



PAY POLICY
Presented to
Trustees – Resources Committee
4 December 2024

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Footnote:

- Headteacher also means Head of College and Principal
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FOR THE GUIDANCE OF THE MULTI ACADEMY TRUST BOARD (MAT)

Definitions:

- Headteacher also means Head of College and Principal and refers to the Headteacher of any school in the MAT
- School also means College, Academy or Academies
- Pay Body means Trust Board
- Where Headteacher is mentioned this should also refer to the Deputy Headteacher of the school where responsibility can reasonably be delegated

1. INTRODUCTION

September Pay Award

- 1.1 The minimum and maximum of the pay ranges and allowances for the September pay award are set out in the latest School Teachers' Pay and Conditions (STPC) Document.
- 1.2. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPC Document, and for the pay arrangements agreed for all support staff which will:
- 1.3 Grade posts appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the Pay Body.
- 1.4 Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- 1.5 Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible, by 31 October at the latest; 31 December for the Headteacher and personnel working for MAT Central Services.
- 1.6 Where a pay determination leads or may lead to the start of a period of salary safeguarding, the Pay Body will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- 1.7 Ensure that discretion available under the STPC Document is exercised in a fair and equitable manner.
- 1.8 Give recognition to assigned Teaching and Learning Responsibilities, whether for a permanent post, an acting period, or a temporary project.
- 1.9 Comply with the salary safeguarding arrangements in the current STPC Document.

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- 1.10 Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.11 This policy statement will be available to employees of the Pay Body.

2. DELEGATION OF DECISION MAKING

Headteacher

- 2.1 The Pay Body will delegate the day to day management of the policy to the Headteacher, in consultation with the Chief Executive Officer (CEO). Each Headteacher will discuss with the CEO those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPC Document and the pay provisions for support staff.
- 2.2 The CEO will ensure that the Chair of the Pay Body is informed of any important matters associated with 2.1.
- 2.3 The Headteacher shall make annual recommendations on the salary of all staff to the CEO and appropriate committee of the Pay Body. This will include sufficient information for the Pay Body to assess their position with regard to the Gender Pay Gap Reporting requirements and Public Sector Equality Duty. These will not be implemented until agreed by the CEO.
- 2.4 The Pay Body requires that the Headteacher has regard to the budget approved by the Trust Board and the requirements of employment legislation in particular the following, and shall seek advice as and when required;
- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
 - The Employment Rights Act 1996
 - The Employment Relations Act 1999
 - The Employment Act 2002
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

An appropriate committee structure

- 2.5 The Pay Body will appoint a committee of Trustees, hereafter referred to as the "Remuneration Committee" who will be responsible for making decisions arising out of this policy. The number of Trustees on the committee shall normally be 5, of which at least 3 Trustees shall sit in rotation. No Trustee who is employed by the Pay Body may be a member of the Remuneration Committee.

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- 2.6 The Pay Body will appoint a committee of Trustees, hereafter referred to as the “Remuneration Appeal Committee” to hear any appeals. The number of Trustees on the committee shall normally be 5, of which at least 3 Trustees shall sit in rotation. These Trustees must be different Trustees to those that sit on the Remuneration Committee and cannot be employed by the Pay Body.
- 2.7 The Clerk to the Pay Body will be responsible for arranging meetings of the above committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and 5 working days’ notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Appendix A and B.

Review of recommendations to, or decisions of, the Remuneration Committee

- 2.8 Prior to submitting a salary recommendation to the Remuneration Committee, the CEO or Headteacher (or Chair of the Remuneration Committee in the case of the CEO) will inform the employee of their recommendation to the Remuneration Committee, and the date this Committee will be considering their recommendation.
- 2.9 If an employee is not satisfied with a pay recommendation they will have the opportunity to discuss the recommendation informally with the appraiser or Headteacher before the recommendation is passed to the Remuneration Committee.
- 2.10 If the employee does not agree with the recommendation they are entitled to attend a meeting with the Remuneration Committee. This can be requested by contacting the Clerk to the Pay Body. The employee must, however, provide a written statement in advance of this meeting.

This statement must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary;
- in the case of a teacher, failed to have proper regard for the STPC Document statutory/contractual guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

The employee will have at least 5 working days’ notice between the date they are informed of the recommendation and the date of the meeting of the Remuneration Committee to provide this written statement. The statement should be submitted to the Clerk of the Pay Body who will provide a copy to

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the Remuneration Committee and the CEO (or the Chair of the CEO's Appraisal Review Committee, in the case of the CEO) prior to the meeting.

