



Staploe Education Trust

# Pay Policy 2024

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# 1. Introduction

## September 2024 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2024 pay award are set out in the School Teachers' Pay and Condition Document (STPCD) 2024.

The Trust Review Committee, with appointed 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. The Trust Board will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
- 1.3. 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.
- 1.4. Take into account pay relativities between posts within the teachers of the Trust and support staff of the Trust.
- 1.5. Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the Trust's Teacher Appraisal Policy as soon as possible, by 31 October 2024 at the latest; 31 December 2024 for the Executive Headteacher and Headteachers.
- 1.6. 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.
- 1.7. Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- 1.8. Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- 1.9. Comply with the salary safeguarding arrangements in the current STPCD.
- 1.10. Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.11. This policy statement will be available to employees of the Trust.

## **2. Delegation of Decision Making**

### **Executive Headteacher/Headteacher**

- 2.1. The Trust will delegate the management of this policy to the Executive Headteacher in consultation with the Chair of the Trust, except where stated otherwise. The Executive Headteacher will delegate the day-to-day management of the policy to the Headteachers. Where the Executive Headteacher or a Headteacher has used discretion, as allowed under certain provisions of the STPCD and the pay provisions for support staff, they will ensure the Trust is informed.
- 2.2. The Executive Headteacher, after consultation with the school Headteachers, shall make annual recommendations on the salary of all employees 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.
- 2.3. The Executive Headteacher and Headteachers will have regard for the budget and the requirements of employment legislation; in particular the following, and shall seek advice as and when required:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

### **An Appropriate Committee Structure**

- 2.4. The Trust will appoint a committee of Trustees (hereafter referred to as the "Trust Review Committee (TRC)" who will be responsible for making decisions arising out of this policy . The number of Trustees on the committee shall normally be four, of which at least three Trustees shall sit in rotation. No Trustee who is employed by the Trust may be a member of the Trust Review Committee.
- 2.5. The Trust will also appoint a committee of Trustees, hereafter referred to as the "Trust Review Appeal Committee (TRAC)" to hear any appeals. The number of Trustees on the committee shall normally be four, of which at least three Trustees shall sit in rotation. These Trustees must be different Trustees to those that sit on the Trust Review Committee and cannot be employed by Trust.

- 2.6. The Governance Professional to the Trust will be responsible for arranging meetings of the above Committees. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

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

### **Review of Recommendations to, or Decisions of, the Trust Review Committee**

- 2.7. Prior to submitting a salary recommendation to the Trust Review Committee, the Headteachers (or Chair of the Appraisal Review Committee in the case of the Executive Headteacher, see 2.21) will inform the employee of their recommendation along with confirmation as to when the Trust Review Committee is meeting.
- 2.8. If an employee is not satisfied with the pay recommendation, they will have the opportunity to discuss the recommendation informally with the appraiser, Headteacher or Executive Headteacher (or Chair of the Appraisal Review Committee in the case of the Headteacher/Executive Headteacher) before the recommendation is passed to the Trust Review Committee.
- 2.9. If the employee does not agree with the recommendation, they are entitled to attend a meeting with the Trust Review Committee. The employee must, however, provide a written statement in advance of this meeting.

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

That the recommendation:

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

The employee will have at least five 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 statement should be submitted to the Governance Professional who will provide a copy to the Trust Review Committee, the Executive Headteacher and the Headteacher (or Chair of the Executive Headteacher Appraisal Review Committee, in the case of the Executive Headteacher) prior to the meeting.

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

### **Appeals against Salary or Appraisal Decisions**

- 2.13. The employee may appeal against the decision of the Trust Review Committee. Any appeal must be made in writing to the Governance Professional within five working days of receipt of the Trust Review Committee's decision. The appeal should outline the grounds for appeal, in line with 2.09 above.
- 2.14. The decision of the Trust Review Appeals Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Trust.
- 2.15. The procedure to be followed for the appeal is attached in Appendix B of this policy.

### **Threshold Application**

- 2.16. An application must be made by 3 October 2024 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. Increases in pay will be effective from this date and will be backdated if required.

\* 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 Appendix 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 Appendix C for the Trust's definition of "highly competent" and "substantial and sustained".

- 2.17. The Headteacher shall inform the teacher of the recommendation they will be making to the Trust Review Committee regarding the threshold application as soon as possible after the closing date has passed. The Headteacher shall provide verbal 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 paragraphs 2.7 to 2.14.

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

### **Statement of Salary**

- 2.19. Salary assessment forms will be issued to confirm salary decisions reached.

