



**THE BAY
LEARNING TRUST**

Pay Policy

The Bay Learning Trust
The Lodge
Ripley St Thomas
Ashton Road
Lancaster
LA1 4RR

t 01524 581872

e admin@baylearningtrust.com

website baylearningtrust.com

Document Control

This document has been approved for operation within:	All Trust Establishments
Date effective from	October 2022
Date of next review	October 2023
Review period	12 months
Status	Statutory
Owner	The Bay Learning Trust
Version	v1.0

The Bay Learning Trust - Pay Policy

1 Scope and Purpose

- 1.1 It is the policy of The Bay Learning Trust to conduct all business in an honest and ethical manner. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and follows where necessary the requirements of the School Teachers' Pay and Conditions Document (STPCD).
- 1.2 In adopting this Pay Policy the aim is to:
 - 1.2.1 support the delivery of The Bay Learning Trust's strategic development plan and school improvement plans;
 - 1.2.2 support the recruitment and retention of a high quality workforce;
 - 1.2.3 enable The Bay Learning Trust to recognise and reward staff appropriately for their contribution to The Trust;
 - 1.2.4 ensure staff are well motivated and provide flexibility to recognise Trust staff performance linked to pay decisions;
 - 1.2.5 help to ensure that decisions on pay are managed in a fair, just and transparent way; and
 - 1.2.6 underpin the Trust's Teacher and Support Staff Appraisal Policies.
- 1.3 Pay decisions for all employees at the Trust are ultimately made by the Trust.
- 1.4 This policy does not form part of any employee's contract of employment and it may be amended by the Trust at any time.
- 1.5 In this policy references to personnel/bodies are to the personnel/bodies present within the academy at which the particular member of staff reading or exercising the policy is engaged.

2 Who is Covered by this Policy?

- 2.1 This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.

3 Who is Responsible for this Policy?

- 3.1 The Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with any statutory framework.
- 3.2 The Trust has delegated day-to-day responsibility for operating the policy to the Principal in relation to Trust Academies and the CEO in relation to the Central team. The Principal/ CEO has a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for ensuring its success.
- 3.3 Responsibility for the operation of this policy with regard to the CEO will be delegated to the Chair of the Board of Directors.

4 Equalities Legislation

- 4.1 The Trust will comply with relevant equalities legislation:
- Employment Relations Act 1999;
 - Equality Act 2010;
 - Employment Rights Act 1996;
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
 - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
 - The Agency Workers Regulations 2010.
- 4.2 The Trust will promote equality in all aspects of work life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

5 Equalities and Performance Related Pay

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

6 Employee Pay Reviews

- 6.1 The Principal/ CEO of each Academy will ensure that each employee's salary is reviewed with effect from 1st September and no later than 31st October each year, and that all employees are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 6.2 The Chief Executive, in consultation with the Chair of the Local Governing Body will ensure that Principals' salaries are reviewed with effect from 1st September and no later than 30th November each year. The Chief Executive will ensure that the Principal is given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 6.3 Reviews may take place at other times of the year, after consultation with the relevant employee, to reflect changes in circumstances or job descriptions that lead to a change in the basis for calculating an employee's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.
- 6.4 Where a payment leads or may lead to the start of a period of safeguarding for a teacher as set out in the School Teachers Pay and Conditions Document, the Trust will give the required notification as soon as possible and no later than one month after the date of the determination as set out in the STPCD.

7 Basic Pay Determination on Appointment of Teaching Staff

- 7.1 The Trust will first calculate each Academy's group size as set out in the STPCD. Following the above, the Trust will then determine the Headteacher Group. in reference to the size of each Academy.
- 7.2 The Trust has a discretion to set a pay range for posts of Principals to reflect the level of challenge, to recruit and retain.

- 7.3 The Trust leadership pay scales and teaching staff pay scales are within Appendix 1. The salary for the Principal will be determined by the criteria set out in the STPCD. The pay scales reflect nationally agreed pay scales for maintained schools as set out in the STPCD. These are reviewed annually and any change shall be implemented from 1st September. Advertisements for the posts will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 7.4 The Trust will give consideration to existing salary in respect of teachers transferring from another academy or maintained school. The offer letter will state the salary on appointment.
- 7.5 On the appointment of any other members of the senior leadership team the Chief Executive, in consultation with the Principal, will determine the starting salary within that range to be offered to the successful candidate.
- 7.6 For all other members of teaching staff, the Principal will determine the starting salary within that range to be offered to the successful candidate.
- 7.7 If the Principal believes that an appointment should be paid above the usual range for that post, then they must make an application to the Chief Executive of the Trust for consideration. In making such determinations in respect of these applications, the Chief Executive of the Trust, on behalf of the Trust, may take into account a range of factors including:
- the nature of the post;
 - the level of qualifications, skills and experience required;
 - market conditions;
 - the specific needs of the Academy.