- 2.11 At the meeting the employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions.
- 2.12 The decision of the Remuneration Committee will be provided to the employee in writing along with details of how to appeal (see below).
- 2.13 The procedure to be followed for the review meeting is attached at Appendix A.

Appeals against Salary Decisions

- 2.14 The employee may appeal against the decision of the Remuneration Committee. Any appeal must be made in writing to the Clerk to the Pay Body within 5 working days of the receipt of the Remuneration Committee's decision. The appeal should outline the grounds for appeal in line with 2.10 above.
- 2.15 The decision of the Remuneration Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.
- 2.16 The procedure to be followed for the appeal is attached at Appendix B of this policy.

Threshold Application

- 2.17 An application must be made by the first Monday in October and be submitted to the Headteacher or delegated person.

A successful applicant will progress to the lowest point on the Upper Pay Range determined by the Headteacher, backdated to the 1 September of that year.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant teacher standards, and
- that their achievements and contributions are substantial and sustained.
- See Appendix C for the Pay Body's definition of "highly competent" and "substantial and sustained".

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- 2.18 The Headteacher, or their representative, shall inform the teacher of the recommendation they will be making to the Remuneration Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher, or their representative, shall provide oral feedback on the relevant criteria indicated or, in the case of unsuccessful application, in writing. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 2.8 to 2.15.
- 2.19 Upper Pay Range decisions will only apply to posts under the employment of this Pay Body.

Statement of Salary

- 2.20 Salary assessment forms will be issued to confirm salary determinations.

The Chair of the Pay Body

- 2.21 The Chair of the Pay Body will be available to the CEO for consultation should they be required. For this reason the Chair of Pay Body may not be a member of the Remuneration Committee or Remuneration Appeal Committee.

The Remuneration Committee for the Headteacher's Performance Review

- 2.22 The Pay Body will delegate to the CEO to carry out the appraisal review for the Headteachers of the MAT. The CEO may be supported by an external adviser appointed by the Pay Body. There may be consultation between the CEO and Local Governing Committees at each school when setting targets for their Headteachers. The agreed performance objectives and indicators/measures may be referred for moderation to the Pay Body.
- 2.23 It is the stated wish of the Pay Body that the members of the Remuneration Committee should be appropriately trained.

The Remuneration Committee for the CEO's Performance Review

- 2.24 The Pay Body will delegate 3 Trustees, none of them shall be employees of the Pay Body, to carry out the appraisal review of the CEO. The delegated Trustees may be supported by an external advisor appointed by the Pay Body and/or a representative from the Local Governing Committee. The agreed performance objectives and indicators/measures may be referred for moderation to the Pay Body.
- 2.25 It is the stated wish of the Pay Body that the delegated Trustees should be appropriately trained.
- 2.26 The CEO will carry out the appraisal review of the MAT Executive Team (Chief Financial Officer (CFO) and Executive Principles of the relevant Primary and Secondary Phases), however it will be the responsibility of the Remuneration Committee to set the pay range and pay point of the MAT Executive Team with reference to recommendations made by the CEO.

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3. EXERCISE OF DISCRETION UNDER THE STPC DOCUMENT

Starting salary of new classroom teacher appointments

- 3.1 When advertising a teaching post the Pay Body or CEO will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers currently employed by the Pay Body.
- 3.2 Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.3 The Headteacher will confirm salary decisions, and the rationale behind them, to the CEO.

Calculation of Part Time Teachers' salaries

- 3.4 The Pay Body will ensure that all part time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPC Document and the "pro rata principle", except where a part time teacher is awarded a TLR3. The school will confirm the member of staff's salary in writing.
- 3.5 The Pay Body will ensure that the total amount of time for which a part time teacher may be directed is calculated in accordance with the STPC Document and the "pro rata principle".
- 3.6 All part time teachers will be advised of the way in which their salary and directed time are calculated.

Recruitment/Retention Incentives

- 3.7 The Pay Body may have a policy regarding any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPC Document.
- 3.8 The policy adopted by the Pay Body will be made known to employees and set out as Appendix D to this policy.

