



Staploe Education Trust

Pay Policy Statement and Procedure

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1. Policy Statement

- 1.1. The minimum and maximum of the pay ranges and allowances for the **1 September 2022** teachers pay award are set out in the STPCD 2022.

The Trust Review Committee with delegated responsibility from the Trust Board will only agree to a depart from either the STPCD or Green Book to the benefit of employees as long as any new conditions were to be “at least as good” as the current conditions.

- 1.2. Decisions about teachers’ pay progression must be linked to the Appraisal Policy and are based on criteria set out in this Trust Pay Policy 2022/2023.

- 1.3. The Trust Board will operate a whole Trust Pay Policy as the ‘relevant body’, as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

- Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Trust.
- Take into account pay relativities between different posts within the Trust.
- 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 Trust’s Appraisal Policy as soon as possible, by 31 October 2022 at the latest; 31 December 2022 for the Executive Headteacher and Headteachers.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
- Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- Comply with the salary safeguarding arrangements in the current STPCD.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.

- 1.4. This policy statement will be available to all Trust staff on the Staploe Education Trust website.

Procedure and Appendices

2. Delegation of Decision Making

2.1. Executive Headteacher/Headteacher

2.1.1. Except where otherwise stated, the Trust will delegate the management of the policy to the Executive Headteacher in consultation with the Chair of the Trust. The Executive Headteacher will delegate the day to day management of the policy to the Headteachers. The Executive Headteacher/Headteacher will report to the Trust those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.

2.1.2. The Executive Headteacher after consultation with the school Headteachers shall make annual recommendations on the salary of all staff to the Trust Review Committee. This will include sufficient information for the committee to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.

2.1.3. The Trust requires that the Executive Headteacher and Headteachers in exercising their delegated responsibilities, have regard to the budget approved by the Trust and the requirements of employment legislation; in particular:

- 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

The Trust expects the Executive Headteacher and Headteachers will seek advice, where appropriate, from persons engaged by the Trust to provide such advice.

2.2. An Appropriate Committee Structure

- 2.2.1. The Trust will delegate to a committee of Trustees (hereafter referred to as the "Trust Review Committee (TRC)" decisions arising out of this policy and/or the Appraisal Policy for all members of staff. The number of Trustees on the committee shall normally be 3. No member of the Trust Review Appeals Committee, referred to below, will be a member of the Trust Review Committee. No Trustee who is employed by the Trust may be a member of the Trust Review Committee or the Trust Review Appeals Committee.
- 2.2.2. The Trust will delegate to a committee of Trustees, hereafter referred to as the "Trust Review Appeals Committee (TRAC)" any appeals by individual employees against decisions of the Trust Review Committee in 2.2.1 arising out of this policy or the Appraisal Policy. The number of Trustees on the committee shall normally be 3. Any appeal will be dealt with before a final decision is reported to the Trust.
- 2.2.3. Meetings of the Trust Review Committee and the Trust Review Appeals Committee will be convened by the Governance Professional to the Trust.

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

2.3. Review of Recommendations to, or Decisions of, the Trust Review Committee

- 2.3.1. Prior to making a salary recommendation to the Trust Review Committee the Headteachers (or Chair of the Appraisal Review Committee in the case of the Executive Headteacher) will inform the employee of their recommendation to the Trust Review Committee and the date this committee will be considering their recommendation.
- 2.3.2. Whilst there is no right of appeal to the Executive Headteacher or Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Governance Professional of the Trust which will be provided to the Trust Review Committee to consider alongside the pay recommendation.

The statement provided by the employee 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 and/or appraisal policy;
- in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPCD;
- 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 a minimum of 5 working days' notice between the date they are informed of the recommendation and the date of the meeting of the Trust Review Committee to provide this written statement. The Governance Professional of the Trust will provide the Executive Headteacher (or Chair of the Executive Headteacher Appraisal Review Committee, in the case of the Executive Headteacher) with a copy of the written statement submitted by the employee prior to the meeting of the Trust Review Committee.

2.3.3. The employee will be notified in writing of the decision made by the Trust Review Committee and their right to meet with that committee in person should they be dissatisfied with the outcome. The decision of the Trust Review Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Trust Review Committee to the Trust Review Appeals Committee (paragraph 2.4 below).

