

Human Resources

Trust Pay Policy

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Section A – General Introduction

1. Introduction

1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life – objectivity, openness and accountability. 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 also comply with the requirements of Data Protection Legislation (being (i) unless and until the GDPR is no longer directly applicable in the UK, the General Data Protection Regulation ((EU) 2016/679) 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), and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

1.2 The trust will comply with relevant equalities legislation:

- a) employment Relations Act 1999
- b) Equality Act 2010
- c) Employment Rights Act 1996
- d) The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- e) The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- f) The Agency Workers Regulations 2010

1.3 The trust will promote equality in all aspects of school life, particularly as regards all decisions on the advertising of posts, appointing, promoting and the remuneration of staff, as well as training and development.

1.4 In adopting this pay policy, the aim is to:

- a) achieve excellent outcomes for all students
- b) support the recruitment and retention of a high-quality workforce
- c) complement the trust's Professional Development and Review Policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively.
- d) 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.

- e) help to ensure that decisions on pay are managed in a fair, just and transparent way
 - f) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified
 - g) Affordability must also be considered
- 1.5 Pay decisions at the trust for teachers are made by the Board based on evidence which will be linked to review cycle outcomes and other indicators and in accordance with the trust's Professional Development and Review Policy.
- 1.6 This policy is contractual and has been approved following consultation with the recognised trade unions.

2. Monitoring the impact of the policy

- 2.1 The Board 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 effectiveness and the trust's continued compliance with equalities legislation.

3. Review of policy

- 3.1 This policy is reviewed on an annual basis by the trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Section B – Determining Executive Pay

1. Basic Pay determination on appointment

- 1.1 The trust Board will determine the pay for executives and ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and a reasonable and defensible reflection of the individual's role and responsibilities. No individual will be involved in deciding their remuneration.
- 1.2 The trust will ensure that its approach to pay, and benefits is transparent, proportionate and justifiable, including:
 - a) process - that the procedure for determining executive pay and benefits, and keeping them proportionate, is agreed to by the Board in advance and documented.
 - b) independence - decisions about executive pay and benefits reflect independent and objective scrutiny by the Board and any conflicts of interest are avoided.
 - c) robust decision-making - factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been considered
 - d) proportionality – pay and benefits represent good value for money and are defensible relative to the public sector market
 - e) commercial interests - ensuring the Board is sighted on broader business interests held by senior executives and is satisfied that any payments made by the trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction.
 - f) documentation - the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained
 - g) a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term
 - h) understanding that inappropriate pay and benefits can be challenged by the ESFA, particularly in instances of poor financial management of the trust.

Section C – Determining Teachers’ Pay

1. Basic Pay determination on appointment

- 1.1 The trust will determine the teacher pay range (MPR1 to UPR3) for a vacancy prior to advertising it. On appointment, the trust will determine the starting salary within that range to be offered to the successful candidate.
- 1.2 In making such determinations, the trust may take into account a range of factors, including:
 - a) the nature of the post
 - b) the level of qualifications, skills and experience required
 - c) market conditions
 - d) the wider Academy / 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 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 Executive Principals / Principals. 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.
- 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 trust will ensure that all teachers will receive regular feedback on their performance and are subject to an annual review cycle. The arrangements for this are set out in our Professional Development and Review Policy.
- 3.2 Decisions regarding pay progression will be made with reference to the review cycle process. A fair and transparent review and assessment process will be in place where decisions are based on evidence.
- 3.3 The trust will ensure that judgements of performance will be made in relation to how the teacher has met expectations, their objectives and the Teachers’ Standards as a minimum standard, (unless other standards apply for a particular post) and their contribution to the academy/trust.

- 3.4 The evidence we will use may include, but not be limited to stage 2 and 3 review meeting outcomes, peer review, tracking pupil progress and lesson observations. Such evidence will be used to assess performance and inform pay recommendations.
- 3.5 Teachers' stage 3 review meeting reports will contain pay recommendations prepared by reviewers. These recommendations will be reviewed by the Principal and will be moderated across the trust.
- 3.6 Final decisions about whether to accept a pay recommendation, will be made by the pay committee of the trust, having regard to the stage 3 review meeting report containing the pay recommendation and the review and moderation exercises by the Principal and the trust.
- 3.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.8 It will be possible for a "no progression" determination to be made without recourse to the capability procedure.
- 3.9 Unless there is cause for concern all teachers should have an expectation of pay progression within and up to the maximum of their range. The principle of there being "no surprises" should be adopted and staff should be advised of concerns and pay recommendations as part of ongoing dialogue and stage 3 reporting.
- 3.10 This requires an effective two-way dialogue and employee engagement throughout the PDR cycle including the provision of evidence and attendance at review meetings.
- 3.11 Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations the line manager / Principal will determine support, as described in the Professional Development and Review Policy, and where this has failed to achieve the necessary improvements, the capability procedure will be used. In such situations there would be no pay progression during that year.
- 3.12 The 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

