



HCAT

Pay Policy

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1	Original	September 2020
2	Reviewed to reflect TP&C Document - The main changes to the Document and accompanying guidance since 2022 make provision for the September 2023 pay award.	October 2023
3	Rebranded	June 2024

Please note: This policy has been developed between key advisors, the trade unions represented at the school and professional associations recognised by HCAT who have been consulted in the development of this policy.

HCAT Pay Policy

1. Introduction

The prime statutory duty of Trustees in England, as set out in paragraph 21(2) of the Education Act 2002 is to “conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

The Board of Trustees of HCAT will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

2. Equalities Legislation

The Board of Trustees will comply with relevant equalities legislation:

- Employment Relations Act 2014
- Equality Act 2010
- Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

The Board of Trustees will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

3. Equalities and Performance Related Pay

The Board of Trustees will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence of maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher’s circumstances and the school’s circumstances.

4. Job Descriptions

The Senior Leadership Team will ensure that each member of staff is provided with a job description in accordance with the staffing structure. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the school. Job descriptions will identify key areas of responsibility.

5. Access to Records

The Senior Leadership Team will ensure reasonable access for individual members of staff to their own employment records if applied for in writing.

6. Appraisal

The Board of Trustees will comply with The Education (School Teachers’ Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the Trust Appraisal Policy). Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers’ Standards and any

other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The Senior Leadership Team will moderate objectives to ensure consistency and fairness; the Senior Leadership Team will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

Absence during the Appraisal Period – Maternity / Sickness

Where a teacher is away from School because of maternity leave, it is unlawful for the School to deny the teacher an appraisal and subsequent pay progression decision because of her maternity leave. When a teacher returns to work from maternity leave, the School must give her any pay increases she would have received, following appraisal had she not been on maternity leave.

Depending on individual circumstances, the time of the year and the length of the leave, the School may decide to:

- Conduct the appraisal prior to the individual commencing maternity leave
- Base any pay determination on the evidence of performance data to date
- Take account of previous appraisals

Teachers absent due to disability

It is unlawful to deny a teacher absent due to a disability a pay progression which they would have received had they not been absent. Depending on the individual circumstances the School may decide to:

- Conduct the appraisal following the absence
- Base any pay determination on the evidence of performance data to date
- Take account of previous appraisals

The Board of Trustees Obligations:

The Board of Trustees will fulfil its obligations to:

- Teachers: as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- Support staff: the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system.

The Board of Trustees will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The Board of Trustees will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.

The Board of Trustees will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with equalities legislation.

The CEO Obligations:

The CEO will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the Board of Trustees for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;

- make decisions on pay recommendations and inform the Board of Trustees and ensure the Board has sufficient information upon which to monitor pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

The Teachers' Obligations:

A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

Differentials

Appropriate differentials will be maintained between posts within the school, recognising accountability and job weight, and the Board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the Board will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

Procedures

The Board of Trustees will determine the annual pay budget on the recommendation of the CEO, taking into account paragraph 19 of the Document. It will also allocate a percentage of the budget to allow for those teachers who demonstrate practice that is deemed to be exemplary to make more rapid progress up the relevant pay range.

The Board of Trustees has delegated its pay powers to the CEO. The CEO must withdraw from any part of a meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

The Board Meeting will be attended by the CEO. Where the Board Meeting has invited an external adviser to attend and offer advice on the determination of CEO's pay, that person will withdraw at the same time as the CEO while the Board reaches its decision. Any member of the Board required to withdraw will do so.

The current terms of reference are:

- to achieve the aims of the HCAT pay policy in a fair and equal manner;
- to apply the criteria set by the HCAT pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the Board of Trustees;
- to recommend to the Board of Trustees the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;

- to keep abreast of relevant developments and to advise the Board of Trustees when the HCAT's pay policy needs to be revised;
- to work with the CEO in ensuring that the Board of Trustees complies with the Appraisal Regulations 2012 (teachers).

Annual determination of pay

All teaching staff salaries, including those of the CEO, Executive Principal, Principal, Headteachers, Heads of School, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The CEO will endeavour to complete teachers' annual pay reviews by 31 October and the Board of Trustees will endeavour to complete the CEO annual pay review by 31 December. They will, however, complete the process without undue delay.

Notification of pay determination

Decisions will be communicated to each member of staff by the Senior Leadership Team in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. Decisions on the pay of the CEO will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

Appeals procedure

The Board of Trustees has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1. It is set out as an appendix to this pay policy.

