



The Robert Carre Trust Pay Policy

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SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 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 Staff 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 performance development policy which ensures employees have the skills and support to do their job effectively;
 - 1.3.4 complement the delivery of the statutory performance development 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 performance development process; and
 - 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 Trustees based on evidence which will be linked to performance development outcomes and other indicators.
- 1.5 This policy has been agreed following consultation with staff.

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.

2 Monitoring the impact of the policy

Trustees will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the Trust's continued compliance with equalities legislation.

3 Review of policy

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

Approved by Trustees on 27 November 2023

Next Review Date: September 2024 (annually)

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

2 Pay reviews

- 2.1 The 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 development. The arrangements for teacher performance development are set out in our Performance Development Policy.
- 3.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six

weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with paragraph 2 above, except that the outcome will be that they are not eligible for progression due to their length of service.

- 3.3 Decisions regarding pay progression will be made with reference to the performance development 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 performance development outcomes, their objectives and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the school/trust.
- 3.5 The evidence we will use may include, but not be limited to performance development, peer review, tracking student progress, lesson visits, the views of students 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 students.
- 3.6 Teachers' performance development reports will contain pay recommendations. These recommendations will be reviewed by the Executive Headteacher 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 Pay Committee of the Trust Board, having regard to the performance development report containing the pay recommendation and the review / moderation exercise undertaken by the Executive Headteacher.
- 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 Executive Headteacher 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 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 performance development 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 Executive Headteacher they can demonstrate and the Trustees are 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 The Teachers' Standards being met in full.
 - 4.3.4 Student progress targets being achieved may also be used;
- 4.4 Additional progression may be considered for those teachers who in the professional judgement of the Executive Headteacher can demonstrate that they and the Trustees are 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 Successful leadership of a whole school initiative where impact can be evidenced.;
 - 4.4.4 Progress targets being exceeded in the majority of groups or students may also be used

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 Applications may be made once a year by no later than 31 October.
- 5.4 Applications should contain evidence from the last 2 years, and should be made in writing using the standard form available on the school network and be submitted to the Executive Headteacher.
- 5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

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

- 5.5.1 All objectives are met and exceeded;
- 5.5.2 Quality of teaching throughout the year is exceptional and consistently exceeds expectations;
- 5.5.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice;
- 5.5.4 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school;
- 5.5.5 Enhanced and demonstrable contribution to raising student standards;
- 5.5.6 A commitment to personal development and CPD focused on improving outcomes for students; and

- 5.5.7 Highly competent in all areas of the Teachers' Standards.
- 5.6 The application will initially be assessed by the Executive Headteacher who will moderate all applications. The Executive Headteacher will then make recommendations to the Pay Committee who will make the final decision.
- 5.7 The assessment will usually be made by 30 November.
- 5.8 If successful, applicants will move on to the upper pay range and pay will be backdated to the start of that academic year.
- 5.9 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances, the Executive Headteacher may recommend a higher salary based on:
- 5.9.1 the nature of the post and the responsibilities it entails;
- 5.9.2 the level of qualifications, skills and experience of the teacher; or
- 5.9.3 market forces.
- 5.10 If unsuccessful, feedback will be provided in writing by the Executive Headteacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

- 5.11 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once a year and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the performance development process.
- 5.12 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and Trustees are satisfied that there is evidence from the required period of continuing to meet the criteria at 5.5.
- 5.13 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 performance development process.
- 6.3 Judgements of performance will be made in relation to performance development 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;
 - 6.3.3 Student progress targets achieved for all groups, may also be used.
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
- 6.4.1 All objectives are met and exceeded;
 - 6.4.2 The quality of teaching throughout the year is considered exceptional and exceeds expectations;
 - 6.4.3 Progress targets exceeded in the majority of groups or students may also be used.

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 headteacher, including those responsibilities delegated by the headteacher.
- 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 every two years and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the performance development process.
- 7.4 Leading practitioners will progress by one point every two years until they reach the top of their range, if they can demonstrate and the Trustees are 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 the Executive Headteacher, Headteacher, Deputy Headteacher 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 consider all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

Executive Headteacher/Headteacher

- 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 considered 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 Pay Committee of the Trust Board, there must be wholly exceptional circumstances and that committee must make a business case to the Trust Board who will seek external independent advice.

Deputy Headteachers, Assistant Headteachers and Director of Finance and Resources

- 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/trust. 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.
- 8.7 The Director of Finance and Resources is classed as a leadership post but the Trust will determine a pay range for this post in accordance with the NJC scales and conditions of employment.

Pay progression for members of the leadership group

- 8.8 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the performance development process.
- 8.9 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Trustees are satisfied that there is evidence of sustained high quality of performance in school leadership and management and student progress, clearly linked to school improvement priorities and outcomes. The group size for this Trust is 7 and for each school it is 6.
- 8.10 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 8.8 and where all objectives have been exceeded.

9 Teaching and Learning Responsibility (TLR) payments

9.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher 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.

Robert Carre Trust Teaching and Learning Responsibility (TLR) rates

TLR point	TLR annual value
TLR 1a	£ 9,272
TLR 1b	£11,406
TLR 1c	£13,545
TLR 1d	£15,690
TLR 2a	£3,213
TLR 2b	£5,348
TLR 2c	£7,486
TLR 2c (Upper)	£7,847

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 ECTs 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 performance development 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 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school

17.1 The Trust may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the school. This may include:

- Acting as a professional mentor
- Giving feedback to student teachers
- Formally assessing student competence • Supervision and observation of teaching practice
- Tutorials or seminars

17.2 Payment for these activities, where agreed in advance, will be calculated based on the teacher's normal hourly rate.