Staffing Structure

- 3.9 The Headteacher will recommend to the CEO a staffing structure for the school that:
 - takes account of any financial limits determined by the Pay Body or delegated committees;
 - identifies the posts to which allowances will be allocated for permanent Teaching and Learning Responsibilities (TLR), in accordance with the requirements of the STPC Document;

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- will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body.
- identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPC Document, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPC Document;
- identifies posts to be paid on the Leadership Group pay range together with the salary ranges assigned to each post;
- identifies any post to which a salary from the Special Educational Needs range of salaries will be allocated together with the level of each allowance to be paid;
- identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post.

The pay ranges approved by the Pay Body shall be published with this pay policy.

- 3.10 If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

Special Educational Needs

- 3.11 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPC Document, paragraph 21.
- 3.12 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

4. Pay progression for teachers paid on the main pay range, upper pay range or unqualified teachers' pay range

- 4.1 Pay progression will normally be awarded to teachers on the unqualified and main pay ranges, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression.
- 4.2 The Remuneration Committee will receive the pay recommendations from the CEO by the 31 November at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year. See Appendix C for upper pay range progression.

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- 4.3 In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to 2 years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.
- 4.4 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure that a review has been conducted. If a review cannot be conducted until the teacher returns to school the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

5. LEADING PRACTITIONER POSTS

- 5.1 It is not the intention of the Pay Body to create a Leading Practitioner post at this time, however the Pay Body will review its position annually.

6. THE LEADERSHIP GROUP

Deputy and Assistant Headteachers

- 6.1 The Pay Body, following consideration of the relevant criteria set out in the STPC Document, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. This should be determined with reference to the school's Headteacher Pay range (see 7 below).
- 6.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher the selection panel of the Pay Body shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

Pay progression for Deputy and Assistant Headteachers

- 6.3 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination.
- 6.4 The Remuneration Committee will receive the pay recommendations from the Headteacher, via the CEO, by 31 November at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- 6.5 Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPC Document. Only in exceptional circumstances may the Deputy or Assistant Headteacher's range overlap the Headteacher's pay range.

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7. DETERMINATION OF LEADERSHIP GROUP SALARIES

Group of the school; Headteacher Pay Range (HTPR) and pay ranges for other members of the Leadership Group

- 7.1 On an annual basis, the Pay Body will recalculate the group size of the school to ensure that the unit total of the school is still correct.
- 7.2 The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Remuneration Committee to consider assigning the school to a new HTG.
- 7.3 If the Pay Body changes the group of the school, having recalculated the unit total, the Pay Body will identify a new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.4 The HTPR of the school shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the school.
- 7.5 The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.
- 7.6 If the Pay Body agrees to the Headteacher also being made the Headteacher of another school permanently, the Headteacher's salary will be determined with regard to the STPC Document (paragraph 6.6).
- 7.7 Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

Annual Review of Headteacher's Salary

- 7.8 At the beginning of each academic year the Pay Body (in consultation with the CEO) may decide whether or not to increase the salary of the Headteacher. The Pay Body may decide on how this pay progression will be determined. The CEO will agree with the Headteacher or (in the absence of an agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect the priorities identified in the school's development plan.
- 7.9 The salary progression decision must be informed by a written recommendation included in the Headteacher's annual appraisal report. The Pay Body should consider this recommendation when deciding on any salary increase.

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- 7.10 If a previous document set a pay range where the maximum salary is higher than what is allowed under the current guidelines, the Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines
- 7.11 An external adviser may be appointed by the Trust to support the CEO in carrying out the annual review of the Headteacher. The review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 7.12 Prior to submitting the recommendation to the Remuneration Committee, the CEO will advise the Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.18 to 2.15.
- 7.13 In the Autumn Term of each year the Remuneration Committee will receive a written recommendation from the CEO (having consulted the Chair of Pay Body, if they are not a Remuneration Trustee) regarding the salary of the Headteacher.
- 7.14 The CEO's recommendation will give reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPC Document, paragraph 10. Any recommendation for progression within the HTPR will identify the recommended number of points proposed.
- 7.15 The Remuneration Committee will consider the recommendation, together with any representations from the Headteacher, and inform the Headteacher in writing, by 31 December, to be backdated to 1 September.
- 7.16 The Headteacher will have the right of appeal against the decision of the Remuneration Committee in accordance with the procedure set out in paragraph 2.10 of this policy.