7. Pay Decisions

CEO

Pay on appointment

For appointments on or after 1 September, the Board of Trustees will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the CEO and also consider the growth model of the Multi Academy Trust alongside the market value and remuneration for the sector.

The role of CEO is distinctive from the traditional headteacher role in requiring higher levels of strategic thinking; greater emphasis on coaching, delegating and achieving change through others; and capacity to look outward.

Where the CEO is appointed to be responsible for more than one school on a permanent basis, the relevant body must calculate the CEO group by combining the unit score of all the schools for which the CEO is responsible to arrive at a total unit score, which then determines the CEO group. (The unit score is not the sole methodology for calculating the CEO Pay)

The pay committee will have regard to the provisions of paragraph 11.2.6 and will also take account of any other permanent payments, made to staff within the MAT school's to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.

The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 9.3. However, before agreeing to do so, it will seek the agreement of the Board of Trustees.

Executive Principal / Principal / Headteacher / Head of School

Pay on appointment

For appointments on or after 1 September, the Board of Trustees will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Executive Principal / Principal / Headteacher / Head of School (Part 9) and in accordance with paragraphs 5.1 to 10.4:

- the pay committee will review the school's head teacher group and the head's Individual School Range (ISR) in accordance with paragraphs 5, 6, 7, 8 and 10.
- if the Executive Principal / Principal / Head teacher / Head of School takes on permanent accountability for one or more additional schools, the pay committee will set an ISR in accordance with the provisions of paragraph 6.6.
- the pay committee will have regard to the provisions of paragraph 11.2.6 and will also take account of any other permanent payments, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the pay committee will exercise its discretion under paragraph 9.3 and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.
- the pay committee will consider exercising its discretion to award a discretionary payment under 9.2 where the Board of Trustees consider the school would have difficulty recruiting to the vacant Executive Principal / Principal / Head teacher / Head of School post;
- the pay committee will consider the need to award any further discretionary payments to a Executive Principal / Principal / Head teacher / Head of School in line with paragraph 9.3;
- the pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in paragraph 9.3. However, before agreeing to do so, it will seek the agreement of the Board of Trustees which in turn will seek external independent advice before providing such agreement

Serving Executive Principal / Principal / Head teachers / Heads of School

The Board of Trustees will determine the salary of a serving Executive Principal / Principal / Head teacher / Head of School in accordance with paragraph 5 of the Document.

- the pay committee will review the Executive Principal / Principal / Head teacher's / Head of School's pay in accordance with paragraph 5 of the Document and award up to two performance points where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the Executive Principal / Principal / Head teacher's / Head of Schools most recent appraisal report.
- the pay committee may determine the Executive Principal / Principal / Head teacher's / Head of Schools ISR, within the group range for the school, as at 1 September or at any time if they consider it is necessary.
- if the Executive Principal / Principal / Head teacher / Head of School takes on temporary accountability for one or more additional schools, the pay committee will consider awarding a discretionary payment under paragraph 7.9.
- The pay committee will consider using its discretion in determining the Executive Principal / Principal / Head teachers' / Head of School's pay when circumstances specific to the role or candidate warrant a higher than normal payment. The body must ensure that the maximum of the Executive Principal / Principal / Head teachers' / Head of School's pay range and any additional payments do not exceed the maximum of the head teacher group by more than 25% other than in exceptional circumstances, in such circumstances the Board of Trustees must seek external independent advice before providing such agreement and support its decision with a business case.

Leadership / Deputy / Assistant Heads

Pay on appointment

The Board of Trustees will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with paragraph 11 of the Document, taking account of the role of the deputy/assistant head teacher.
- the pay committee will record its reasons for the determination of the deputy/assistant head pay ranges;
- the pay committee will exercise its discretion under paragraph 11.2 of the Document, and pay any of the bottom three points on deputy head pay range, in order to secure the appointment of its preferred candidate.
- the pay committee will exercise its discretion under paragraph 27.3 of Document where there are recruitment issues.

Serving deputy/assistant head teachers

- the pay committee will review pay in accordance with paragraphs 11.1 or 11.2 and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;
- the pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher alongside that of any amendments to the headteacher's / Head of School's pay group;

Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 23 of the Document. The pay committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's ISR, deputy head range or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

Classroom Teachers

Pay on appointment

The Board of Trustees will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the Board determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

The Board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

Pay determinations for existing mainscale teachers, effective from 1 September

The Board of Trustees will follow the provisions of the Document and award a point on the mainscale pay range, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The pay committee will normally exercise this discretion only in the context of a formal capability procedure. The pay committee will restore the withheld point at the conclusion of the capability procedure where teaching standards are met.