17.3 The Trust will not award additional payments in respect of School Centred ITT (SCITT) where the school takes the lead in providing ITT courses including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

18 Appeals

18.1 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.

18.2 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/clerk to trustees who their chosen companion is, in good time before the hearing.

Informal discussion

- 18.3 As part of the normal salary review process, the Executive Headteacher will inform the teacher of the pay recommendation, prior to it being considered by the Pay Committee. Following this notification of the pay recommendation, if the teacher is dissatisfied, they should first discuss the decision with the Executive Headteacher within 5 working days of receipt of the notification.
- 18.4 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

- 18.5 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.
- 18.6 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 18.4 above. This formal statement should be addressed to the Pay Committee/Appeals Panel of the Trust Board, stating the grounds of their disagreement with the pay decision. The possible grounds for making representations are:
 - 18.6.1 incorrectly applied the Trust's Pay Policy;
 - 18.6.2 incorrectly applied any provision of the STPCD;
 - 18.6.3 failed to have proper regard for statutory guidance;
 - 18.6.4 failed to take proper account of relevant evidence;
 - 18.6.5 took account of irrelevant or inaccurate evidence;
 - 18.6.6 was biased; or
 - 18.6.7 unlawfully discriminated against the teacher.
- 18.7 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.
- 18.8 The teacher will have the opportunity to make representations to the Pay Committee/Appeals 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.

- 18.9 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 5 days.

Stage Two

- 18.10 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:

18.10.1 Incorrectly applied the Trust's Pay Policy;

18.10.2 incorrectly applied any provision of the STPCD;

18.10.3 failed to have proper regard for statutory guidance;

18.10.4 failed to take proper account of relevant evidence;

18.10.5 took account of irrelevant or inaccurate evidence;

18.10.6 was biased; or

18.10.7 unlawfully discriminated against the teacher.

- 18.11 Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to Trustees/Appeals Panel of the Trust Board stating the grounds of their appeal in accordance with 18.10 above.

- 18.12 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.

- 18.13 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.

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

SECTION 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 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 Executive Headteacher 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 Executive Headteacher. 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 which will be identified on the job description. On appointment the Executive Headteacher will

determine the appropriate point within the grade to be offered to the successful candidate. The Trust will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Trust may also consider appointing above the minimum of the grade.

5.2 In making such determinations, this may take in to account a range of factors, including:

5.2.1 the nature of the post;

5.2.2 previous salary;

5.2.3 the level of qualifications, skills and experience required;

5.2.4 market conditions; and

5.2.5 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.

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 Executive Headteacher 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.

SECTION D PAY SCALES 2023-24

Teaching staff pay scales

[Teachers' Pay Scales 2023 \(England\) \(nasuwt.org.uk\)](https://nasuwt.org.uk)

Support Staff Scales (NJC Agreement November 2023)

Support Staff Pay Scales 2023-24

Pay point	Annual salary	Hourly rate	Percentage increase
1	£22,183	£11.53	9.50%
2	£22,366	£11.62	9.42%
3	£22,737	£11.82	9.25%
4	£23,114	£12.01	9.08%
5	£23,500	£12.21	8.92%
6	£23,893	£12.42	8.76%
7	£24,294	£12.63	8.61%
8	£24,702	£12.84	8.45%
9	£25,119	£13.06	8.30%
10	£25,545	£13.28	8.15%
11	£25,979	£13.50	8.00%
12	£26,421	£13.73	7.86%
13	£26,873	£13.97	7.72%
14	£27,334	£14.21	7.58%
15	£27,803	£14.45	7.44%
16	£28,282	£14.70	7.30%
17	£28,770	£14.95	7.17%
18	£29,269	£15.21	7.04%
19	£29,777	£15.48	6.91%
20	£30,296	£15.75	6.79%
21	£30,825	£16.02	6.66%
22	£31,364	£16.30	6.54%
23	£32,076	£16.67	6.38%
24	£33,024	£17.16	6.19%
25	£33,945	£17.64	6.01%
26	£34,834	£18.10	5.85%
27	£35,745	£18.58	5.69%
28	£36,648	£19.05	5.54%
29	£37,336	£19.41	5.44%
30	£38,223	£19.87	5.30%
31	£39,186	£20.37	5.17%
32	£40,221	£20.90	5.03%
33	£41,418	£21.53	4.87%
34	£42,403	£22.04	4.76%
35	£43,421	£22.57	4.64%
36	£44,428	£23.09	4.53%
37	£45,441	£23.62	4.42%
38	£46,464	£24.15	4.32%

39	£47,420	£24.65	4.23%
40	£48,474	£25.19	4.14%
41	£49,498	£25.73	4.05%
42	£50,512	£26.25	3.96%
43	£51,515	£26.77	3.88%
44	£52,648	£27.36	3.88%
45	£53,808	£27.97	3.88%
46	£54,995	£28.58	3.88%
47	£56,918	£29.58	3.88%
48	£57,954	£30.12	3.88%
49	£58,636	£30.48	3.88%
50	£59,236	£30.79	3.88%
51	£61,953	£32.20	3.88%
52	£63,447	£32.98	3.88%
53	£64,976	£33.77	3.88%
54	£66,651	£34.64	3.88%
55	£68,135	£35.41	3.88%
56	£69,787	£36.27	3.88%