



Staploe Education Trust

Pay Policy 2023

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Contents

1. Introduction	3
2. Delegation of Decision Making	4
3. Exercise of Discretion Under the STPCD	7
4. Leading Practitioner Posts.....	10
5. The Leadership Group (See Annex G)	10
6. Headteachers Determination of Leadership Group Salaries	11
7. Additional Payments for Teaching Staff.....	13
8. Unqualified Teachers.....	14
9. Salaries of Support Staff	14
10. Apprentices.....	15
11. Salary Sacrifice Scheme.....	15
12. Review of the Policy	15
Annex A: Procedure for a Review of a Salary Determination by the Trust Review Committee of the Trust.....	12-17
Annex B: Procedure for an Appeal against a Salary Decision of the Trust Review Committee to the Trust Review Appeals Committee of the Trust	19
Annex C: Access to the Teacher's Upper Pay Range	21
Annex D: Teachers: Recruitment and Retention Allowances or Benefits	22
Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges	23
Annex F: Teachers: The Appointment of Leading Practitioners	26
Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range	28
Annex H: Support Staff pay scales	30

1. Introduction

September 2023 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2023 pay award are set out in the School Teachers' Pay and Condition Document (STPCD) 2023.

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. Decisions about teachers' pay progression must be linked to the Teacher's Appraisal Policy and are based on criteria set out in this Trust Pay Policy 2022/2023.
- 1.3. 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:
- 1.4. 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.
- 1.5. Take into account pay relativities between posts within the teachers of the Trust and support staff of the Trust.
- 1.6. 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 2023 at the latest; 31 December 2023 for the Executive Headteacher and Headteachers.
- 1.7. 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.
- 1.8. Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
- 1.9. Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
- 1.10. Comply with the salary safeguarding arrangements in the current STPCD.
- 1.11. Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.12. This policy statement will be available to all Trust staff their School's staff shared drive and via HR software such as SAMpeople.

2. Delegation of Decision Making

Executive Headteacher/Headteacher

- 2.1. The Trust will delegate the management of the 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 and/or the Appraisal 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 Annex 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 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 Annex 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 at Annex B of this policy.

Threshold Application

- 2.16. An application must be made by 6 October 2023 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 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".

- 2.17. 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 Performance 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 performance 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 Annex 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 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.

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range

- 3.13. 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 main and upper pay spine teacher.
- 3.14. 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.

Please note comments under section 2.2.

- 3.15. Recommendations will be made on the basis 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.
- 3.16. Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher.
- 3.17. A teacher in 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. An Early Career Teacher who achieves the required standards during their induction will normally progress to the second point on the main pay range from the following September, in accordance with paragraph 2.3.

- 3.18. 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. 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.

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. On or before 1 September of each year, or as soon as possible thereafter, the Executive Headteacher will carry out an annual assessment of salary for any Leading Practitioners.
- 4.4. The Trust Review Committee will receive the pay recommendations from the Executive Headteacher 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.

The criteria on which such a recommendation will be based are set out in Annex F.

5. The Leadership Group (See Annex 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 6 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.

Awards for Performance to Deputy and Assistant Headteacher's

- 5.3. 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 any Deputy or Assistant Headteachers.
- 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. 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.

- 5.5. 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.

6. Headteachers Determination of Leadership Group Salaries

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

- 6.1. On an annual basis, the Trust will re-calculate the group size of the school to ensure that the unit total of the school is still correct.
- 6.2. 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.
- 6.3. 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.
- 6.4. The HTPR of the school shall be a range of consecutive salary points selected by the Trust within the HTG range for the school.
- 6.5. The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR for the new Headteacher to be paid, ensuring that there is room for salary progression, subject to performance management. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Trust.
- 6.6. 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 2022 (paragraph 6.6).
- 6.7. 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.

Annual Review of Executive Headteacher and Headteachers Salaries

- 6.8. At the beginning of each academic year, or at any such time as the Trust (in consultation with the Executive Headteacher) may decide, the Appraisal Review Committee referred to in 2.20 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's development plan.
- 6.9. 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 performance review and review statement will be conducted in accordance with the Trust's Teacher Appraisal Policy.
- 6.10. At the beginning of each academic year, or at any such time as the Trust (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.20 will agree with the 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 school's development plans.
- 6.11. 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.
- 6.12. In the Autumn Term of each year, (or where determined differently by the Trust as referred to in 6.8 and 6.10 above, in the half term immediately prior to the anniversary of the setting of the performance 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) regarding the salary of the Executive Headteacher/Headteacher.
- 6.13. 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. 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/Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed.
- 6.14. 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.
- 6.15. 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 2.12 of this policy.

Determination of Discretionary Payments to Executive Headteacher/Headteachers

- 6.16. The Trust may decide to pay additional payments to the Executive Headteacher or Headteacher in accordance with paragraphs 10 of the STPCD.
- 6.17. 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 6.15 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.
- 6.18. If it is considered necessary to exercise the provision set out in 6.16 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

- 6.19. 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 6.19 below. If no allowance is paid the Trust may reconsider the position at any time.
- 6.20. 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.

