with the pay recommendation. The possible grounds for making representations are:
- 17.6.1 incorrectly applied the school's pay policy;
 - 17.6.2 incorrectly applied any provision of the STPCD;
 - 17.6.3 failure to have proper regard for statutory guidance;
 - 17.6.4 failure to take proper account of relevant evidence;
 - 17.6.5 the inclusion of irrelevant or inaccurate evidence;
 - 17.6.6 was biased; or
 - 17.6.7 unlawfully discriminated against the teacher.
- 17.7 The panel who will make the decision (or a representative from) will convene a meeting to consider the representations as soon as is practically possible. The employee will be invited

in writing, giving a minimum of 5 school working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed. Employees may be represented by a recognised trade union representative or colleague at any stage 2 and 3 of this procedure. The employee is responsible for making these arrangements and providing their representative with any paperwork they require for the hearing. The teacher should inform the clerk to governors who their chose companion is in good time before the hearing.

- 17.8 The teacher will have the opportunity to make representations to the Pay Committee panel or their representative, including presenting evidence, calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will also attend to present the management case, including calling relevant witnesses. A notetaker will also be present.
- 17.9 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 5 working school days.

Stage Two

- 17.10 If a teacher wishes to appeal against the decision made at Stage One, they may do so within 5 school working days of the written decision on the grounds that the committee who made the decision:
- 17.10.1 incorrectly applied the school's pay policy;
 - 17.10.2 incorrectly applied any provision of the STPCD;
 - 17.10.3 failure to have proper regard for statutory guidance;
 - 17.10.4 failure to take proper account of relevant evidence;
 - 17.10.5 the inclusion account of irrelevant or inaccurate evidence;
 - 17.10.6 was biased; or
 - 17.10.7 unlawfully discriminated against the teacher.
- 17.11 Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to Trustees stating the grounds of their appeal in accordance with 16.10 above.

- 17.12 Upon receipt of an appeal, an appeal panel of 3 different Trustees who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 17.13 The teacher will have the opportunity to present evidence to the appeal panel, including calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will attend, who will have the same opportunity. A representative of the original decision-making panel will also attend to explain why the decision at Stage One was made. A notetaker will also be present.
- 17.14 The decision of the panel will be confirmed in writing to the teacher within 10 days. The appeal panel's decision is final; there is no further right of appeal.

SECTION C DETERMINING SUPPORT STAFF PAY

1 Pay reviews

The Pay Committee will ensure that each member of support staff's salary is reviewed annually with effect from 1 September if eligible.

2 Salary scales

The salary scales used are the Trust Pay scales for Support Staff.

3 Term time only employees

Support staff who work 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year rather than an all year round employee, but work extra weeks during school holidays (depending on the requirements of the role), are deemed to be term-time plus.

An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work and paid in twelve equal monthly instalments.

4 Job descriptions

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

5 Basic pay determination on appointment

5.1 The Academy will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Principal will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- 5.1.1 the nature of the post;
- 5.1.2 the level of qualifications, skills and experience required;
- 5.1.3 market conditions; and
- 5.1.4 the wider Academy context and strategic priorities.

6 Incremental progression

- 6.1 If the employee has more than 6 months' service in their role at 1 September, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 September until the employee reaches the top of their scale.
- 6.2 If the employee has less than 6 months' service in their role at 1 September, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 September in line with paragraph 5.1 of this policy.
- 6.3 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 performance management policy or wider performance concerns during the performance management 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.

7 Honoraria

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

8 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16)

SECTION D DETERMINING EXECUTIVE PAY

Executive Pay

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

In this Trust, the Executive Team consists of: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer & Co Secretary. Pay arrangements for Principals 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);
- Academy Trust Handbook and any relevant Education and Skills Funding Agency guidance;

Pay for Executives will be reviewed on an annual basis and the pay review will be completed by 31 December. Any pay increase will be based on the STPCD pay recommendations for all executive staff. All Executives are given challenging performance management objectives and these are managed and assessed under the Trust's performance management policy.

In determining starting salaries or increases for Executives, the Trust consider following and include such information in the justification:

- Level of educational challenge to the Trust;
- Level of financial challenge to the Trust (including any financial constraints);
- The number of schools within the Trust
- For the CEO, the current highest level of leadership group within the Trust

Where work a member of staff carries out additional work for the Trust either as a one-off project which is time limited (and therefore the Responsibility Point will have an end date) or where their role has a Trust wide responsibility a Trust Responsibility point may be awarded. The

recommendation will come from the CEO and must be approved by the Trust Board before being awarded to the member of staff.

