

POLICY:

Pay - Teaching & Non-Teaching Staff

Review

Approved by:	Board of Directors	Date:	January 2024
Last Review Date:	December 2023	Next Review Date:	December 2024

Responsibilities

School Senior Staff	Implementation of policy at school level
Governors	Check school compliance with policy and report breaches or concerns to Directors
Directors	Review and approve the policy

Material Changes to the Policy Since the Last Review

Section: Throughout	Non-teaching staff have been referred to explicitly throughout the policy
Section: Throughout	The 7 Principles for Learning and the Leadership Behaviours Framework have both been inserted throughout the policy as our core standards setting toolkit across the Trust
Section: 11	All pay scales have been updated accordingly

Contents

Background	2
1. Teachers' Pay Structure	2
2. Pay Decisions.....	3
3. Pay Reviews	3
4. Pay Progression Based on Performance	3
5. Movement to the Upper Pay Range	4
6. Salary Safeguarding	5
7. Part-time and Supply Teachers	5
8. Appeals - Teachers	5
9. Support Staff	6
10. Any Other Business	7

Background

The policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation, the School Teachers' Pay and Conditions Document (STPCD) requirements, and the relevant terms and conditions for support staff. The Trust has agreed this pay policy after consultation with teachers and support staff union representatives in the school. All teachers are paid in accordance with the statutory provisions of the School Teachers Pay and Conditions document, which is updated from time to time. A copy can be found on the Department for Education (DfE) website. All support staff are paid in accordance with the set of locally determined terms and conditions of employment.

Decisions relating to pay are taken concerning the employee's role within the school with the aims of:

- Securing outstanding teaching and learning.
- Recruiting and retaining a high-quality workforce.
- Ensuring pay decisions are fair and transparent and taken in accordance with legislation.
- Rewarding staff appropriately for their performance.
- Operating a fair and transparent pay structure for all support staff.
- This policy does not include any new or different information about those teachers on the leadership scale; the Trust will only make changes to the determination of the leadership pay group where a new appointment is made or where there is a significant change in responsibilities.
- Neither does this policy include any new or different information about safeguarding arrangements generally or arrangements for handling grievances or appeals. It should also be noted that the same changes, as for teachers on the main scale, will be made concerning unqualified teachers.

1. Teachers' Pay Structure

- **Pay Scale** The Trust will consistently implement the maximum and minimum on the main scale, as published by the DfE. The Trust uses a six-point scale, which from 2020/1 is aligned to the advisory (non-statutory) scale published by the DfE. Progression up the scale is based on performance (see section 6). The Trust also notes that teachers' salaries are no longer portable, i.e. a receiving school does not need to honour a previously awarded salary, including salaries above the Threshold. The Trust does not expect to exercise that particular power except in exceptional circumstances.
- **Leadership Scale** Senior Staff, including the Assistant Heads, Deputy Heads, Headteachers and the Executive team (including the CEO), are all on the point within a range, within the appropriate Leadership pay band, subject to annual review, in line with the STPCD document.
- **Upper Pay Scale** Teachers who pass the appropriate threshold and whose contribution to the life of the school/Trust is at the requisite level can access UPS—full details in Section 7.
- **Lead Practitioner** The Trust retains the option to introduce, where required, one or more Leading Practitioners posts, focusing on modelling and leading the improvement of teaching skills.
- **SEND Allowances** Regarding SEND allowances, these may be paid where teachers wholly or mainly teach pupils with Education and Health Care Plans.
- **Teaching and Learning Responsibilities** The Trust will continue to award TLR 1 and TLR 2s to the recommended value, including inflation, to a post of the appropriate size. The value of TLRs is based on the number of children involved and the number of staff who need to be supervised as part of each post – led by the Headteachers, in agreement with the Chief Executive Officer. The Trust also notes the power to award TLR3s (fixed-term responsibility allowances for short-term projects).

The current pay scale and the allowances for TLRs are set out in Appendix A. Similarly, the values of TLRs remain as published in Appendix A.

In some circumstances, staff are outside this scale due to the performance management process. However, the scale is used to guide new appointments and progression consistently.

Additional Payments

Additional payment may be made to teachers in respect of:

- Continuing professional development undertaken outside the school day
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- Participation in out-of-school hours learning activity agreed by the Trust's Chief Executive Officer.

The hourly rate for the above tasks will be calculated as $1/1265 \times$ full-time salary.