- 4.1 The main pay range within the trust is from £28,000 - £38,810 per annum. Within this range the trust has six reference points which are as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£28,000
2	£29,800
3	£31,750
4	£33,850
5	£35,990
6 (main pay range maximum)	£38,810

- 4.2 Pay progression for main pay range teachers

- 4.2.1 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 review cycle within the Professional Development and Review Policy and the criteria set out in this pay policy.

4.2.2 Teachers 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 Board is satisfied, that there is evidence of:

- a) All expectations and objectives being substantially met
- b) The quality of the teaching throughout the year being good
- c) Pupil progress objectives being substantially achieved
- d) The Teachers' Standards being met in full

4.2.3 Additional progression may be considered for those teachers, who in the professional judgement of the Principal, can demonstrate and the Board is satisfied that there is evidence of:

- a) All expectations and objectives being met and exceeded
- b) The quality of teaching throughout the year being considered exceptional and exceeds expectations
- c) Progress objectives being exceeded in most groups or pupils

5. Upper pay range for teachers

5.1 The upper pay range within the trust is from £40,625 - £43,685 per annum. Within this range the trust has three reference points which are as follows:

Point	Annual FTE salary
1 (upper pay range minimum)	£40,625
2	£42,131
3 (upper pay range maximum)	£43,685

5.2 Application to be paid on the upper pay range

5.2.1 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 or not they wish to apply to be paid on the upper pay range.

5.2.2 It is the responsibility of the teacher's line manager to discuss eligibility to progress to the upper pay range and to provide appropriate support in the application process.

5.2.3 Applications may be made once a year by no later than 30 September.

5.2.4 All applications should be made in writing to the Principal and should include evidence from the last 2 years, the results of reviews / appraisals under the 2011 or 2012 regulations, including any recommendation on pay (or, where that information is not applicable or available, e.g., for those returning from maternity leave or a disability related sickness absence, a statement and summary of evidence to demonstrate that the applicant has met the assessment criteria).

- 5.2.5 For the assessment to be robust and transparent, it will be an evidence-based process only. Evidence to support an application must demonstrate a substantial and sustained contribution to teaching and learning. Those teachers who have been absent, through disability-related sickness or maternity, may cite written evidence from previous years in support of their application.
- 5.2.6 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate evidence 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.
- 5.2.7 This means that to achieve progression to this pay range, the Board must be satisfied that the teacher meets the definition of substantial contribution as set out in the examples below and there is evidence that this is sustained performance over 2 years:
- a) All expectations and objectives are met and / or exceeded and exceeded, acknowledging that objectives should present challenge and opportunities for innovation which may mean that they may not be fully met but that there is evidence of significant progress
 - b) Quality of teaching throughout the year consistently meets and / or exceeds expectations
 - c) Demonstrable contribution to raising student standards
 - d) A commitment to personal development and CPD focused on improving outcomes for students
 - e) Highly competent in all areas of the Teachers' Standards
- 5.2.8 Additional examples might also include:
- a) Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice
 - b) Acting as a role model for Teaching and Learning, playing a critical role in the life of the school
- 5.2.9 The application will initially be assessed by the Principal. The Principal will then make recommendations to the pay committee who will make the final decision.
- 5.2.10 The assessment will usually be made within 10 working days and submitted to the pay committee for approval.
- 5.2.11 If successful, applicants will move on to the upper pay range and this will be backdated to 1 September of that academic year.
- 5.2.12 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Principal may recommend a higher salary based on:
- a) the nature of the post and the responsibilities it entails
 - b) the level of qualifications, skills and experience of the teacher
 - c) market forces
- 5.2.13 If unsuccessful, feedback will be provided in writing by the Principal with confirmation of the process for appeals.

5.3 Pay progression for teachers within the upper pay range

- 5.3.1 Once a teacher has moved on to the upper pay range, annual pay progression within the range and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the review cycle within the Professional Development and Review Policy.
- 5.3.2 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 Section C point 5.
- 5.3.3 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at Section C point 5 and where all expectations and objectives have been exceeded.