2.3.4. The procedure to be followed for the review hearing is attached at Annex A.

2.4. Appeals against Salary or Appraisal Decisions

2.4.1. The employee may appeal against the decision of the Trust Review Committee within 5 working days of receipt of the determination by notifying the Governance Professional to the Trust in writing of the reasons for the appeal, which must be as stated in paragraph 2.3.2 above.

2.4.2. The decision of the Trust Review Appeals Committee shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Trust.

2.4.3. The procedure to be followed for the appeal is attached at Annex B.

2.5. Threshold Application

2.5.1. An application must be made by the 2nd October 2022 and submitted to the Headteacher.

A successful applicant will progress to a point* on the upper pay range determined by the Headteacher from the 1 September from which progression to the upper pay range will be paid.

* The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Annex C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

See Annex C for the Trust's definition of "highly competent" and "substantial and sustained".

2.5.2. The Headteacher shall inform the teacher of the recommendation to be made to the Trust Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. 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 2.3.2 to 2.4.

2.5.3. Upper pay range decisions will only apply to posts under the employment of this Trust.

2.6. Statement of Salary

2.6.1. Salary assessment forms will be issued to confirm salary determinations.

2.7. The Chair of the Trust

2.7.1. The Chair of the Trust will be available to the Executive Headteacher for consultation on those matters of this policy delegated to the Executive Headteacher. In this instance, the Chair of the Trust may not be a member of the Trust Review Committee or Trust Review Appeals Committee.

2.8. The Appraisal Review Committee for the Executive Headteacher/Headteacher's Performance Review

2.8.1. The Trust will delegate 3 Trustees, none of whom shall be employees of the Trust, to carry out the appraisal review for the Executive Headteacher. For each Headteacher the Trust will delegate the Executive Headteacher plus 1 Trustee, normally the Chair of the Local Advisory Body. The delegated Trustees may be supported by an external adviser appointed by the Trust. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of a moderation committee / Chair of the Trust.

2.8.2. It is the stated wish of the Trust that the delegated Trustees should be appropriately trained.

3. Exercise of Discretion Under the STPCD

3.1. Starting Salary of New Classroom Teacher Appointments

- 3.1.1. When advertising a teaching post, the Trust, or delegated committee, will identify the range of salaries the Trust is prepared to pay, subject to qualifications and experience. The Trust will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Trust.

Where the Headteacher regards a teacher has 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 following discussion with the Executive Headteacher.

- 3.1.2. The Executive Headteacher will provide a statement for the Trust Review Committee detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Trust's salary structure.

3.2. Calculation of Part Time Teachers' Salaries

- 3.2.1. The Trust will ensure that all part time teachers employed by the Trust have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part time teacher is awarded a TLR3.

- 3.2.2. The Trust will ensure that the total amount of time for which a part time teacher may be directed is calculated in accordance with the STPCD and the "pro rata principle".

- 3.2.3. All part time teachers will be advised of the way in which their salary and directed time are calculated.

3.3. Recruitment/Retention Incentives

- 3.3.1. The Trust may have a policy with regard to any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.

- 3.3.2. The policy adopted by the Trust will be made known to employees and set out as Annex D to this policy.

3.4. Staffing Structure

- 3.4.1. The Headteacher will annually recommend to the Trust a staffing structure for each school that:

- takes account of any financial limits determined by the Trust or delegated committees;
- identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD;

- 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 Trust.
- 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 STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD;
- identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post;
- 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 Trust shall be published with this pay policy.

- 3.4.2. In the event that the recommendation contains changes in the staffing structure that will directly impact on staff employed by the Trust, staff and recognised trade unions will be informed and consulted before the final salary structure is published.

3.5. Teaching and Learning Responsibilities (TLRs)

- 3.5.1. The Trust will award teachers a TLR payment in accordance with the pay ranges specified in Annex E, which includes levels and values.
- 3.5.2. Before awarding a TLR 1 or 2 payment, the Headteacher must be satisfied that the teachers duties include a significant responsibility that is not required of all classroom teachers and that;
- it is focussed on teaching and learning.
 - it requires the exercise of a teacher's professional skills and judgement.
 - it requires the teacher to lead, manage and develop a subject or curriculum area, or lead and manage pupil development across the curriculum.
 - it has impact on the educational progress of pupils other than the teacher's assigned classes or groups.
 - it involves leading, developing and enhancing the teaching practice of other staff.