Pay determinations for existing main pay range teachers, effective from 1 September 2023

The pay committee will use reference points. Therefore, the pay scale for main pay range teachers in this school is:

Minimum M1	£30000
M2	£31737
M3	£33814
M4	£36051
M5	£38330
M6	£41333

Appraisal objectives will allow opportunity to progress through the main pay range.

To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they meet all of the Teachers' Standards and their appraisal targets. Teaching should be 'good', resulting in pupil progress.

If the evidence shows that a teacher has exceptional performance, the Board will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 points. Teaching should be consistently 'outstanding', and pupil progress well above national expectations.

Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Further information, including sources of evidence is contained in the school's performance management policy.

The pay committee will be advised by the CEO in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

Applications for Threshold

If a teacher reached M6 on 1 September 2022 and applies before the 31 October 2023, their applications will be assessed against the Teachers' Standards and the post-threshold standards, having regard to the most recent appraisal reviews.

Applications to be paid on the Upper Pay Range

From 1 September 2023, any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). This school will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, in this school, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build an evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

Process:

- One application may be submitted annually. The closing date for applications is at least 5 days prior to the cut off date of 31st Oct each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:
 - Complete the school's application form;
 - Submit the application form and supporting evidence to the head teacher before the final date of the appraisal cycle (31st Oct.)
 - You will receive notification of the name of the assessor of your application within 5 working days;
 - The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
 - The application, evidence and recommendation will be passed to CEO for moderation purposes, if the CEO is not the assessor;
 - The pay committee will make the final decision, advised by the Executive Principal / Principal / head teacher;
 - Teachers will receive written notification of the outcome of their application by 30th Nov. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
 - If requested, oral feedback will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
 - Successful applicants will move to the minimum of the UPR on 1 September that year.
 - Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

Assessment:

The teacher will be required to meet the criteria set out in paragraph 15 of the Document, and judgements will be made on a range of evidence collated over the previous academic year, namely that:

- the teacher is highly competent against the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this school, this means:

“highly competent”: the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working and have a significant impact on pupils attainment and progress.

“substantial”: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good with a large proportion of outstanding.

Further information, including information on sources of evidence is contained within the school’s appraisal policy.

Upper Pay Range

Pay determinations effective from 1 September

Minimum U1	£43266
U2	£44870
U3	£46525

In reaching its decision, the pay committee shall have regard to the results of the teacher’s two most recent appraisal reports, including any pay recommendation, when exercising its discretion.

Pay determinations effective from 1 September

The pay committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- paragraph 14.2 of the Document;
- the evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent against the relevant standards; and that the teacher’s achievements and contribution to the school are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, “Applications to be paid on the Upper Pay Range”.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions. Where it is beneficial for both parties there will be the option to be assessed on a lower range of performance criteria linked to an appropriate salary range.

Where it is clear that the evidence shows the teacher has made good progress, i.e. they continue to maintain the criteria set out above (see ‘Applications to be Paid on the Upper Pay Range’), and have made good progress towards their objectives, the teacher will move to £40124 on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

Where it is clear from the evidence that the teacher’s performance is exceptional, in relation to the criteria set out above (see ‘Applications to be Paid on the Upper Pay Range’), and where the teacher has met or exceeded their objectives, the pay committee will use its flexibility to decide on enhanced progression from the minimum to the

maximum of UPR. Teaching should be consistently 'outstanding' and pupil progress should be well above those nationally.

Further information, including sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the CEO in making all such decisions.

Unqualified Teachers

Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17 of the Document. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 26.

Pay determinations effective from 1 September

The Board will follow the provisions of the Document and award a point on the unqualified teacher scale (paragraph 17), unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. The pay committee will normally exercise this discretion only in the context of a formal capability procedure. The pay committee will restore the withheld point at the conclusion of the capability procedure where acceptable performance has been achieved.

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the school
- an increasing impact on the effectiveness of staff and colleagues

Information on sources of evidence is contained within the school's appraisal policy.