The Trust notes its ability to pay teachers either for recruitment or retention; such benefits will be reviewed annually and can be withdrawn if they are no longer considered necessary. Recruitment and retention allowances are rare and are made only in exceptional circumstances where the Trust requires the skills of a particular teacher.

2. Pay Decisions

The Headteachers of the schools within the Trust, having sought advice, including from the Chief Executive Officer of the Trust, make decisions about pay for all teachers, whereas the Chief Executive Officer, supported by governors of the LGBs, sets and reviews the salary of any Headteacher and the Directors Pay Committee of the Trust set and review the salary of the Chief Executive Officer.

The pay range for a teacher and any additional allowances which may be applicable will be determined before advertising and made clear to all. The Trust will always carefully note the advice from the DfE about pay ranges and performance reviews, where appropriate.

3. Pay Reviews

The Trust will ensure that each teacher's salary is reviewed annually, effective from 1 September and no later than 31 October. Following this process, all teachers will be given a written statement detailing their salary and any other benefits to which they are entitled no later than the following month, i.e., 30 November. Salary reviews may occur at different times of the year to reflect changes in circumstances or job descriptions. These will always be confirmed in writing. Pay for non-teaching staff increases incrementally unless they are on a performance-related pay contract.

4. Pay Progression Based on Performance

Pay progression will be based on performance only in accordance with the Trust's appraisal policy.

Pay progression decisions for teachers will be made by the Headteachers, who will have regard to the recommendations made by appraisers. Detail of the appraisal system is set out in the "Performance Management Policy" document. Please note that ECT arrangements are different and are subject to the statutory induction process. Please also note that there is no requirement to implement capability proceedings where a decision is taken not to award a teacher a pay increase for performance purposes. Where teachers on the Leadership Spine are involved, the school reserves the right to pay none, one or two progression points, according to the individual's contribution to the school's development and their performance against performance objectives and the relevant Standards. The directors will decide how pay progression will be determined subject to the following:

- Any decision on whether or not to award pay progression will be related to the individual's performance as assessed through the school's appraisal arrangements.
- Performance will be assessed against the relevant standards, both school (set out in Professional Review and Growth documents and national standards where they apply)
- A recommendation on pay will be made in writing as part of the individual's appraisal report, and the CEO and Staffing Committee will have regard to this recommendation.
- Pay decisions will be attributable to the performance of the individual.
- Sustained high-quality performance regarding the results of the most recent appraisal will give the individual an expectation of progression up the pay range.

The level of pay progression will be based on the following criteria:

- No pay increase (where objectives are not met, regardless of their contribution to the development of the school).
- One pay progression point (where standards have been fully met and they are assessed as meeting the relevant standards and the teacher is assessed as making an excellent contribution to the development of the school).
- Two pay progression points (where standards have been exceeded, the teacher is assessed as meeting the relevant criteria, and they have made a substantial contribution to the development of the school).

As regards classroom teachers, the evidence used to assess performance will include all activities within the review cycle - lesson visits, self-assessment, peer review, pupil progress reviews, the demands of the School Improvement Plan, any evidence from internal and external reviews of the subject of the Department, observation of management practices and results, emulation of the Leadership Behaviours Framework at

the 'Inspiring' level. The Senior team will have regard to all these things via the professional review paperwork before making a recommendation to the Headteacher. They will consult further with the staff as appropriate. A governor will be invited to observe the pay review decision meetings where possible.

New staff employed within the last 12 months who are not eligible for performance review will not be considered for pay progression. However, the uplift can be applied, where appropriate, based on early indicators of performance drawn from the induction process and performance to date. This is down to the discretion of the Headteacher and will be discussed at the Pay Review Meeting.

5. Movement to the Upper Pay Range

The teacher must decide whether they wish to consider progression to the Upper Pay Range actively. Those eligible in the coming year will be informed, and the pay policy will be referred to for guidance on criteria that must be met to access the upper pay range successfully. Teachers eligible for movement onto the Upper Pay Range must be on M6 for at least one year. Decisions relating to the Upper Pay Range movement will be made within the timescale and schedule set above and will be carried out within the Appraisal and Pay Review process. Teachers interested in applying for movement to the Upper Pay Range must clarify this in their professional review documentation, providing evidence of how the required standards have been met over two years. This is not a separate process or body of evidence outside the professional review process and paperwork. The Upper Pay Range requires sustained impact, and therefore, teachers should consider their performance over, at least the last two years to successfully secure pay progression.