- 3.5.3. Before awarding a TLR1 payment the Headteacher must be satisfied that the significant responsibility includes line management of staff.
 - 3.5.4. Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate TLR1 or TLR2 payment.
 - 3.5.5. The Headteacher may award a TLR3 payment to a specific post that requires additional duties for a limited period of time or is for a specific project identified as being a priority within school improvement. The value of the TLR3 will be determined on an individual basis according to the complexity and level of responsibility of the role, though will be an appropriate level between the minimum and maximum as detailed in the STPCD. Before making a TLR3 payment the Headteacher must be satisfied that the responsibility is not either permanent or a structural requirement.
- 3.6. Special Educational Needs
- 3.6.1. The Trust will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.
 - 3.6.2. The post and allowance(s) will be identified in the staffing structure and will be 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.
- 3.7. Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range
- (Pay progression will be linked to assessment of performance, as determined under the Appraisal Policy).
- 3.7.1. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Trust Review Committee will consider written recommendations from the Executive Headteacher following discussion with the Headteacher, that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Trust, or the upper pay range, depending on which range the teacher is currently paid. The Executive Headteacher will also provide written reasons why any teacher should not progress on either range. (Please note comments under section 2.1.2).
 - 3.7.2. Any recommendations for progression to a higher salary made by the Executive Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Trust's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.

- 3.7.3. Recommendations for increases in pay will be differentiated in order that any increase is clearly attributable to the performance of each teacher.
- 3.7.4. A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Executive Headteacher following discussions with the Headteacher, may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.
- 3.7.5. 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 performance review has been conducted. In the event that 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.

4. Leading Practitioner Posts

- 4.1. The Trust may decide to include leading practitioner post(s) in the structure where it receives a recommendation from the Executive Headteacher following discussion with the Headteacher, to consider such a post.
- 4.2. Where a leading practitioner is appointed the Trust shall select an individual post range on the pay range designated for leading practitioners.
- 4.3. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Trust Review Committee will consider recommendations from the Executive Headteacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

5. The Leadership Group (See Annex G)

- 5.1. Deputy and Assistant Headteacher's
 - 5.1.1. The Trust, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed deputy Headteacher or assistant Headteacher's salary.
 - 5.1.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Trust making the new appointment shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Trust.
- 5.2. Awards for Performance to Deputy and Assistant Headteacher's

- 5.2.1. At the time of the annual assessment of teachers' salaries referred to in paragraph 6 of this policy, the Trust Review Committee will consider recommendations from the Executive Headteacher that any Deputy or Assistant Headteacher be paid additional points subject to the maximum of their range. The Trust expects that the objectives for a Deputy or Assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.2.2. Where there are substantial difficulties in retaining the services of a current Deputy or Assistant Headteacher the Trust may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy or Assistant Headteacher's range overlap the Headteacher's pay range.

6. Annual Assessment of the Salary of Teachers

6.1. Annual Assessments

- 6.1.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Headteacher's, leading practitioners and unqualified teachers employed in each school.
- 6.1.2. The Trust Review Committee will receive the pay recommendations from the Executive Headteacher by 31 October at the latest, awards will be backdated to 1 September.

7. Determination of Leadership Group Salaries

- 7.1. Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group
 - 7.1.1. For the purposes of determining the group of the school by which the HTPR is identified, the Trust will re-calculate annually the appropriate unit total of the school.
 - 7.1.2. The Trust will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Trust sees fit. The Executive Headteacher or Headteacher may make representations to the Trust Review Committee to consider assigning the school to a new HTG.
 - 7.1.3. If the Trust changes the group of the school having re-calculated the unit total, the Trust will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
 - 7.1.4. The HTPR of the school shall be a range of consecutive salary points selected by the Trust within the HTG range for the school.
 - 7.1.5. The selection committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is

room for salary progression to be determined by subsequent performance. The selection committee shall have regard to advice available from persons engaged by the Trust.

- 7.1.6. In the event that the Trust agrees to the Headteacher also being made the Headteacher of another school on a permanent basis, the Headteacher's salary will be determined in accordance with STPCD 2018 (paragraph 6.6).
- 7.1.7. Where such a decision is made then the Trust 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.
- 7.1.8. The pay ranges for a Deputy or Assistant Headteacher's shall be determined with reference to the school's HTPR as defined by the STPCD.

