



BEACON EDUCATION
AMBITION RESPECT EXCELLENCE

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Pay Policy

Document Title	Pay Policy (whole school)		
Version Number			
Status			
Publication Date	17 April 2024		
Statement Owner/Author	Trust HR Lead		
Related Policies/Procedures			
Review Date	16 April 2025		
Approved/Ratified by	FAR	Date:	7 February 2024
Distribution			

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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.
- 1.2 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 Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this pay policy the aim is to:
- 1.3.1 achieve excellent outcomes for all students;
 - 1.3.2 support the recruitment and retention of a high-quality workforce;
 - 1.3.3 complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively;
 - 1.3.4 complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay;
 - 1.3.5 enable us to recognise and reward staff appropriately for their contribution to the Trust;
 - 1.3.6 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 appraisal process; and

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.

- 1.3.7 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.
- 1.4 Pay decisions at this Trust are made by the Trust Board based on evidence which will be linked to appraisal outcomes and other indicators.
- 1.5 This policy has been implemented following consultation with staff and the recognised trade unions. The Trust Board adopted this policy on [date].

2 Review of policy

This policy is reviewed annually 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.

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SECTION B DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

- 1.1 The Trust 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 Trust 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.

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2 Pay reviews

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

3 Assessment of pay progression

- 3.1 The pay policy sets out how we will recognise and reward performance to support continuous improvement. In this Trust all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.
- 3.2 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 appraisal 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 teacher has met appraisal outcomes, their objectives and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the school.
- 3.5 The evidence we will use may include, but not be limited to appraisals, peer review, tracking pupil progress, lesson observations and the views of pupils and parents. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.
- 3.6 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Head Teacher and will be moderated across the Trust.
- 3.7 Final decisions about whether or not to accept a pay recommendation will be made by the CEO of the Trust, having regard to the appraisal report containing the pay recommendation and the review AND/OR moderation exercise by the Head Teacher
- 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 Head Teacher 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.
- 3.11 The Trust Board will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

4 Main pay range for teachers

- 4.1 The main pay range within this [School/Academy/Trust] is £30,000 - £41,333, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£30,000
2	£31,737
3	£33,814
4	£36,051
5	£38,330
6	£41,333

Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy.
- 4.3 Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Head Teacher they can demonstrate and the governance board is satisfied that there is evidence of:
- 4.3.1 All objectives being met;
- 4.3.2 The quality of the teaching throughout the year being good;

4.3.3 Pupil progress targets being achieved; and

4.3.4 The Teachers' Standards being met in full.

4.4 Additional progression may be considered for those teachers who in the professional judgement of the Head Teacher can demonstrate that they and the governance board 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 exceptional and exceeds expectations;

4.4.3 Progress targets being exceeded in the majority of groups or pupils; and

4.4.4 Successful leadership of a whole school initiative where impact can be evidenced

5 Upper pay range for teachers

5.1 The upper pay range within this Trust is from £43,266 – 46,525 per annum and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:]

Point	Annual FTE salary
1 (upper pay range minimum)	£43,266
2	£44,870
3 (upper pay range maximum)	£46,525

Application to be paid on the upper pay range

5.2 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

5.3 Expressions of intent to progress may be made once a year by no later than 30th September.

5.4 Applications should be made in the form of a letter to your Headteacher requesting consideration to progress to the UPS pay scale.

5.5 Applications should contain evidence from the last two years, and should be made in writing and submitted to the Head Teacher

5.6 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 Trust Board 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 at least 2 years:

5.6.1 All objectives are at least met

5.6.2 Quality of teaching throughout the year is exceptional and consistently exceeds expectations;

5.6.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice;

5.6.4 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school;

5.6.5 Enhanced and demonstrable contribution to raising pupil standards;

5.6.6 A commitment to personal development and CPD focused on improving outcomes for students; and

5.6.7 Highly competent in all areas of the Teachers' Standards.

5.7 The application will initially be assessed by the Head Teacher who will moderate all applications. The Head Teacher will then make recommendations to the CEO and Finance Manager who will make the final decision.

5.8 The assessment will usually be made within 20 working days.

5.9 If successful, applicants will move on to the upper pay range and this will be backdated to start of that academic year.

5.10 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances, the Head Teacher may recommend a higher salary based on:

5.10.1 the nature of the post and the responsibilities it entails;

5.10.2 the level of qualifications, skills and experience of the teacher; or

5.10.3 market forces.

5.11 If unsuccessful, feedback will be provided in writing by Head Teacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

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

5.13 Upper pay range teachers will progress by one point every two years following successful appraisals, until they reach the top of the range, if they can demonstrate and the Trust Board is satisfied that there is evidence from the required period of continuing to meet the criteria at 5.5.