6. Pay range for unqualified teachers

- 6.1 The unqualified teacher pay range within the trust is from £19,340 - £30,172 per annum. Within this range the trust has six reference points which are as follows:

6.2

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£19,340
2	£21,559
3	£23,777
4	£25,733
5	£27,954
6 (unqualified teacher pay range maximum)	£30,172

6.3 Pay progression for unqualified teachers

- 6.3.1 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 review cycle within the Professional Development and Review Policy.
- 6.3.2 Judgements of performance will be made in relation to review cycle outcomes and meeting expectations / standards and objectives. The minimum expectation to achieve pay progression is:
- a) All expectations and objectives are met
 - b) The quality of the teaching throughout the year is good
 - c) Pupil progress targets achieved for all groups
 - d) The Teachers' Standards will be used as a benchmark / baseline for performance
- 6.3.3 Additional progression will be considered for unqualified teachers who demonstrate:
- a) All expectations and objectives are met and exceeded

- b) The quality of teaching throughout the year is considered exceptional and exceeds expectations
- c) Progress targets exceeded in most groups or pupils

7. Pay ranges for leading practitioners

7.1 The leading practitioner pay range within the trust is from £44,523 - £67,685 per annum. Within this range the trust has eighteen reference points which are as follows:

Point	Annual FTE salary
1 (leading practitioner pay range minimum)	£44,523
2	£45,639
3	£46,778
4	£47,941
5	£49,136
6	£50,368
7	£51,725
8	£52,917
9	£54,239
10	£55,633
11	£57,075
12	£58,391
13	£59,850
14	£61,343
15	£62,869
16	£64,541
17	£66,022
18 (leading practitioner pay range maximum)	£67,685

7.2 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within the 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:

- a) be an exemplar of teaching skills,
- b) lead the improvement of teaching skills in the Academies / Trust
- c) carry out the professional responsibilities of a teacher other than a Principal, including those responsibilities delegated by the Principal

7.3 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.

7.4 Pay progression for leading practitioners

7.4.1 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 review cycle within the Professional Development and Review Policy.

7.4.2 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Board 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:

- a) All expectations and objectives are met and exceeded
- b) The quality of teaching throughout the year is exceptional and exceeds expectations
- c) Evidence of coaching and supporting colleagues to achieve improved student outcomes
- d) Acting as a role model for Teaching and Learning
- e) A commitment to personal development and CPD focused on improving outcomes for students
- f) Highly competent in all areas of the Teachers' Standards

7.4.3 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 rangers for members of the leadership group

8.1 Pay ranges for Executive Principals, Principals, Heads of School, Deputy Principals and Assistant Principals will be determined in line with STPCD for new appointments, where responsibilities significantly change or if the trust chooses to review pay of leadership posts in line with STPCD. The pay range will consider 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.

8.2 Executive Principals and Principals

8.2.1 The finance, audit and resource committee agree a range for Executive Principals and Principals across the Trust.

8.2.2 A pay range of six points will be determined for the Executive Principal and Principal.

8.2.3 Additional payments may be made to an Executive Principal and Principal for temporary responsibilities that are in addition to the duties considered for the determination at 8.1 to 8.3. The total sum of any temporary payments will not normally exceed 25% of the Executive Principal's and Principal's annual salary.

8.2.4 Where this, or exceeding the limits set out at 8.3 and 8.4 are being considered by the Board, there must be wholly exceptional circumstances and the CEO must make a business case to the Board who will seek external independent advice.

8.3 Heads of School, Deputy Principals and Assistant Principals

8.3.1 A pay range of five points will be determined for any Head of School or Deputy Principal, whilst a pay range of six points will be determined for any Assistant Principal, considering how the role fits within

the wider leadership structure of the academy and the wider trust. The pay range will not exceed the maximum of the headteacher group for the Academy and will not normally overlap with the pay range of the Principal, except in exceptional circumstances.

8.4 Pay progression for members of the leadership group

- 8.4.1 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 review cycle within the Professional Development and Review Policy.
- 8.4.2 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 the academy leadership and management and pupil progress, clearly linked to academy improvement priorities and outcomes.
- 8.4.3 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional considering the criteria at 8.8 and where all objectives have been exceeded.

9. Teaching and Learning Responsibility (TLR) payments

- 9.1 The trust will pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional leadership and management 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:
 - a) TLR1 £8,706 to £14,732 per annum
 - b) TLR2 £3,017 to £7,368 per annum
- 9.3 In addition to the above values, the trust may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £600 and no greater than £2,975.