7.2. Annual Review of Executive Headteacher

- 7.2.1. At the beginning of each academic year, or at any such time as the Trust (in consultation with the Executive Headteacher/Headteacher) may decide, the Appraisal Review Committee referred to in 2.8 will agree with the Executive Headteacher or (in the absence of agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the Trust and school's development plans.
- 7.2.2. The performance review and review statement will be conducted in accordance with the Trust's Appraisal Policy.
- 7.2.3. In the Autumn Term of each year, (or where determined differently by the Trust as referred to in 7.2.1 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Trust Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of the Trust, if they are not an appraisal review Trustee) regarding the salary of the Executive Headteacher. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Trust's view of the Executive Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Executive Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 7.2.4. The recommendation for the Executive Headteacher will be made in a written statement to the Trust Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1st September, including any additional payments as identified in the STPCD, paragraph 10. The Trust Review Committee will consider the recommendation, together with any written response from the

Executive Headteacher, and inform the Executive Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Executive Headteacher will not be entitled to attend the meeting of the Trust Review Committee.

- 7.2.5. If the Executive Headteacher wishes to seek a review of the decision of the Trust Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.3 of this policy. The Executive Headteacher will have right of appeal against the decision of the Trust Review Committee in accordance with the procedure set out in paragraph 2.4 of this policy.

7.3. Determination of Discretionary Payments to Executive Headteacher/Headteacher's

- 7.3.1. The Trust may decide to pay additional payments to the Executive Headteacher or Headteacher in accordance with paragraphs 10 of the STPCD.
- 7.3.2. Where a decision is made to increase the Executive Headteacher or Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 7.2.4 above, the total sum of all payments made to the Executive Headteacher or Headteacher referred to in 7.3.1 will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Trust.
- 7.3.3. In the event that it is considered necessary to exercise the provision set out in 7.3.2 above, the Trust will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

7.4. Acting Up Allowances

- 7.4.1. If, during any absence of the Executive Headteacher, Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Trust will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 7.4.2 below. If no allowance is paid the Trust may reconsider the position at any time.
- 7.4.2. In the prolonged absence of the Executive Headteacher, Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Trust may appoint a teacher to act up during the absence of the post holder. From the date that the Trust 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 Trust. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

8. Additional Payments for Teaching Staff

8.1. In the event that the Executive Headteacher or Headteacher, following consultation with the teacher(s) affected, requests teachers to undertake:

- CPD outside of the school day;
- Activities relating to the provision of ITT as part of the ordinary conduct of the school day; or
- Out of school hours learning activities,

then payments, as below, will be made to teachers agreeing to participate in such activities.

8.2. The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Trust. Periods of less than a day will be paid pro rata.

8.3. Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one school, as provided for in paragraph 7.1.7 of this policy, the Trust Review Committee of the Trust will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Trust Review Committee will be reported to the next meeting of the Trust.

9. Unqualified Teachers

9.1. The Trust may employ unqualified teachers/instructors in the schools. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.

9.2. The point on the Trust's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the Executive Headteacher, 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 Executive Headteacher, may award an additional annual allowance in accordance with paragraph 22 of the STPCD 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 Executive Headteacher and Headteacher believes has additional qualifications and/or experience to warrant such an award.

The Executive Headteacher will report any award of such an allowance to the Trust Review Committee of the Trust.

9.4. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

10. Salaries of Support Staff

- 10.1. On appointing a member of support staff, the job description determined for the post will be evaluated in accordance with the adopted scheme. Advice on appropriate evaluation processes will be sought from persons engaged by the Trust.
- 10.2. The Headteacher, in consultation with the Operations Director, will determine the appropriate point on the evaluated range having regard to:
 - Relevant qualifications and/or competencies; and
 - Recruitment/retention needs of the school in respect of the post.

The decision of the Headteacher will be reported to the Trust Review Committee by the Executive Headteacher.

- 10.3. If at any time the Headteacher, in consultation with the Operations Director, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, 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. In the event that the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Trust's policy of 3 years. The new salary level will be reported to the Trust Review Committee at its next meeting.
- 10.4. At the time of making the annual assessment of the teachers' salaries, the Executive Headteacher may also make any recommendation to the Trust Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Trust Review Committee that a named member(s) of the 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 Trust 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 Trust Review Committee under paragraph 2.4 above, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Trust Review Appeals Committee referred to in paragraph 2.2.2 above.