The Trust Responsibility points are as follows;

TR 10	£16,795
TR 9	£12,763
TR 8	£9,701
TR 7	£7,372
TR 6	£5,603
TR 5	£4,258
TR 4	£3,237
TR 3	£2,459
TR 2	£1,869
TR 1	£1,421

APPENDIX 1

Group sizes and leadership pay ranges

	England (excluding the London Area)	Fringe Area	Outer London Area	Inner London Area
	£	£	£	£
Group 1	56,316 - 74,926	57,693 - 76,289	60,266 - 78,841	65,731 - 84,249
Group 2	59,167 - 80,634	60,540 - 82,006	63,117 - 84,550	68,583 - 89,957
Group 3	63,815 - 86,783	65,188 - 88,150	67,762 - 90,694	73,225 - 96,106
Group 4	68,586 - 93,400	69,964 - 94,758	72,531 - 97,307	78,000 - 102,714
Group 5	75,675 - 103,010	77,051 - 104,377	79,630 - 106,925	85,092 - 112,333
Group 6	81,441 - 113,624	82,825 - 114,990	85,396 - 117,534	90,856 - 122,945
Group 7	87,651 - 125,263	89,033 - 126,623	91,602 - 129,172	97,068 - 134,581
Group 8	96,673 - 138,265	98,045 - 139,632	100,623 - 142,178	106,083 - 147,586

APPENDIX 2

Leadership Pay Points

Leadership group pay range - National Scale			
Scale Point	2024-25	Scale Point	2024-25
L1	49,780	L32	106,626
L2	51,026	L33	109,275
L3	52,301	L34	111,976
L4	53,601	L35*	113,624
L5	54,938	L35	114,759
L6	56,316	L36	117,601
L7	57,831	L37	120,523
L8	59,167	L38	123,506
L9	60,644	L39*	125,262
L10	62,202	L39	126,517
L11	63,815	L40	129,672
L12	65,286	L41	132,912
L13	66,919	L42	136,243
L14	68,586	L43	138,264
L15	70,293	L44	141,009
L16	72,162	L45	143,818
L17	73,818	L46	146,627
L18*	74,925	L47	149,435
L18	75,674	L48	152,245
L19	77,552	L49	155,053
L20	79,474	L50	157,863

L21*	80,634	L51	160,751
L21	81,441	L52	163,694
L22	83,463	L53	166,690
L23	85,529	L54	169,739
L24*	86,782	L55	174,154
L24	87,650	L56	177,525
L25	89,829	L57	180,896
L26	92,052	L58	184,266
L27*	93,399	L59	187,637
L27	94,332	L60	191,008
L28	96,673	L61	194,378
L29	99,067		
L30	101,532		
L31*	103,009		
L31	104,040		

*These points and point 43 are the maximum salaries for the eight headteacher group ranges.

These different figures are a legacy of the 2015 STPCD which provided for no uplift to the maximum of the eight headteacher group ranges that year. All the advisory points both with and without an * have had a 6.5% uplift in line with the 2023 pay award. The * values must be used where they relate to a Headteacher

paid at the top of their group size. The values without the * apply in all other circumstances.

Appendix 3

EPAT Support Pay Scales

Scale	Points	Annual			
Scale 1	1	23,535	Scale 6	1	33,089
Scale 2	1	23,535		2	33,840
	2	23,988		3	34,840
	3	24,385		4	35,812
Scale 3	1	24,793		5	36,750
	2	25,207		6	37,711
	3	25,630		7	38,664
	4	26,061		8	39,389
	5	26,501		9	40,325
	6	26,950		10	41,341
	7	27,408		11	42,433
Scale 4	1	25,630	Scale 7	1	42,433
	2	26,061		2	43,696
	3	26,501		3	44,735
	4	26,950		4	45,809
	5	27,408		5	46,872
	6	27,874		6	47,940
	7	28,351		7	46,464
	8	28,837		8	47,420
	9	29,332		9	49,020
	10	29,838		10	52,220
	11	30,352		11	53,290
	12	30,890		12	54,348
	13	31,475	Scale 8	1	54,348
Scale 5	1	27,408		2	55,481
	2	27,874		3	57,086
	3	28,351		4	58,678
	4	28,837		5	60,243
	5	29,332		6	61,849
	6	29,838		7	64,701
	7	30,352		8	66,315
	8	30,890		9	67,933
	9	31,474		10	69,567
	10	31,962		11	71,167
	11	32,520		12	73,787
	12	33,089		13	75,640

Appendix 4

Casual Staff

Casual Staff Pay	
Role	Rate
Tutor	£24.44 per hour
Tutor Substantive Teaching	£30.57 per hour
Clerking	£25.00 per hour
Theatre Technician	£11.44 per hour
Invigilator	£11.44 per hour

Appendix 5

Other pay

Other Pay	
Lunchtime Duty	£11.44 per hour
Afterschool activities	£11.44 per hour
Pupil monitoring & supervision	£15.00 per hour
First Aid Allowance	£300 per year
Lead first aider/Medicine Administrator	£2,000 per year
PAT Testing	£3,500 per year
Mentoring ITT pupils	£15.00 per hour
Paid intervention	£25.00 per hour
Overtime for Support Staff	Time and a third*

*Pre-authorisation by a member of SLT required. Payment will be based on an employee's hourly rate when daily hours exceeded.

Appendix 6

Threshold application – areas applicants are to evidence

Standard	Requirements
P1	Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
P2	Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
P3	Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
P4	Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
P5	Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
P6	Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.
P7	Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
P8	Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
P9	Promote collaboration and work effectively as a team member.
P10	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.