10. Special Educational Needs (SEN) Allowance

- 10.1 An 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 £2,384 and £4,703 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.
- 10.2 Current values are as follows in accordance with the staffing structure:
 - a) Point 1 £2,384 per annum

b) Point 2 £4,703 per annum

11. Early career teachers (ECTs)

11.1 In the case of ECTs, pay decisions will be made by means of the statutory induction process. ECT's may be awarded pay progression at the end of the first year of their induction period, however, annual progression is not automatic or guaranteed and decisions will be based on evidence gathered during progress reviews and assessment periods and formal assessment reports.

12. Part time teachers

12.1 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 the 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.

13. Short notice/ supply teachers

13.1 Teachers employed on a day-to-day or other short notice basis will be paid daily 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 appraisal process.

14. Pay protection

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

15. Absence and pay progression

15.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

15.2 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.

16. Appeals

16.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the trust's grievance procedure following conclusion of a pay appeal.

16.2 Employees may be represented by a recognised trade union or work 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 chair of the appeals panel who their chosen companion is, in good time before the hearing.

16.3 Informal discussion

16.3.1 As part of the normal salary review process, the Principal 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 Principal within 5 working days of receipt of the notification.

16.3.2 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

16.3.3 If, following discussion with the Principal, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Principal to the pay committee who made the decision. The possible grounds for appeal are:

- a) incorrectly applied any provision of the STPCD;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) unlawfully discriminated against the teacher.

16.3.4 Appeals against pay decisions should be made in writing and addressed to the pay committee stating the grounds of their appeal in accordance with 16.4 above.

16.3.5 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 days notice and copies of any relevant documents to be considered at the meeting will be enclosed.

16.3.6 The teacher will have the opportunity to make representations to the pay committee panel or their representative and a school representative will also attend to present the management case. A notetaker will also be present.

16.3.7 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 days.

Stage Two

16.3.8 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 panel who made the decision:

- a) incorrectly applied any provision of the STPCD.
- b) failed to have proper regard for statutory guidance.
- c) failed to take proper account of relevant evidence.
- d) took account of irrelevant or inaccurate evidence.
- e) was biased; or
- f) unlawfully discriminated against the teacher.

16.3.9 Appeals against the decision at Stage One should be made in writing and addressed to the Chair of the panel stating the grounds of their appeal in accordance with 15.1 above.

16.3.10 Upon receipt an appeals panel of local governing body or trustee board members who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

16.3.11 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 notetaker will also be present.

16.3.12 The decision of the panel will be confirmed in writing to the teacher within 5 days. The appeal panel's decision is final; there is no further right of appeal.

Section D – Determining Support Staff Pay

1. Pay reviews

- 1.1 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

- 2.1 The salary scales used will be in accordance with the Green Book and NJC pay scales and the allocated grade and point range of the role. The current NJC pay scales are included in Appendix 2.

3. Job descriptions

- 3.1 The Principal / senior manager in conjunction with the line manager of the role holder 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 changes to their job description if they feel their duties or responsibilities have changed significantly.
- 3.3 If appropriate, consideration may be given to whether the grade for the post should be re-determined. Where this applies, a business case should be submitted for approval by the CEO. If approved, the post holder will be paid the new grade from a date determined by the CEO and agreed with the employee.

4. Basic pay determination on appointment

- 4.1 The trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Principal / senior manager 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:
 - a) the nature of the post
 - b) the level of qualifications, skills and experience required
 - c) market conditions
 - d) the wider Academy/Trust context and strategic priorities

5. Equated pay calculation

- 5.1 The calculation to determine salary uses a percentage to calculate pro rata annual leave and bank holiday entitlements proportionate to the number of weeks worked per year:

$$\frac{\text{Working weeks per year X 5 (days per week)}}{260.71 \text{ (weekdays per year) – equivalent full-time holiday and bank holiday entitlement in days}} \times 100 = \text{percentage of all-year salary}$$

Note: The total number of weeks' pay may change as employees accrue additional annual holidays on completion of five- and ten-years' service

6. Incremental progression

- 6.1 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.
- 6.2 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 5.1 of this policy.