### **The Chair of the Trust**

- 2.20. The Chair of the Trust will be available to the Executive Headteacher for consultation, should they be required. For this reason, the Chair of the Trust may not be a member of the Trust Review Committee or Trust Review Appeals Committee.

### **The Appraisal Review Committee for the Executive Headteacher/Headteacher's Review**

- 2.21. The Trust will delegate three 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 one 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 objectives and indicators/measures may be referred for moderation to a meeting of a moderation committee / Chair of the Trust.
- 2.22. It is the stated wish of the Trust that the delegated Trustees should be appropriately trained.

## **3. Exercise of Discretion Under the STPCD**

### **Starting Salary of New Classroom Teacher Appointments**

- 3.1. 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 currently employed by the Trust.
- 3.2. Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range following discussion with the Executive Headteacher.
- 3.3. The Executive Headteacher will confirm salary decisions, and the rationale behind them, to the Trust Review Committee.

## **Calculation of Part-Time Teachers' Salaries**

- 3.4. The Trust will ensure that all part-time teachers employed by the Trust will have their salaries calculated in accordance with the STPCD and the "pro rata principle", except where a part-time teacher is awarded a TLR3.
- 3.5. 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".
- 3.6. All part-time teachers will be advised of how their salary and directed time are calculated.

## **Recruitment/Retention Incentives**

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

## **Staffing Structure**

- 3.9. The Headteacher will recommend to the 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 (SEN) 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.

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

### **Special Educational Needs**

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

## **4. Pay Progression for Teachers Paid on the Main Pay Range, Upper Pay Range, Leading Practitioners Pay Range and Unqualified Teachers Pay Range**

- 4.1. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination.
- 4.2. Pay progression must be awarded to teachers on the Unqualified, Main, Upper and Lead Practitioner Pay Ranges, except where the teacher is in capability proceedings, in which case the Headteacher may decide to withhold progression.
- 4.3. The Trust Review Committee will receive the pay recommendations from the Executive Headteacher, following discussion with the Headteachers, by 31 October of the current year at the latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- 4.4. In the case of early career teachers (ECTs), the Headteacher must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The Headteacher must also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year.
- 4.5. In the case of Leading Practitioner posts, the Trust may decide to include such a post in the structure where it receives a recommendation from the Headteacher to consider this.
- 4.6. Where a leading practitioner is appointed the Trust shall select an individual post range on the pay range designated for leading practitioners, taking into account the criteria set out in Appendix F
- 4.7. Where a teacher has been absent through long-term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a review has been conducted. If a review cannot be conducted until the teacher returns to school, the

Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary in the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

## **5. The Leadership Group (See Appendix G)**

### **Deputy and Assistant Headteachers**

- 5.1. 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. These should be determined with reference to the Trust's Headteacher Pay Range (see 5 below).
- 5.2. At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Trust shall determine the salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Trust.

### **Pay Progression for Deputy and Assistant Heads**

- 5.3. On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will consider whether or not to increase the salary of any Deputy or Assistant Headteachers who have completed a year of employment since the previous annual pay determination.
- 5.4. The Trust Review Committee will receive the pay recommendations from the Executive Headteacher by 31 October of the current year at latest and will then make any decisions relating to salary increase or otherwise. Any awards will be backdated to 1 September of the current year.
- 5.5. 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.

### **Headteachers Determination of Leadership Group Salaries**

#### **Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group**

- 5.6. On an annual basis, the Trust will recalculate the group size of the school to ensure that the unit total of the school is still correct.
- 5.7. 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.

- 5.8. If the Trust changes the group of the school having re-calculated the unit total, the Trust will identify any new HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 5.9. The HTPR of the school shall be a range of consecutive salary points selected by the Trust within the HTG range for the school.
- 5.10. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Trust.
- 5.11. If the Trust agrees to the Headteacher also being made the Headteacher of another school permanently, the Headteacher's salary will be determined in accordance with STPCD (paragraph 6.6).
- 5.12. 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.