Determination of Discretionary Payments to Headteachers

- 7.17 The Pay Body may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPC Document.
- 7.18 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.17 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.
- 7.19 If it is considered necessary to exercise the provision set out in 7.17 above the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPC Document before agreeing to such a decision.

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Acting Up Allowances

- 7.20 If, during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within 4 weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.21 below. If no allowance is paid the Pay Body may reconsider the position at any time.
- 7.21 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a Teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

8. ADDITIONAL PAYMENTS FOR TEACHING STAFF

- 8.1 In exceptional circumstances additional payments for teaching staff may be considered at the discretion of the Headteacher. For example:
- Teaching booster lessons or delivering Summer School activities during non-term time.

9. UNQUALIFIED TEACHERS

- 9.1 The Pay Body may employ unqualified teachers/instructors in the school. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPC Document.
- 9.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the CEO, and will take account of the qualifications and experience considered to be relevant to the post.
- 9.3 In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the CEO, may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement, or who the Headteacher, via the CEO, and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.
- 9.4 The Headteacher will report, via the CEO, any award of such an allowance to the Remuneration Committee of the Pay Body.
- 9.5 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

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10. SALARIES OF SUPPORT STAFF

- 10.1 On appointing a member of the support staff the job description determined for the post will be evaluated in accordance with the adopted scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body.
- 10.2 The Headteacher, via the CEO, in consultation with the Chair of the Pay Body, will determine the appropriate point on the evaluated range having regard to:
- i) relevant qualifications and/or competencies; and
 - ii) recruitment/retention needs of the school in respect of the post

The decision of the Headteacher will be reported to the Remuneration Committee, via the CEO

- 10.3 If at any time the Headteacher, via the CEO, in consultation with the Chair of the Pay Body, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Pay Body's policy. The new salary level will be reported to the Remuneration Committee at its next meeting.
- 10.4 The Headteacher will make any recommendation to the CEO in respect of the salary of any member of the support staff to take effect annually on 1 September. Where the Headteacher considers it appropriate, they will make a recommendation to the CEO that a named support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision or as a 1/12 increase in monthly salary over the next year.
- 10.5 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. In the event that a member of the support staff decides to appeal against a decision of the Remuneration Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Remuneration Appeal Committee referred to in paragraph 2.6 above.

11. APPRENTICES

- 11.1 Apprentices will not be paid in line with support staff paycales, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and year of their apprenticeship.

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12. SALARY SACRIFICE SCHEME

- 12.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPC Document and made available by the Pay Body from which teachers or support staff employed in the school benefit where there is no additional cost to the Pay Body's budget.

13. REVIEW OF THE POLICY

- 13.1 The Pay Body will review this policy annually or on any occasion when it is requested to do so by the CEO.
- 13.2 The Pay Body will consult with the employees and the recognised trade unions at the time of the annual or any other review of the policy, where changes are made that affect the application of the policy.
- 13.3 However, where amendments to the policy are made that do not affect the application of the policy, these changes will not be consulted on. The revised document will be circulated to staff.

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APPENDIX A

PROCEDURE FOR A REVIEW OF A SALARY DETERMINATION BY THE REMUNERATION COMMITTEE OF THE PAY BODY

This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay').

1. Case for the employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The members of the Remuneration Committee may ask questions of the employee.

2. The Chair of the Remuneration Committee

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Remuneration Committee has asked the CEO/Headteacher (or a Trustee as referred to in Notes 2 below) to be present at the hearing the CEO/Headteacher (or Trustee) may be asked questions by the members of the Remuneration Committee, and the employee or representative.

3. Summing up and withdrawal

- a) The employee, or representative, has the opportunity to sum up their case if they so wish.
- b) All persons other than the members of the Remuneration Committee and the adviser (See Notes 4 below), are then required to withdraw.

4. Remuneration Committee decision

- a) The Remuneration Committee and the person who is advising, (other than the CEO, Headteacher or a Trustee) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Remuneration Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

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Notes:

1. For the purposes of the review, the Remuneration Committee and the employee will have the following documents;
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee. The grounds for the appeal must comply with paragraph 2.10 of the pay policy.
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Remuneration Committee may ask the CEO or Headteacher (or in accordance with Note 3 below, a Trustee) to be present. In that event the CEO, Headteacher (or Trustee) may also be asked questions by the members of the Remuneration Committee and by the employee or their representative. The CEO, Headteacher (or Trustee) may not be involved in the decision of the Remuneration Committee.
3. Where the CEO/Headteacher has asked for the review, the Remuneration Committee may ask the Chair of the Pay Body or a representative of the Trustees to be present, referred to in 2.21.
4. The Remuneration Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Footnote:

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APPENDIX B

PROCEDURE FOR AN APPEAL AGAINST A SALARY DECISION OF THE REMUNERATION COMMITTEE TO THE REMUNERATION APPEAL COMMITTEE OF THE PAY BODY

This procedure complies with the guidance of the Secretary of State ('Implementing your School's Approach to Pay').

1. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Remuneration Committee and then members of the Remuneration Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Remuneration Committee and then by the Remuneration Appeal Committee.

2. The response of the Remuneration Committee

The representative of the Remuneration Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Remuneration Committee previously provided to the employee. The employee or representative and then members of the Remuneration Appeal Committee may ask questions of the representative of the Remuneration Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Remuneration Appeal Committee.

3. Summing Up and Withdrawal

- a) The representative of the Remuneration Committee has the opportunity to sum up if they so wish.
- b) The employee, or representative, has the opportunity to sum up their case if they so wish.
- c) All persons other than the Remuneration Appeal Committee and its adviser (see Notes 4 below) are then required to withdraw.

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4. Remuneration Appeal Committee Decision

- a) The Remuneration Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Remuneration Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Remuneration Appeal Committee will have the following documents;
 - The written statement of reasons for the Remuneration Committee decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 2.10 of the Pay Policy).
 - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Remuneration Committee representative may call the CEO and/or Headteacher (or in accordance with Notes 3 below, a Trustee) as a witness for the Remuneration Committee. In that event the CEO, Headteacher (or Trustee) may be questioned as a witness.
3. Where the CEO and/or Headteacher has asked for the review, the representative of the Remuneration Committee may call the Chair of Trust Board and/or one of the Trustees as a witness, referred to in 2.21.
4. The Remuneration Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

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APPENDIX C

TEACHERS UPPER PAY RANGE

Any qualified teacher who has progressed towards the maximum of the main classroom teachers' scale may apply to the Headteacher to be paid on the Upper Pay Scale (see Appendix E). An application may only be made once in an academic year and must be made in writing by the first Monday in October. The school will not be bound by pay decisions made by other schools.

A successful applicant will have demonstrated:

- that as a teacher they are highly competent in all elements of the relevant standards; and
- that as a teacher, their students' achievement is good/outstanding;
- that as a teacher, their lesson observations confirm that teaching is effective;
- that their achievements and contributions to the school are substantial and sustained;
- that they meet the requirements of the relevant job description (see Appendix F and G).

For the purpose of this pay policy:

- Highly competent means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.
- Substantial means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning and achievement.
- Sustained means maintained continuously over a period of 3 years of service.

The application shall be in the form of the annual appraisal document (and 2 previous appraisal reports which meet the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 3 year period. This will include evidence to support:

- reviews for the past 2 years
- good/outstanding student achievement
- recent lesson observation assessments
- summary sheet detailing wider professional effectiveness.

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All applications will be assessed robustly, transparently and equitably by the Deputy Headteacher and a decision will be made and communicated by the end of November. Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria.

A successful applicant will progress to the minimum point of the Upper Pay Scale where it is expected that the level of performance assessed will be at least sustained. Further progression on the Upper Pay Scale will be dependent on additional evidence that the applicant has developed further and taken on further responsibilities across the school.

PROGRESSION ON THE UPPER PAY SCALE FOR CLASSROOM TEACHERS

Teachers on the Upper Pay Scale will have their performance reviewed annually in accordance with paragraph 4 of the Pay Policy. Staff will remain on each UPS point for 2 years before being eligible for salary progression. To move up the Pay Scale one point at a time teachers will need to have shown they are competent in all elements of the Teachers Standards and teaching should be judged as being effective in their annual review.

The following criteria will be taken into account in making a judgement:

1. Impact on student progress
2. Outcome of lesson observations
3. Appraisal targets and how successfully these have been met
4. Competency in all elements of the Teachers Standards
5. Contributions to whole school development
6. Wider outcomes for students and colleagues
7. Commitment to own or other professional development

Taking into account all of the criteria and any external factors, a best fit judgement will be made and a recommendation will be made by the appraiser using the following criteria:

- 1) Met
- 2) Not met (in which case support to achieve future targets will be put in place).