7. Honoraria

- 7.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
- a) undertake higher level work in addition to their normal duties
 - b) '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 / senior manager will determine the amount of this payment, in writing to the employee, the likely duration including the start and end dates. 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.
- 7.3 The employee will be given 1 weeks' notice of their 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 / senior manager should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

8. Pay protection

- 8.1 Employees who are redeployed into a lower graded post as a result of a formal restructuring or because they are at risk of redundancy may receive pay protection for a period of not more than one year (the 'protection period'). Pay protection will only apply where the employee is redeployed into a job not more than two grades below the employee's previous grade.
- 8.2 Employees will be moved to the maximum point of their new grade and will receive the difference in salary between the two roles as a protected element in addition to their new basic salary. Employees will receive pay awards on their new basic salary but not on the protected element.
- 8.3 Pay protection will be calculated on contracted hours and will only be payable while the employee performs the post to which the pay protection element applies.
- 8.4 Only an employee's basic salary will be protected. An employee's previous terms and conditions, including any contractual allowances and market supplementation payments, will not be protected. Similarly, an employee's previous hours will not be protected.
- 8.5 In certain circumstances, where an employee temporarily reduces their hours, the pay protection element will be temporarily reduced. If the employee increases their hours again within the pay protection period, the pay protection element will increase in line with the employee's increase in hours with the proviso that the employee's overall pay (inclusive of the pay protection element) will not increase to a level that is higher than the initial pay protected salary.
- 8.6 Subject to the above provisions, where an employee's normal working hours are increased during the protection period, the pay protection element will not change. However, where the increase in hours allows the employee to maintain their former basic salary, the pay protection element will cease.
- 8.7 Where an employee is promoted to a higher grade during the protection period, the employee shall be placed on the SCP in the grade which is equal to the protected salary and pay protection will cease. (Where no such SCP exists, the employee shall be placed on the lowest SCP in the grade which has a salary greater than the protected salary. Where neither of these is possible, the employee shall be placed on the highest available SCP in the grade and any pay protection element remaining shall be paid for the remainder of the protection period).

9. Appeals

- 9.1 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 C, paragraph 16) however the Green Book replaces STPCD at 16.5(a) and 16.10(a).

Appendix 1 – Leadership pay ranges

L1	£44,305
L2	£45,414
L3	£46,548
L4	£47,706
L5	£48,895
L6	£50,122
L7	£51,470
L8	£52,659
L9	£53,973
L10	£55,360
L11	£56,796
L12	£58,105
L13	£59,558
L14	£61,042
L15	£62,561
L16	£64,225
L17	£65,699
L18	£67,351
L19	£69,022
L20	£70,733
L21	£72,483
L22	£74,283
L23	£76,122
L24	£78,010
L25	£79,949
L26	£81,927
L27	£83,956

L28	£86,040
L29	£88,170
L30	£90,365
L31	£92,957
L32	£94,898
L33	£97,256
L34	£99,660
L35	£102,137
L36	£104,666
L37	£107,267
L38	£109,922
L39	£112,601
L40	£115,410
L41	£118,293
L42	£121,258
L43	£123,057

Appendix 2 – NJC – Current pay scales

Pay Scales 1 April 2022 (Schools Non-Teaching)			
Local Government Scheme			
Grade	New Spinal Point	New Salary	New Hourly Rate
GLPC-A	1	£20,258	£10.50
	1.5	£20,350	£10.55
GLPC-B	2	£20,441	£10.60
	3	£20,812	£10.79
GLPC-C	4	£21,189	£10.98
	5	£21,575	£11.18
GLPC-D	6	£21,968	£11.39
	7	£22,369	£11.59
	8	£22,777	£11.81
	9	£23,194	£12.02
	10	£23,620	£12.24
	11	£24,054	£12.47
GLPC-E	12	£24,496	£12.70
	14	£25,409	£13.17
	15	£25,878	£13.41
	17	£26,845	£13.91
GLPC-F	19	£27,852	£14.44
	20	£28,371	£14.71
	21	£28,900	£14.98
	22	£29,439	£15.26
	23	£30,151	£15.63
GLPC-G	24	£31,099	£16.12
	25	£32,020	£16.60
	26	£32,909	£17.06

	27	£33,820	£17.53
	28	£34,723	£18.00
	29	£35,411	£18.35
GLPC-H	30	£36,298	£18.81
	31	£37,261	£19.31
	32	£38,296	£19.85
	33	£39,493	£20.47
	34	£40,478	£20.98
GLPC-I	35	£41,496	£21.51
	36	£42,503	£22.03
	37	£43,516	£22.56
	38	£44,539	£23.09
	39	£45,495	£23.58
GLPC-J	40	£46,549	£24.13
	41	£47,573	£24.66
	42	£48,587	£25.18
	43	£49,590	£25.70
	44	£50,607	£26.23