### **Annual Review of Executive Headteacher and Headteacher's Salaries**

- 5.13. At the beginning of each academic year, or at any such time as the Trust (in consultation with the Executive Headteacher) may decide whether or not to increase the salary of the Headteacher. The Trust may decide on how this pay progression will be determined. The Appraisal Review Committee referred to in 2.20 will agree with the Executive Headteacher or (in the absence of agreement) set objectives together with indicators/measures appropriate to each objective. The objectives will reflect priorities identified in the Trust's development plan.
- 5.14. The salary progression decision must be informed by a written recommendation included in the Headteacher's annual appraisal report. The Trust should consider this recommendation when deciding on any salary increase.
- 5.15. If a previous document set a pay range where the maximum salary is higher than what is allowed under the current guidelines, the Headteacher will continue to receive the higher salary until the pay range is reviewed and updated according to the new guidelines.
- 5.16. An external adviser appointed by the Trust will support the Appraisal Review Committee in carrying out the annual performance review of the Executive Headteacher. The review and review statement will be conducted in accordance with the Trust's Teacher Appraisal Policy.
- 5.17. Prior to submitting the recommendation to the Review Committee, the Appraisal Review Committee will advise the Executive Headteacher/Headteacher of the proposed pay recommendation. If they are not satisfied with the recommendation, they may seek a review in accordance with 2.8 – 2.10 above.

- 5.18. In the Autumn Term of each year, (or where determined differently by the Trust as referred to in 5.13 above, in the half term immediately prior to the anniversary of the setting of the criteria), the Trust Review Committee will receive a written recommendation from the Appraisal Review Committee (having consulted the Chair of the Trust, if they are not an appraisal review Trustee).
- 5.19. The recommendation will give reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. Any recommendation for progression within the HTPR will identify the recommended number of points proposed.
- 5.20. The Trust Review Committee will consider the recommendation, together with any representations from the Executive Headteacher/Headteacher, and inform the Executive Headteacher/Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.
- 5.21. The Executive Headteacher/Headteacher will have the right to appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.13 of this policy.

### **Determination of Discretionary Payments to Executive Headteacher/Headteachers**

- 5.22. The Trust may decide to pay additional payments to the Executive Headteacher or Headteacher in accordance with paragraph 10 of the STPCD.
- 5.23. 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 5.14 above, the total sum of all payments made to the Executive Headteacher or Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Trust.
- 5.24. If it is considered necessary to exercise the provision set out in 5.14 above, the Trust will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

### **Acting Up Allowances**

- 5.25. 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 5.21 below. If no allowance is paid the Trust may reconsider the position at any time.
- 5.26. 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.

## **6. Additional Payments for Teaching Staff**

- 6.1. If in the event that the Executive Headteacher or Headteacher, following consultation with the teacher(s) affected, requests teachers to undertake:
  - CPD to be undertaken 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.
- 6.2. 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.
- 6.3. 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 5.11 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.

## **7. Unqualified Teachers**

- 7.1. The Trust may employ unqualified teachers/instructors in the schools. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 7.2. 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.
- 7.3. 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.
- 7.4. The Executive Headteacher will report any award of such an allowance to the Trust Review Committee of the Trust.

- 7.5. The arrangements for salary progression (outlined above) and salary safeguarding for teachers also apply to unqualified teachers.

## **8. Salaries of Support Staff**

- 8.1. On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Trust.
- 8.2. The Headteacher, in consultation with the Executive Headteacher, 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**

- 8.3. If at any time the Headteacher, in consultation with the Executive Headteacher, considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Trust's policy of three years. The new salary level will be reported to the Trust Review Committee at its next meeting.
- 8.4. The Executive Headteacher will make any recommendation to the Review Committee in respect of the salary of any member of the support staff to take effect annually on 1 April. 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.
- 8.5. If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Trust Review Committee, 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 2.5 above.
- 8.6. Support staff pay scales are set out in Appendix H.

## **9. Apprentices**

- 9.1. Apprentices will **not** be paid with in line with Appendix E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum

rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

## **10. Salary Sacrifice Scheme**

- 10.1. 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 cost to Trust's budgets<sup>1</sup>.

## **11. Review of the Policy**

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

\*\* Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

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<sup>1</sup> Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

## **Appendix A: Procedure for a Review of a Salary Determination by the Trust Review Committee of the Trust**

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 five 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 2.8 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 2.20 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.

## **Appendix 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 2.8 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 2.20 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.

## Appendix 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 31 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 two 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 two-year period.

All applicants will be assessed robustly, transparently and equitably by the Headteacher and a decision will be made by the Trust Review Committee 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.

## **Appendix 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.

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

### The Main Pay Range for 2024

The starting salary points for the main pay range 2024 are set out below.

- £31,650 in the Rest of England
- £33,075 in the Fringe
- £36,413 in Outer London
- £38,766 in Inner London

Any part-time teachers whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their working hours.

The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations.

The treatment of teachers between existing published pay points, including the management of possible leapfrogging, will be at the discretion of the relevant body, which should ensure that no teachers located just above the pay thresholds for eligibility are significantly disadvantaged, relative to other teachers.

Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage policy.