The Headteacher will make the assessment and write to the teacher to indicate whether they have been successful, outlining reasons why, including some guidance for consideration in the coming academic year if the threshold still needs to be met. All successful transitions will be applied in the appraisal process, and pay will be increased and back-dated from 1 September of that year. Only one assessment is allowed each academic year. Information regarding appeals, should the teacher wish to take that route, is included in the letter from the Headteacher and is set out in paragraph 10 of this policy.

The Upper Pay Range contains three points: UP1, UP2 and UP3. At all levels, teachers must demonstrate consistently high competency, and all elements of the relevant teaching standards and contributions to the school are sustained and substantial. An indication of what this consists of is as follows:

- Performance is consistently outstanding (contributed to from all areas: classroom, results, line management, appraisal process)
- The 7 principles for learning are consistently applied daily with positive effects in the classroom. Exemplary practice in 3 or more areas is likely.
- The individual provides coaching and mentoring support to other teachers (can be via the in-school mentoring and coaching programme or within their role/teams supporting the development of colleagues) using the Leadership Behaviours Framework.
- Contributes to professional development and can model effective teaching practice, which has a positive impact on other staff, enabling them to meet the relevant standards and develop their teaching practice in line with the school's expectations
- A broader contribution to school improvement and the learning community (this can be in or beyond the classroom, in line with the School Improvement Plan and key priorities)
- Taking full advantage of opportunities for professional development to ensure they have a measurable impact on the quality of outcomes both in their classroom and in others
- Contributions should be of fundamental importance and value to the school in line with the School Improvement Plan and overall aims.
- The individual should be involved in a critical role in the life of the school and provide a role model for teaching and learning.
- The individual should have a distinctive contribution with evidence of impact on raising the standards of outcomes for pupils.
- The individual should emulate the Leadership Behaviours Framework at 'Role Modelling', 'Shaping' or 'Inspiring'

Support of other staff and contributions to the wider life of the school includes but is not exhausted by the examples provided, and actions must be relative to the individual's role, responsibilities and School Improvement Priorities.

Performance within these expectations is sustained (for at least two years). The distinct shift in UPS behaviour is the clear expectation that the individual will have been able to coach and support others to improve their teaching practice and how they can make a wider contribution to the work of the school to benefit our pupils.

Progression in the Upper Pay Range

This will be considered after a minimum of two years and will only be awarded if the teacher continues to meet the criteria necessary to be paid in the Upper Pay Range.

UPS1 to UPS2

Clear evidence of impact on pupil outcomes is required due to the substantial role that the individual has undertaken in coaching and mentoring other teachers. The effect of sustained high-quality outcomes/improvement must be seen at a department level or, where appropriate, across the curriculum.

UPS2 to UPS3

Progression builds on all of the above, which will have been sustained since being awarded UP1, and clear evidence provided that additional appropriate opportunities for professional development have been taken, the outcomes of which have been implemented effectively within their classroom and through others to improve pupils' outcomes.

Note: Where pupil outcomes are already outstanding, the evidence must be demonstrated to sustain this; however, where all other results are less than outstanding, improvement must be seen in real terms.

6. Salary Safeguarding

1. Where salaries are safeguarded under the provisions of the STPCD, this will be confirmed in writing to the teacher and honoured, of course. Where the safeguarding is more than £500, the school will allocate appropriate and additional responsibilities commensurate with the safeguarded sum for the safeguarding period. Failure to comply means withdrawal of safeguarding.
2. Annual Pay Uplift. The Trust will apply any national pay uplift to the minimum and maximum of the school pay scales by the pay and conditions document. The Trust also intends to apply any uplift to the pay points between the minimum and maximum pay points. Please note that, for all teachers, any decision about using the national pay uplift will be subject to performance for staff who have been here over a year and at the Headteacher's discretion for staff who have provided service for less than a year. This includes those at the maximum of their scale.

7. Part-time and Supply Teachers

Part-time teachers will have the same rights as full-time teachers in terms of pay, written statements, and reviews. Supply teachers will be paid daily, calculated on the assumption that a full working year is 195 days.

8. Appeals - Teachers

A teacher may seek a review of any determination about pay, or any other decision the school takes that affects their pay. Reasons for seeking a review may include an assertion that the relevant statutory advice was incorrectly applied, that statutory advice was not noted, that relevant evidence was not taken into proper account, that evidence that was irrelevant or inaccurate was recorded, the decision was biased or was in some other way unlawfully discriminatory.