To progress beyond U2 of the Upper Pay Scale teachers must demonstrate exceptional performance; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching and outstanding student progress as well as demonstrating they are competent in all elements of the teachers' standards.

Teachers' annual reviews will contain pay recommendations in line with the above criteria. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Body, having regard to the appraisal report and taking into account advice from the Senior Leadership Team. The Pay Body will consider its approach in the light of the school's budget and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

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APPENDIX D

ALL STAFF: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This appendix identifies the circumstances under which the school will pay allowances and/or benefits for the purposes of recruiting and retaining teachers. Recruitment or retention allowances will be considered as a method of attracting or retaining outstanding teachers and support staff where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Headteacher.

Prior to awarding the Headteacher will consider:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance.
3. The amount of the allowance and its percentage of substantive salary which will not exceed (10%).

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to (the Remuneration Committee) at the next meeting.

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APPENDIX E

Trust Pay Scale 2024/25

Main Pay Scale

M1	31,650
M2	33,483
M3	35,674
M4	38,034
M5	40,439
M6	43,180
M6 max	*43,607
*The higher pay range at M6 applies to employees protected under TUPE regulations, ie they have transferred into the Four Cs MAT from a school that operated M6 max of the STPC Document.	

Upper Pay Scale

U1	45,646
U2	47,338
U3	49,084

Unqualified Teacher Pay Scale

UQT1	21,731
UQT2	24,224
UQT3	26,716
UQT4	28,914
UQT5	31,410
UQT6	33,902

SEN Allowances

SEN Minimum	2,679
SEN Maximum	5,285

TLR

TLR1A	14,298
TLR1B	12,039
TLR1C	9,782
TLR2A	8,279
TLR2B	7,585
TLR2C	5,647
TLR2D	3,391
TLR3	675

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Leadership Pay Scale

L1	49,781
L2	51,027
L3	52,301
L4	53,602
L5	54,939
L6	56,316
L7	57,831
L8	59,167
L9	60,644
L10	62,202
L11	63,815
L12	65,286
L13	66,919
L14	68,586
L15	70,293
L16	72,162
L17	73,819
L18	75,675
L19	77,552
L20	79,475
L21	81,441
L22	83,464
L23	85,529
L24	87,651
L25	89,830
L26	92,052
L27	94,332
L28	96,673
L29	99,067
L30	101,533
L31	104,040
L32	106,626
L33	109,275
L34	111,976
L35	114,759
L36	117,601
L37	120,524
L38	123,506
L39	126,517
L40	129,673
L41	132,913
L42	136,243
L43	138,265

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APPENDIX F

MAIN PAY RANGE TEACHER JOB DESCRIPTION

The Four Cs MAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

As a Main Pay Range teacher you are required to be competent in all elements of the Teacher Standards, to discharge the Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document and to act in accordance with the Trust and school ethos, policies and practices, under the direction of the Headteacher:

1.0 Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- 1.3 Set and mark work to be carried out by the student in school and elsewhere.
- 1.4 Participate in arrangements for preparing students for external examinations.

2.0 Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. You will only rarely be required to provide such cover in circumstances that are not foreseeable.

3.0 Health, safety and discipline

- 3.1 Promote the safety and well-being of students in accordance with the school's Child Protection/Safeguarding and other relevant policies.
- 3.2 Maintain good order and discipline among students in accordance with the school's behaviour policy.

4.0 Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.

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4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.

4.3 Deploy resources delegated to you in accordance with the school's policies.

5.0 Professional development

5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.

5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6.0 Communication

6.1 Communicate with students, parents and carers in accordance with the school's ethos, policies and practice.

7.0 Working with colleagues and other relevant professionals

7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.

7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

8.0 Fulfil wider professional responsibilities

8.1 Make a positive contribution to the wider life and ethos of the school;

Specific details of the accountabilities (eg the allocated curriculum and/or student development accountability under paragraph 2.2 above) should be recorded and reviewed annually by the appraiser.

This job description and related documents provide the standards and framework for objectives for a Main Pay Range Teacher which will be set under the school's Appraisal Policy before, or as soon as practicable after, the start of each appraisal period. The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school's plans for improving the school's educational provision and performance and improving the educational opportunities of students at that school.