11. Salary Sacrifice Scheme

- 11.1. The Trust will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Trust from which teachers and support staff employed by the Trust benefit where there is no additional charge to school budgets.

12. Teacher Pension Indexation

12.1. 12.1 In circumstances when there is a “pay freeze” confirmed by the government, the Trust will consider the impact, if any, on a teacher’s pension. Such circumstances may mean that teachers at the top of their scale would lose the inflation factor when the pension is calculated. To ensure that a teacher’s pension is indexed, the Trust will make the necessary nominal payment to teachers to ensure that their remuneration is “at least as good as the STPCD”. The nominal payment value will be agreed by the TRC.

13. Review of the Policy

13.1. The Trust will review this policy annually, or on any occasion when it is requested to do so by the Executive Headteacher.

13.2. The Trust will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

Annex A: Procedure for a Review of a Salary Determination by the Trust Review Committee

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 Trust Review Committee may ask questions of the employee.

2. The Chair of the Trust Review 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 Trust Review Committee has asked the Executive Headteacher/Headteacher (or a Trustee as referred to in note 3 below) to be present at the hearing the Executive Headteacher/Headteacher (or Trustee) may be asked questions by members of the Trust Review 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 Trust Review Committee and the adviser (See note 5 below), are then required to withdraw.

4. Trust Review Committee Decision

- a) The Trust Review Committee and the person who is advising, (other than the Executive Headteacher/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 Trust Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within 5 working days.

Notes:

1. For the purposes of the review, the Trust Review 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 2.3.2 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 Trust Review Committee may ask the Executive Headteacher/Headteacher (or in accordance with note 3 below, a Trustee) to be present. In that event the Executive Headteacher/Headteacher (or Trustee) may also be asked questions by the members of the Trust Review Committee and by the employee or their representative. The Executive Headteacher/Headteacher (or Trustee) may **not** be involved in the decision of the Trust Review Committee.
3. Where the Executive Headteacher/Headteacher has asked for the review, the Trust Review Committee may ask the Chair of the Trust or a representative of the Trustees referred to in 2.8.1 above to be present.
4. The Trust Review Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Annex B: Procedure for an Appeal against a Salary Decision of the Trust Review Committee to the Trust Review Appeals Committee of the Trust

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 Trust Review Committee and then members of the Trust Review Appeals 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 Trust Review Committee and then by the Trust Review Appeals Committee.

2. The Response of the Trust Review Committee

The representative of the Trust Review 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 Trust Review Committee previously provided to the employee, and the employee or representative and then members of the Trust Review Appeals Committee may ask questions of the representative of the Trust Review 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 Trust Review Appeals Committee.

3. Summing Up and Withdrawal

- a) The representative of the Trust Review 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 Trust Review Appeals Committee and its adviser (see note 4 below) are then required to withdraw.

4. Trust Review Appeals Committee Decision

- a) The Trust Review Appeals 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 Trust Review Appeals Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

1. For the purposes of the appeal, the Trust Review Appeals Committee will have the following documents:
 - The written statement of reasons for the Trust Review 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 2.3.2 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 Trust Review Committee representative may call the Executive Headteacher/Headteacher (or in accordance with note 3 below, a Trustee) as a witness for the Trust Review Committee. In that event the Executive Headteacher/Headteacher (or Trustee) may be questioned as a witness.
3. Where the Executive Headteacher/Headteacher has asked for the review the representative of the Trust Review Committee may call the Chair of Trustees and/or one of the Trustees referred to in paragraph 2.8.1 of the policy above as a witness.
4. The Trust Review Appeals Committee may appoint an adviser who may not be an employee of the Trust.

Annex C: Access to the Teacher's Upper Pay Range

Qualified teachers that have made substantial progress towards the maximum of the main classroom teacher's pay scales, may apply to the Headteacher of their school and request to be paid on the Upper Pay Range.

An application may only be made once during an academic year before the 31st October.

Staploe Education Trust will not be bound by decisions made by a previous employer, but may take them into consideration.

A successful applicant will have demonstrated:

- a) That as a teacher they are highly competent in all elements of the relevant standards;
and
- b) That their achievements and contributions to the school are substantial and sustained.

For the purpose of this 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 pupil standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve students learning and achievement.