The first part of the process is that the teacher should seek to resolve the matter informally with the decision maker within ten working days of the decision being confirmed in writing. The teacher then may follow a formal process. In writing, the teacher should set down the grounds for questioning the pay decision and send it to the person who determined within ten working days of the notification of the conclusion being appealed against or the outcome of the discussion referred to above. The person who made the determination should provide a hearing within ten working days to consider the request to review the decision and allow the teacher to make representations in person.

Following the hearing, the employee should be informed in writing of the decision and the right to appeal further. This appeal would then go to the normal directors' appeal panel and must be heard within 20 working days of receiving written notification. The teacher will be allowed to make representations in person, and the panel's decision will be given in writing. Where the appeal is rejected, a note of the

evidence considered and the reasons why. That decision of the appeal panel is final. The employee may be accompanied by a trade union representative or work colleague at all formal meetings referred to in the appeal section. This excludes the first informal meeting with the decision-maker.

9. Support Staff

Pay Structure

The Trust's current policy is to operate the pay structure and grading system determined locally by West Berkshire Council for all support staff appointments.

Pay on Appointment

The Trust will determine the appropriate salary grade for the post with reference to the job evaluation system in operation. The starting point within the grade salary range for all newly appointed employees will be at the minimum point of the scale at which the job is graded. Exceptions may be made:

- Where the candidate is currently in receipt of a higher salary (excluding bonuses or benefits) in their current paid employment and would therefore be disadvantaged if placed on the minimum, in such circumstances, the Trust may consider matching their current salary, providing it does not exceed the grade of the post but is under no obligation to do so.
- For applicants who are currently unemployed, the Trust will consider their last paid employment in the process of setting salary.

Pay Progression

Employees appointed (or re-graded) between 1 April and 30 September will, subject to satisfactory performance, receive their first increment on 1 April of the following year. Employees appointed between 1 October and 31 March will receive their first increment six months after the appointment (or re-grading).

Progression will then be annually on 1 April until the top of the scale is reached. If an employee is appointed at the maximum of the scale, no further increments will be applied unless they are not on a performance management-related contract, in which case increments will continue until the top of the scale is reached.

Additional Payments

- *Acting allowances and honoraria*

An acting allowance is payable to a support staff employee covering a higher-grade post for 100% of the duties for a temporary period. (Paid as a monthly allowance).

An honorarium is payable as recognition for covering less than 100% of the duties of another post outside the scope of the employee's current job description or for a specific piece of project work. (Paid as a monthly allowance or a single retrospective lump sum).

- *Payments*

Acting Up allowances and honoraria will only be made in the following circumstances:

- Covering a vacancy where recruitment to fill the post permanently is underway
- Covering a vacancy pending the completion of a restructuring exercise
- Cover for maternity leave
- Cover for long-term sickness absence
- Taking on additional responsibility for a particular time-limited project.

Payment will start once the post being covered has been vacant for at least one month. Payment will initially be for a maximum period of three months and must be reviewed.

An honorarium payment is a fixed rate of pay, concerning the employee's current rate of pay and the scope of additional duties undertaken.

An employee undertaking the complete duties of a post (acting allowance) is entitled to receive a salary per the grade of the temporarily occupied position.

- *Pay decisions*

The Headteachers of schools within the Trust, having sought advice from the Trust's Chief Executive Officer, will make decisions about pay for all support staff. The pay grade for a support staff post will be determined before advertising and made clear to all.

- *Pay reviews and progression.*

Salary reviews will take place annually when there has been a significant change to an employee's role.

Job descriptions will be reviewed through the performance management process. If there are significant changes in the job's duties, a re-assessment of the salary grade can be undertaken.

An increment will only be withheld where the employee has been informed of deficiencies in performance against the expected standards. This decision will be subject to a right of appeal to a Directors' Panel.

Where a review results in a change in pay grade, the change will be confirmed in writing; this will include the date the change of pay became effective.

10. Any Other Business

Teachers will be paid in accordance with the statutory provisions of the Document (STPCD), as updated from time to time.

The Directors will regularly monitor the outcomes and impact of this policy, and certainly annually, to assess its effect and the school's compliance with appropriate legislation and academy growth.