5.14 Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at 5.5 and where all objectives have been exceeded.

6 Pay range for unqualified teachers

6.1 The unqualified teacher pay range within this trust is £20,598 - £32,134 per annum and has 6 pay points in line with the advisory points set out at Annex 4 of STPCD as follows:

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6 (unqualified teacher pay range maximum)	£32,134

Pay progression for unqualified teachers

- 6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
- 6.3.1 All objectives are met;
 - 6.3.2 The quality of the teaching throughout the year is good; and
 - 6.3.3 Pupil progress targets achieved for all groups.
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
- 6.4.1 All objectives are at least met
 - 6.4.2 The quality of teaching throughout the year is considered excellent/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 of teaching skills. Within this Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:
- 7.1.1 be an exemplar of teaching skills;
 - 7.1.2 lead the improvement of teaching skills in the Trust; and
 - 7.1.3 carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.
- 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 appraisal process.
- 7.4 Leading practitioners will progress by one point every two years (following two cycles of successful appraisals) until they reach the top of their individual range for that role, if they can demonstrate and the governance 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:
- 7.4.1 All objectives are met and exceeded;
 - 7.4.2 The quality of teaching throughout the year is exceptional and exceeds expectations;
 - 7.4.3 Evidence of coaching and supporting colleagues to achieve improved student 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 students; 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.

8 Pay ranges for members of the leadership group

- 8.1 Pay ranges for headteachers, deputy headteachers and assistant headteachers 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.

Headteachers

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

Deputy headteachers and assistant headteachers

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

Pay progression for members of the leadership group

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

- 8.8 Leadership group members will progress by one point every two years (following two cycles of successful appraisal) until they reach the top of their individual pay range for that role if they can demonstrate and the governance board 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.
- 8.9 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 8.8 and where all objectives have been exceeded.

9 Teaching and Learning Responsibility (TLR) payments

- 9.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 9.2 Current values are as follows in accordance with the staffing structure:
- TLR1 £9,272-£15,690 per annum; and
- TLR2 £3,214-£7,847 per annum.
- 9.3 In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day, to provide catch-up support on learning lost to the Covid-19 pandemic. The annual value of a TLR3 will be no less than £639 and no greater than £3,169. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above.

10 Special Educational Needs (SEN) allowances

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,539 and £5,009 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

11 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 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 appraisal 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 Chair of the appeals panel who their chosen companion is, in good time before the hearing.

Informal discussion

17.3 As part of the normal salary review process, the Head Teacher will inform the teacher of the pay recommendation, prior to it being considered by the Trust Board. Following this notification of the pay recommendation, if the teacher is dissatisfied, they should first

discuss the decision with the Head Teacher within 5 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] working days of the discussion with the Headteacher at 16.4 above. This formal statement should be addressed to Amanda Giles, Chair of the Finance, Audit and Risk 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 failed to have proper regard for statutory guidance;
- 17.6.4 failed to take proper account of relevant evidence;
- 17.6.5 took account 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 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

- 17.8 The teacher will have the opportunity to make representations to the 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 10 working days.

Stage Two

- 17.10 If a teacher wishes to appeal against the decision made at Stage One, they may do so within 5 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 failed to have proper regard for statutory guidance;
- 17.10.4 failed to take proper account of relevant evidence;
- 17.10.5 took 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 Appeals Committee of the Trust Board 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 5 working days.
The appeal panel's decision is final; there is no further right of appeal.

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SECTION C DETERMINING SUPPORT STAFF PAY

1 Pay reviews

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

2 Salary scales

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

3 Term time only employees

Support staff who work 38 - 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year 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.

The Trust calculates pay for employees who work term time only or term time plus in accordance with the advisory model calculation set out in the Green Book] and the working weeks and number of weeks holiday individuals are entitled to will be set out in their contracts of employment.

4 Job descriptions

4.1 The Head Teacher 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 Head Teacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

5 Basic pay determination on appointment

5.1 The Trust will determine the grade for a vacancy prior to advertising it. On appointment the Head Teacher 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 Trust context and strategic priorities.

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.

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 appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

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 Head Teacher 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. 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 Headteacher 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) however the Green Book replaces STPCD at 16.6.2 and 16.10.2.

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 maintained schools, will be set in accordance with the provisions of the School Teachers Pay and Conditions document (STPCD) and local government pay arrangements.

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

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

- School Teachers Pay and Conditions (STPCD);
- Academy Trust Handbook and any relevant Education and Skills Funding Agency guidance; and
- 'Green and Burgundy Books'.

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

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

In determining starting salaries or increases 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);

- Level of geographic challenge to the Trust;
- External pay reports and evaluation;
- Any relevant contractual changes to protect the Trust - extending notice periods, restrictive covenants etc; and
- Media/ESFA and parental scrutiny.

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