8 Basic Pay Determination on Appointment of Support Staff

- 8.1 Advertisements for support staff posts in Academies and posts at central office will include the relevant pay band for the post from the range of bands determined by the Trust as appropriate for the post. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 8.2 Advertisements for vacant support staff posts in each Academy will be considered by the Principal of the Academy.
- 8.3 Advertisements for Chief Executive Officer will be considered by the Trust Board who will undertake a benchmarking exercise to determine the level of pay.
- 8.4 Advertisements for Directors in the Central Office will be considered by the Chief Executive Officer.
- 8.5 Advertisements for Support Staff in the Central Office will be considered by the Chief Executive Officer.
- 8.6 Advertisements for support staff will indicate the number of working hours and working weeks and will show the appropriate salary and grade (including spinal column points).

- 8.7 The Trust support staff pay scales are within Appendix 2. They reflect nationally agreed pay scales. These are reviewed annually and any change shall be implemented from 1st April.
- 8.8 All posts will be evaluated and graded within the appropriate range on the Trust scales as set out in Appendix 2. These reflect those of the NJC, and are based upon the agreed job description and person specification. Should a candidate have skills, expertise or experience, which would reflect a higher grading, or should market conditions require a higher grading to be offered, the Principal must contact the Trust, providing the necessary evidence and the Chief Executive of the Trust will make a decision.
- 8.9 Additional responsibilities undertaken on a temporary basis, whether for a particular task, or to cover for an absence or vacancy, may be rewarded by additional payment in accordance with the relevant pay scales having regard to the level of additional responsibility undertaken.
- 8.10 Pay progression for support staff will normally be based on their current length of service and they should progress up the relevant pay spine in accordance with the NJC terms and conditions.

9 PAY PROGRESSION BASED ON PERFORMANCE: CONTEXT

- 9.1 In the Trust, all employees can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and where applicable, helps to enhance their professional practice. The arrangements are set out in the Trust's teacher and support staff appraisal policies.
- 9.2 Teachers who meet their objectives and are meeting the Teachers' Standards should have an expectation to, and should progress, up the relevant pay spine.
- 9.3 Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. In the case of NQTs, whose appraisals are different, pay decisions will be made by means of the statutory induction process. Successful completion of the statutory induction process will lead to pay progression.
- 9.4 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure. However, those in a formal capability procedure during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression unless a discretion is exercised (for example if an employee has come out of capability and then has met their objectives and the Teachers Standards).
- 9.5 To be fair and transparent, assessments of performance will be properly rooted in evidence. The Trust will ensure fairness by providing training for those who have to observe lessons/work and/or make the recommendations related to whether someone progresses up the pay scale. The Trust sample a number of appraisals to validate for quality assurance purposes.

10 Teacher Pay Progression Based on Performance: Measuring Performance

- 10.1 The evidence to be used for pay progression for teaching staff is based on the outcome of annual appraisal and the details can be found in the Trust's Teacher Appraisal Policy.

11 Teacher Pay Progression Based on Performance: Responsibilities

- 11.1 A teacher's appraisal reports will contain pay recommendations.
- 11.2 Final decisions about whether or not to accept a pay recommendation is delegated as follows:
- 11.2.1 in respect of the Principal, the final decision will be made by the Chief Executive of the Trust, having regard to any submissions that may be made by the Chair of that Academy's Local Governing Body;
 - 11.2.2 in respect of other members of the Senior Leadership Team the final recommendation will be made by the Principal, and authorised by the Chief Executive.
 - 11.2.3 in respect of teachers on the main or Upper Pay Scale, the final decision will be made by the Principal based on recommendations for pay progression made by the teacher's appraiser;
 - 11.2.4 in respect of the Chief Executive, final decisions on pay will be made by the Trust;
 - 11.2.5 in respect of the Directors in Central Office final decisions on pay will be made by the Chief Executive.
- 11.3 All final decisions for teaching staff must be made having regard to the appraisal report.
- 11.4 The Chief Executive will report to the Board on Teacher Pay Progression across the Trust.