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APPENDIX G

UPPER PAY RANGE TEACHER JOB DESCRIPTION

The Four Cs MAT is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

Paragraphs 1 to 8 below are a Main Pay Range Teachers Responsibilities as set out in the Contractual Framework for Teachers of the School Teachers Pay and Conditions Document. Main Pay Range teachers are required to act in accordance with the Trust/school's ethos, policies and practices, under the direction of the Headteacher.

In addition to the duties and responsibilities of a Main Pay Range Teacher you are, as an Upper Pay range teacher, required to be highly competent in all elements of the Teacher Standards, to ensure that your achievements and contribution to the school are substantial and sustained.

1.0 Teaching

- 1.1 Plan and teach lessons and sequences of lessons to the class(es) you are assigned to teach within the context of the school's plans, curriculum and schemes of work in order to achieve target levels of student attainment, progress and outcomes.
- 1.2 Assess, monitor, record and report on the learning needs, progress and achievements of assigned students.
- 1.3 Set and mark work to be carried out by the student in the school and elsewhere.
- 1.4 Participate in arrangements for preparing students for external examinations.

2.0 Whole school organisation, strategy and development

- 2.1 Contribute to the development, implementation and evaluation of the school's policies, practices and procedures in such a way as to support the school's values and vision.
- 2.2 Work with others on curriculum and/or student development to secure co-ordinated outcomes.
- 2.3 Supervise and so far as practicable teach any students where the person timetabled to take the class is not available to do so. You will only rarely be required to provide such cover in circumstances that are not foreseeable.

3.0 Health, safety and discipline

- 3.1 Promote the safety and well-being of students in accordance with the school's Child Protection and other relevant policies.
- 3.2 Maintain good order and discipline among students in accordance with the school behaviour policy.

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4.0 Management of staff and resources

- 4.1 Direct and supervise support staff assigned to you and, where appropriate, other teachers.
- 4.2 Contribute to the recruitment, selection, appointment and professional development of other teachers and support staff.
- 4.3 Deploy resources delegated to you in accordance with school policies.

5.0 Professional development

- 5.1 Participate in arrangements for the appraisal and review of your own performance and, where appropriate, that of other teachers and support staff.
- 5.2 Participate in arrangements for your own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

6.0 Communication

- 6.1 Communicate with students, parents and carers in accordance with the school ethos, policies and practice.

7.0 Working with colleagues and other relevant professionals

- 7.1 Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- 7.2 Participating in administrative and organisational tasks, including the direction or supervision of persons providing support for the teachers in the school, which require the exercise of your professional skills and judgement.

8.0 Fulfil wider professional responsibilities

- 8.1 Make a positive contribution to the wider life and ethos of the school;

9.0 Upper Pay Range Accountabilities

- 9.1 Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
- 9.2 Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
- 9.3 Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas you teach, including those related to public examinations and qualifications.
- 9.4 Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.

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- 9.5 Have a more developed knowledge and understanding of your subjects/curriculum areas, and related pedagogy including how learning progresses within them, than a Main Pay Range teacher.
- 9.6 Have sufficient depth of knowledge and experience to be able to give advice to colleagues on the development and well-being of children and young people.
- 9.7 Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 9.8 Provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice in order to help them meet the relevant standards and develop their teaching practice.

10.0 Additional Accountabilities for the Maximum of the Upper Pay Range

In addition to the requirements of a Main Pay Range teacher and an Upper Pay Range teacher, teachers paid at the maximum of the Upper Pay Range are required to ensure that they:

- 10.1 Play a critical role in the life of the school.
- 10.2 Provide a role model for teaching and learning.
- 10.3 Make a distinctive contribution to the raising of student standards.
- 10.4 Contribute effectively to the work of the wider team.
- 10.5 Take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning.

Specific details of the accountabilities (eg which workplace policies under paragraph 9.1 above that the post holder will contribute to implementing and promoting) should be recorded and reviewed annually by the appraiser.

This job description and related documents provide the standards and framework for objectives for an Upper Pay Range teacher which will be set under the school Appraisal Policy before, or as soon as practicable after, the start of each appraisal period.

The objectives set will be Specific, Measurable, Achievable, Realistic and Time-bound and will be appropriate to the teacher's role and level of experience. The appraiser and appraisee will seek to agree the objectives but, if that is not possible, the appraiser will determine the objectives. Objectives may be revised if circumstances change. The objectives set for each teacher will, if achieved, contribute to the school plans for improving the school educational provision and performance and improving the educational opportunities of students at that school.

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