### Salary Points on Main Pay Range

		September 2024
<b>Main Pay Ranges</b>	M1 (MPR minimum)	31,650
	M2	33,483
	M3	35,674
	M4	38,034
	M5	40,439
	M6 (MPR maximum)	43,607

### Salary Points on Upper Pay Range

		September 2024
<b>Upper Pay Range</b>	U1 (UPR minimum)	45,646
	U2	47,338
	U3 (UPR maximum)	49,084

### Salary Points on Unqualified Pay Range

		September 2024
<b>Unqualified Teacher Pay Range</b>	U1 (UTPR minimum)	21,731
	U2	24,224
	U3	26,716
	U4	28,914
	U5	31,410
	U6 (UTPR maximum)	33,902

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 2024 are set out below.

		<b>September 2024</b>
<b>TLR Pay Range</b>	TLR 1	
	1a	9,782
	1b	11,413
	TLR 2	
	2a	3,391
	2b	5,647
	2c	8,279
	TLR 3	
	3a	675
	3b	1,374
	3c	2,010
	3d	2,674
	3e	3,344

The SEN bands for 2024 are set out below.

		<b>September 2024</b>
<b>SEN Allowances</b>	MIN VALUE	2,679
	MAX VALUE	5,285

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

Additional Responsibility Allowance (ARA)

		<b>September 2024</b>
<b>ARA Pay Range</b>	ARA 3a	675
	ARA 3b	1,374
	ARA 3c	2,010
	ARA 3d	2,674
	ARA 3e	3,344

## **Appendix F: Teachers: The Appointment of Leading Practitioners**

There may be times when any one of the schools will decide to appoint Leading Practitioners as indicated in paragraph 4 of this Pay Policy and in accordance with the provisions of paragraph 18 of the STPCD 2024.

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 Leading 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 Leading 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 2024.

The minimum value is £50,025

The maximum value is £76,050

The salary points for the Leading Practitioner pay range 2024 are set out below.

		<b>September 2024</b>
<b>Leading Practitioner Pay Range</b>	01	50,025
	02	51,280
	03	52,560
	04	53,867
	05	55,209
	06	56,593
	07	58,118
	08	59,457
	09	60,943
	10	62,509
	11	64,129
	12	65,608
	13	67,247
	14	68,925
	15	70,639
	16	72,518
	17	74,182
	18	76,050

## **Appendix 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 2024 the minimum and maximum values are as follows.

Minimum £47,185 £49,781

Maximum £138,265

The maximum of the Deputy and Assistant Headteacher must not exceed the maximum of the HTG.

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 (paragraphs 4 to 11) should only be applied to individuals appointed to a leadership post **on or after 1 September 2014**, or whose responsibilities have significantly changed after that date.

The salary points for the Leadership pay range for 2024 is set out below.

		September 2024
<b>Leadership Pay Range</b>	L1	49,781
	L2	51,027
	L3	52,301
	L4	53,602
	L5	54,939
	L6	56,316
	L7	57,831
	L8	59,167
	L9	60,644
	L10	62,202
	L11	63,815
	L12	65,286
	L13	66,919
	L14	68,586
	L15	70,293
	L16	72,162
	L17	73,819
	L18	75,675
	L19	77,552
	L20	79,475
	L21	81,441
	L22	83,464
	L23	85,529
	L24	87,651
	L25	89,830
	L26	92,052
	L27	94,332
	L28	96,673
	L29	99,067
	L30	101,533
	L31	104,040
	L32	106,626
	L33	109,275
	L34	111,976
	L35	114,759
	L36	117,601
	L37	120,524
	L38	123,506
	L39	126,517
	L40	129,673
	L41	132,913
	L42	136,243
	L43	138,265

## Appendix H: Support Staff Pay Scales

		April 2024
		Full time equivalent per hour (FTE)
SCR	2	23,656
	3	24,027
	4	24,404
	5	24,790
	6	25,183
	7	25,584
	8	25,992
	9	26,409
	10	26,835
	11	27,269
	12	27,711
	13	28,163
	14	28,624
	15	29,093
	16	29,572
	17	30,060
	18	30,559
	19	31,067
	20	31,586
	21	32,115
	22	32,654
	23	33,366
	24	34,314
	25	35,235
	26	36,124
	27	37,035
	28	37,988
	29	38,626
	30	39,513
	31	40,476
	32	41,511
	33	42,708
	34	43,693
	35	44,711
	36	45,718
	37	46,731
	38	47,754
	39	48,710
	40	49,764
	41	50,788
	42	51,802
	43	52,805