Sustained means maintained continuously over a period of 2 years.

The application shall be in the form of the annual appraisal document (and one previous appraisal reports which meets the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 2-year period.

All applicants will be assessed robustly, transparently and equitably by the Headteacher and a decision will be made and communicated in writing within 15 working days.

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 range where it is expected that the level of performance assessed will be at least sustained. Further progression on the upper pay range will be dependent on additional evidence that the applicant has continued to progress in their competency and has taken further responsibilities across the school.

Annex D: Teachers: Recruitment and Retention Allowances or Benefits

Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers where the school would be adversely affected by not recruiting them.

Recruitment and retention allowances will be pensionable payments.

If a recruitment allowance is paid it will only be allowed to continue after the review date after which the allowance will be withdrawn.

Decisions on recruitment or retention allowances will be made by the Executive Headteacher following consultation with the lead Trustee for personnel.

Prior to consultation the Executive Headteacher will set out:

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 date of the allowance.
3. The value of the allowance and its percentage of substantive salary; which will not exceed 10%.
4. The criteria for deciding the level of allowance that will be paid.

The decision to award a recruitment or retention allowance will be communicated to the employee in writing, stating the start date, end date, value of the allowance and whether it is either a recruitment or retention allowance.

The decision to award a recruitment or retention allowance will be reported to the Trust Review Committee.

Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

This annex, referred to in paragraph 3.6 of this Pay Policy sets out the Trusts policy regarding progression on the main and upper pay ranges and on the unqualified teachers range.

To move up the main pay range or the unqualified teachers' pay range teachers will need to have demonstrated that they:

- Have made good progress towards their appraisal objectives;
- Have shown they are competent in all elements of the Teachers Standards;
- Are achieving and developing as professionals as outlined in the Staploe Education Trusts Professional Expectations document;

Progression will usually be one point each academic year, however teachers on the main scale that are able to demonstrate exceptional performance may be awarded a maximum of two points on the scale. This will be determined by significant progress above expectation, evidence of consistently outstanding teaching and meeting all appraisal objectives whilst demonstrating they are competent in all elements of the Teachers Standards.

To move up the upper pay range teachers will need to demonstrate that they:

- Have made good progress towards their appraisal objectives;
- Are highly competent in relation to the Teachers Standards;
- Are achieving and developing as professionals as outlined in the Staploe Education Trusts Professional Expectations document and that this is both substantial and sustained;

Progression Recommendations

Final decisions as to whether to accept a pay recommendation will be made by the Trust having regard to the appraisal report and taking into account advice from the Executive Headteacher. The Trust Board will consider its approach in light of the school and Trust budgets and where possible will ensure that appropriate funding is allocated for pay progression at all levels.

The Pay Ranges for 2022

In determining the salary ranges the Trust has followed the recommendations made by the School Teachers Review Body (STRB).

The salary points for the main pay range 2022 are set out below.

Main Pay Range	Sept 2021	Sept 2022
M1	25,714	28,000
M2	27,600	29,800
M3	29,664	31,750
M4	31,778	33,850
M5	34,100	35,990
M6	36,961	38,810

The salary points for the unqualified teacher range 2022 are set out below.

Unqualified Pay Range	Sept 2021	Sept 2022
UQT1	18,419	19,340
UQT2	20,532	21,559
UQT3	22,644	23,777
UQT4	24,507	25,733
UQT5	26,622	27,954
UQT6	28,735	30,172

The salary points for the upper pay range 2021 are set out below.

Upper Pay Range	Sept 2021	Sept 2022
U1	38,960	40,625
U2	40,124	42,131
U3	41,604	43,685

Both TLR and SEN allowances will continue to be allocated as determined by the Trust from the bands set out in the STPCD.

The TLR bands for 2022 are set out below.

TLR Pay Range	Sept 2021	Sept 2022
TLR 1		
1a	8,291	8,706
1b	10,203	10,716
TLR 2		
2a	2,873	3,017
2b	4,786	5,026
2c	7,017	7,368
TLR 3		
3a	571	600
3b	1,163	1,221
3c	1,702	1,787
3d	2,266	2,379
3e	2,833	2,975

The SEN bands for 2021 are set out below.

SEN Allowances	Sept 2021	Sept 2022
MIN VALUE	2,270	2,384
MAX VALUE	4,479	4,703

The ARA range is a permanent allowance that mirrors the TLR 3 bands as set out in the STPCD.