The pay committee will be advised by the Executive Principal / Principal / Head teacher / Head of School in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

The pay committee will use reference points. Therefore, the pay scale for unqualified teachers in this school is:

Minimum UQ1	£20598
UQ2	£22961
UQ3	£25323
UQ4	£27406
UQ5	£29772
UQ6	£32134

Teaching and Learning Responsibility Payments (TLR)

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the Document and paragraphs 46 to 53 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.

The values below are recommended for 2023/24 and are reviewed each year.

TLR2 min	£3214	TLR1 min	£9272
TLR2 max	£7847	TLR1 max	£15690

The pay committee may award a TLR3 of between £639 to £3169 for clearly time-limited school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch-up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day. The Board of Trustees will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

Special Needs Allowance

The pay committee will award an SEN value allowance on a range of between £2539 and £5009 to any classroom teacher who meets the criteria as set out in paragraph 21 of the Document.

When deciding on the amount of the allowance to be paid, the Board will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post (paragraph 21.3 of the Document). The Board will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Board will take account of paragraphs 54 to 58 of the section 3 guidance.

Support Staff

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently where applicable in relation to employment with the LA, which the pay committee consider appropriate for the post. In the development of new posts job evaluation will be completed in liaison with Trade Unions. The pay committee may from time to time review the scale of grades for support staff if there is a significant change to the role they were initially appointed to. The appeals process is set out in the appendix to this policy.

Part-time Employees

Teachers: The Board of Trustees will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraph 42 and paragraphs 38-43 and 79-86 of the section 3 guidance.

All staff: The CEO and Board of Trustees will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

Teachers Employed on a Short Notice Basis

Such teachers will be paid in accordance with paragraph 43 of the Document.

Additional Payments

In accordance with paragraph 26 of the Document and paragraphs 60 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a CEO / Executive Principal / Principal / Head teacher / Head of School in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the CEO / Executive Principal / Principal / Head teacher / Head of School or, in the case of the head teacher, between the head teacher and the relevant body; where appropriate funding is available.
- additional responsibilities and activities due to, or in respect of, the provisions of services by the CEO / Executive Principal / Principal / Headteacher / Head of School relating to the raising of educational standards to one or more additional schools (SLE Work)

The pay committee will make additional payments to teachers in accordance with the provisions of paragraph 26 of the Document where advised by the CEO, however due to the nature of these additional payments these can be made in retrospect up to a maximum of £1000.

Recruitment and Retention Incentive Benefits

The Board of Trustees can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27 of the Document and paragraphs 69-72 of the section 3 guidance).

The pay committee will consider exercising its powers under paragraph 27 of the Document where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Board will, nevertheless, conduct an annual formal review of all such awards.

In relation to the CEO, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Board choose to use the 'wholly exceptional circumstances' discretion. The Board will not award a recruitment or retention payment under paragraph 27 if they have already made an award under paragraph 26 or have taken such reason (recruitment or retention) into account when determining the ISR.

Safeguarding Arrangements

The group of delegated governors / Trustees will apply safeguarding arrangements as detailed in paragraph 31 of the STPCD 2023 should the need arise.

Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, an employee may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document.

Appendix 1 – Model Appeals Procedure

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

Appeal Hearing Procedure

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Guidance

When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.

Teachers / Executive Principal / Principal / Head Teachers / Head of School should put their appeal in writing to either the Executive Principal / Principal / Head Teacher / Head of School or the CEO; their appeal should include sufficient details of its basis.

Appeals should be heard without unreasonable delay and at an agreed date, time and place.

Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

Appeal Procedure Steps: Informal Stage

As part of the pay determination process, the line manager ("the recommendation provider") will make a recommendation to the "the decision maker" (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher's pay, "the decision maker" will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to "the decision maker".

If the teacher wishes to appeal the decision, they must do so in writing to "the decision maker", normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, "the decision maker" must then arrange to meet the teacher to discuss the appeal. "The recommendation provider" should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the CEO and Trust Board. If the teacher wishes to exercise their right of appeal, they must write to the CEO at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

Appeal Procedure Steps: Formal Stage

On receipt of the written appeal, the CEO alongside the Chair of the Board will establish an Appeal Committee that should consist of three Trustees, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. Both “the recommendation maker” and “the decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the employment of the school.

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school’s employment before any appeal hearing is held, the following steps will be observed:

The teacher must have set out details of their appeal in writing;

The teacher must have sent a copy of their appeal to the Chair of the Board of Trustees;

The Chair of the Board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.