Referenced Discretionary Pay Structure (Dated: 1 November 2023)

Teaching Staff

Main Pay Range & Supply Rate			
M1	-22	£28,000	£22.14
	-23	£30,000	£23.72
M2	-21	£27,600	£21.82
	-22	£29,800	£23.56
	-23	£31,737	£25.09
M3	-21	£29,664	£23.45
	-22	£31,750	£25.10
	-23	£33,814	£26.73
M4	-21	£31,778	£25.13
	-22	£33,850	£26.76
	-23	£36,051	£28.50
M5	-21	£34,100	£26.96
	-22	£35,990	£28.45
	-23	£38,330	£30.30
M6	-19	£35,971	£28.44
	-21	£36,961	£29.22
	-22	£38,810	£30.68
	-23	£41,333	£32.67

Upper Pay Range & Supply Rate			
U1	-21	£38,690	£30.59
	-22	£40,625	£32.12
	-23	£43,266	£34.20
U2	-21	£40,124	£31.72
	-22	£42,131	£33.31
	-23	£44,870	£35.47
U3	-21	£41,604	£32.89
	-22	£43,685	£34.54
	-23	£46,525	£36.78

Unqualified Pay Range & Supply Rate			
UNQ1	-21	£18,419	£14.56
	-22	£19,340	£15.29
	-23	£20,598	£16.28
UNQ2	-21	£20,532	£16.23
	-22	£21,559	£17.05
	-23	£22,961	£18.15
UNQ3	-21	£22,644	£17.91
	-22	£23,777	£18.80
	-23	£25,323	£20.02
UNQ4	-21	£24,507	£19.38
	-22	£25,733	£20.35
	-23	£27,406	£21.66

UNQ5	-21	£26,622	£21.05
	-22	£27,954	£22.10
	-23	£29,772	£23.54
UNQ6	-21	£28,735	£22.72
	-22	£30,172	£23.86
	-23	£32,134	£25.40

TLR2 Range £3,213 - £7,847		
2G	-21	£2,873
	-22	£3,017
	-23	£3,213
2F	-21	£4,785
	-22	£5,025
	-23	£5,352
2E	-21	£6,697
	-22	£7,032
	-23	£7,489
2	-23	£7,847

TLR1 Range £9,272 - £15,690		
1D	-21	£8,291
	-22	£8,706
	-23	£9,272
1C	-21	£10,203
	-22	£10,714
	-23	£11,410
1B	-21	£12,118
	-22	£12,724
	-23	£13,552
1A	-21	£14,030
	-22	£14,732
	-23	£15,689

SEND Allowances		
-21	£2,270	£4,479
-22	£2,384	£4,703
-23	£2,539	£5,009

Referenced Discretionary Pay Structure (Dated: 1 April 2022)

Non-Teaching (Support) Staff

Bands		Scale Point	£ per annum	£ per hour
AP1	APP	23 & over	£17,190	£8.91
AP2		21-24	£16,129	£8.36
AP3		18-20	£12,657	£6.56
AP4		Under 18	£8,914	£4.62
B		1	£17,842	£9.25
		2	£18,198	£9.43
	C	3	£18,562	£9.62
		4	£18,933	£9.81
D		5	£19,312	£10.01
		6	£19,698	£10.21
		7	£20,092	£10.41
		8	£20,493	£10.62
	E	9	£20,903	£10.83
		10	£21,332	£11.05
		11	£21,748	£11.27
		12	£22,183	£11.50
		13	£22,627	£11.73
		14	£23,080	£11.96
		15	£23,541	£12.20
		16	£24,012	£12.45
		17	£24,491	£12.69
		18	£24,982	£12.95
		19	£25,481	£13.21
		20	£25,991	£13.47
		21	£26,511	£13.74
		22	£27,041	£14.02
		23	£27,741	£14.38
		24	£28,672	£14.86
		25	£29,577	£15.33
		26	£30,451	£15.78
		27	£31,346	£16.25
		28	£32,234	£16.71
		29	£32,910	£17.06
		30	£33,782	£17.51
		31	£34,728	£18.00
		32	£35,745	£18.53
		33	£36,922	£19.14
		34	£37,890	£19.64
		35	£38,890	£20.16
		36	£39,880	£20.67
		37	£40,876	£21.19
		38	£41,881	£21.71
		39	£42,821	£22.20

L		40	£43,857	£22.73
		41	£44,863	£23.25
		42	£45,859	£23.77
		43	£48,226	£24.28
	M		44	£ <u>50,629</u>
45			£52,460	£27.19
46			£54,285	£28.14
47			£56,127	£29.09
48			£56,931	£29.51
49			£59,107	£30.64
50			£61,275	£31.76
51			£63,446	£32.89