Additional Responsibility Allowance (ARA)

ARA Pay Range	Sept 2022
ARA 1	600
ARA 2	1,221
ARA 3	1,787
ARA 4	2,379
ARA 5	2,975

Annex F: Teachers: The Appointment of Leading Practitioners

There may be times when any one of the schools will decide to appoint Lead Practitioners as indicated in paragraph 4 of this Pay Policy and in accordance with the provisions of paragraph 18 of the STPCD 2022.

Specific job requirements for this role will include:

- Undertaking a leadership role in developing, implementing and evaluating policies and practices in the school which will contribute to school improvement.
- The improvement of teaching in the school of their principle employment and within other Trust schools and local schools where appropriate; which will impact significantly on pupil progress.
- Improving the effectiveness of staff and colleagues through coaching and mentoring.

Up to 20% of a Lead Practitioners time will be spent on this aspect of their role.

Criteria for progression on the Leading Practitioner pay scales will be based on evidence that the leading practitioner:

- Has made good progress towards their performance management objectives;
- Is an exemplar of teaching skills which must significantly impact on pupil progress within school and the wider Trust, if relevant;
- Has made substantial impact on the effectiveness of staff colleagues including specific elements of practice that have been highlighted as in need of improvement;
- Is highly competent in all elements of the Teachers Standards;
- Has shown strong leadership in developing, implementing and evaluating policies and practices in the workplace which contribute to school improvement.

Pay ranges for Lead Practitioners may be different for each post depending on the nature and content of the role. In determining the level of salary, the Trust will work within the minimum and maximum points as set out in the STPCD 2022.

The maximum value is £44,523

The minimum vale is £67,685

The salary points for the upper pay range 2022 are set out below.

Lead Practitioner Pay Range	Sept 2021	Sept 2022
01	42,402	44,523
02	43,465	45,639
03	44,550	46,778
04	45,658	47,941
05	46,796	49,136
06	47,969	50,368
07	49,261	51,725
08	50,397	52,917
09	51,656	54,239
10	52,983	55,633
11	54,357	57,075
12	55,610	58,391
13	57,000	59,850
14	58,421	61,343
15	59,875	62,869
16	61,467	64,541
17	62,878	66,022
18	64,461	67,685

Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

The Leadership range are salaries for those posts at Headteacher level or below.

In accordance with the STPCD 2022 the minimum and maximum values are as follows.

Minimum £44,305

Maximum £123,057

The maximum of the Headteacher, Deputy or Assistant Headteacher will not exceed the maximum of the Headteacher group in accordance with the STPCD 2022.

The pay range for the Headteacher, Deputy or Assistant Headteacher should only overlap the Executive Headteacher or Headteacher pay ranges in exceptional circumstances.

Changes to the determination of leadership group pay under the STPCD 2022 will only be applied to individuals appointed to a leadership post **on or after 1 September 2022**, or whose responsibilities have significantly changed after that date.

The salary points for the Leadership pay range for 2022 is set out below.

Leadership Pay Range	Sept 2021	Sept 2022
L1	42,195	44,305
L2	43,251	45,414
L3	44,331	46,548
L4	45,434	47,706
L5	46,566	48,895
L6	47,735	50,122
L7	49,019	51,470
L8	50,151	52,659
L9	51,402	53,973
L10	52,723	55,360
L11	54,091	56,796
L12	55,338	58,105
L13	56,721	59,558
L14	58,135	61,042
L15	59,581	62,561
L16	61,166	64,225
L17	62,570	65,699
L18	64,143	67,351
L19	65,735	69,022
L20	67,364	70,733
L21	69,031	72,483
L22	70,745	74,283
L23	72,497	76,122
L24	74,295	78,010
L25	76,141	79,949
L26	78,025	81,927
L27	79,958	83,956
L28	81,942	86,040
L29	83,971	88,170
L30	86,061	90,365
L31	88,187	92,597
L32	90,379	94,898
L33	92,624	97,256
L34	94,914	99,660
L35	97,273	102,137
L36	99,681	104,666
L37	102,159	107,267
L38	104,687	109,922
L39	107,239	112,601
L40	109,914	115,410
L41	112,660	118,293
L42	115,483	121,258
L43	117,197	123,057