7. Additional Payments for Teaching Staff

- 7.1. 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.
- 7.2. 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.
 - 7.3. 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 6.7 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.

8. Unqualified Teachers

- 8.1. The Trust may employ unqualified teachers/instructors in the schools. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 8.2. 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.
- 8.3. 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.
- 8.4. The Executive Headteacher will report any award of such an allowance to the Trust Review Committee of the Trust.
- 8.5. The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

9. Salaries of Support Staff

- 9.1. 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.
- 9.2. 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

- 9.3. 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.
- 9.4. 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.
- 9.5. 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.
- 9.6. Support staff pay scales are set out in Annex H.

10. Apprentices

- 10.1. Apprentices will **not** be paid with in line with Annex 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.

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. Review of the Policy

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

- 12.2. 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.
- 12.3. 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.

Annex 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.

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 2.8 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 2.8.1 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 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.

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

The Main Pay Range for 2023

The salary points for the main pay range 2023 are set out below.

- £30,000 in the Rest of England
- £31,350 in the Fringe
- £34,515 in Outer London
- £36,745 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 2023
Main Pay Ranges	M1 (MPR minimum)	30,000
	M2	31,737
	M3	33,814
	M4	36,051
	M5	38,330
	M6 (MPR maximum)	41,333

Salary Points on Upper Pay Range

		September 2023
Upper Pay Range	U1 (UPR minimum)	43,266
	U2	44,870
	U3 (UPR maximum)	46,525

Salary Points on Unqualified Pay Range

		September 2023
Unqualified Teacher Pay Range	UQT1 (UTPR minimum)	20,598
	UQT2	22,961

	UQT3	25,323
	UQT4	27,406
	UQT5	29,772
	UQT6 (UTPR maximum)	32,134

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 2023 are set out below.

		September 2023
TLR Pay Range	TLR 1	
	1a	9,272
	1b	11,413
	TLR 2	
	2a	3,214
	2b	5,353
	2c	7,847
	TLR 3	
	3a	639
	3b	1,302
	3c	1,905
	3d	2,534
	3e	3,168

The SEN bands for 2023 are set out below.

		September 2023
SEN Allowances	MIN VALUE	2,539
	MAX VALUE	5,009

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

Additional Responsibility Allowance (ARA)

		September 2023
ARA Pay Range	ARA 3a	639
	ARA 3b	1,302
	ARA 3c	1,905
	ARA 3d	2,534
	ARA 3e	3,168

Annex 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 2023.

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 2023.

The maximum value is £47,417

The minimum value is £72,085

The salary points for the Leading Practitioner pay range 2023 are set out below.

		September 2023
Leading Practitioner Pay Range	01	47,417
	02	48,606
	03	49,819
	04	51,058
	05	52,330
	06	53,642
	07	55,088
	08	56,357
	09	57,765
	10	59,250
	11	60,785
	12	62,187
	13	63,741
	14	65,331
	15	66,956
	16	68,737
	17	70,314
	18	72,085

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 2023 the minimum and maximum values are as follows.

Minimum £47,185

Maximum £131,056

The maximum of the Headteacher, Deputy or Assistant Headteacher will not exceed the maximum of the Headteacher group in accordance with the STPCD 2023.

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 2023 will 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 2023 is set out below.

		September 2023
Leadership Pay Range	L1	47,185
	L2	48,366
	L3	49,574
	L4	50,807
	L5	52,074
	L6	53,380
	L7	54,816
	L8	56,082
	L9	57,482
	L10	58,959
	L11	60,488
	L12	61,882
	L13	63,430
	L14	65,010
	L15	66,628
	L16	68,400
	L17	69,970
	L18	71,729
	L19	73,509
	L20	75,331
	L21	77,195
	L22	79,112
	L23	81,070
	L24	83,081
	L25	85,146
	L26	87,253
	L27	89,414
	L28	91,633
	L29	93,902
	L30	96,239
	L31	98,616
	L32	101,067
	L33	103,578
	L34	106,138
	L35	108,776
	L36	111,470
	L37	114,240
	L38	117,067
	L39	119,921
	L40	122,912
	L41	125,983
	L42	129,140
	L43	131,056

Annex H: Support Staff pay scales

		April 2023
		Full time equivalent per hour (FTE)
SCR	2	22,366
	3	22,737
	4	23,114
	5	23,500
	6	23,893
	7	24,294
	8	24,702
	9	25,119
	10	25,545
	11	25,979
	12	26,421
	13	26,873
	14	27,334
	15	27,803
	16	28,282
	17	28,770
	18	29,269
	19	29,777
	20	30,296
	21	30,825
	22	31,364
	23	32,076
	24	33,024
	25	33,945
	26	34,834
	27	35,745
	28	36,648
	29	37,336
	30	38,223
	31	39,186
	32	40,221
	33	41,418
	34	42,403
	35	43,421
	36	44,428
	37	45,441
	38	46,464
	39	47,420
	40	48,474
	41	49,498
	42	50,512
	43	51,515