12 Teachers: Pay Progression on the Main Scale

- 12.1 The current pay scale for main pay range teachers is attached to this policy in Appendix A. Appraisal objectives will become more challenging as the teacher progresses up the main pay range. To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives (see Appraisal policy for further information on objectives) and have shown that they are competent in all elements of the Teachers' Standards.
- 12.2 Where teaching is deemed to require improvement or where little or no progress has been made towards objectives, pay progression may be withheld.
- 12.3 If the evidence shows that a teacher has demonstrated exceptional performance, the Principal may recommend that to the Chief Executive that enhanced pay progression should apply.
- 12.4 Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:
- an increasingly positive impact on pupil progress
 - an increasing impact on wider outcomes for pupils
 - improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
 - an increasing contribution to the work of the Academy
 - an increasing impact on the effectiveness of staff and colleagues

- 12.5 Further information, including sources of evidence, and detail around objective setting, is contained in the Trust's Appraisal Policy.
- 12.6 Teachers will receive written notification of pay decisions. Where a teacher has not progressed, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy. Feedback will include advice and support on areas for improvement in order to meet the relevant criteria. The teacher who has not progressed can make representations to the Principal and appeal to the Trust Executive Team. The appeals process is set out at the back of this pay policy. Where the Chief Executive is the appraiser, any appeal will be to the Trust's Board of Directors.

13 Pay Progression to and on the Upper Pay Range:

- 13.1 Any qualified teachers can request to be paid on the Upper Pay Range and any such request must be assessed in line with this policy. The current pay scale for the Upper Pay Range in this academy is attached to this policy in Appendix 1. It is the responsibility of the teacher to decide whether or not they wish to request to be paid on the Upper Pay Scale. Teachers will need to apply between the 15th and 30th of September of the year in which they are eligible to progress. If a teacher is simultaneously employed at another school/academy, they may submit separate applications if they wish to apply to be paid on the Upper Pay Scale in that academy. The Trust will not be bound by any pay decision made by another academy.
- 13.2 In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers should ensure that they build up an evidence base to support their application. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application, from this academy and other academies, in support of their application.
- 13.3 Process: One application may be submitted annually, by the closing date. However, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:
- Submission of each Academy's application form with supporting evidence, no greater than 2 sides of A4, to the Principal by the closing date. The application, evidence and recommendation from the appraiser will be passed to the Principal for moderation purposes, if the Principal is not the assessor.
 - Teachers will receive written notification of the outcome of their application. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
 - Oral feedback which will be provided by the assessor. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
 - Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.
- 13.4 Assessment: The teacher will be required to meet the criteria set out in the relevant paragraphs of the STPCD, namely that:
- the teacher is highly competent in all elements of the Teachers' Standards and

·the teacher's achievements and contribution to the Academy are substantial and sustained. In the Trust, this means:

“highly competent”: the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

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

“sustained”: the teacher must have had two consecutive successful appraisal reports in this Academy and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently excellent.

13.5 Progression on the Upper Pay Scale from UPS1 to UPS2 and UPS2 to UPS3

13.5.1 The Academy's Trust's Appraisal Policy will be used to inform decisions on movement up the Upper Pay Scale. Post-threshold teachers on their second salary review after reaching UPS1 on the upper pay spine will become eligible for progression to point UPS2, and on their second salary review after reaching UPS2 for progression to point UPS3.

13.5.2 In the case of teachers wishing to progress to points UPS2 and UPS3 on the scale, teachers will be expected to have demonstrated in their last two performance reviews (subsequent to their progression to UPS1 and in turn, subsequent to their progression to UPS2) that they meet the criterion of sustained and substantial performance and contribution to the Academy, and that they are still operating at or above the level of the post-threshold standards. This is defined as an effective contribution to the Academy which goes beyond maintaining and raising standards in their own classroom to making a wider impact across the Academy. This wider impact will be greater at point UPS3 than at UPS2 and greater at UPS2 than at UPS1. Notwithstanding clauses 13.5.1 and 13.5.2 exceptional performance may be recognised by faster progression, subject to approval by the Chief Executive.

13.5.3 Judgement will be made based on:

- the criteria set out in the Assessment paragraph above
- evidence which shows that the teacher has had two successful appraisals and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 13, namely that the teacher has improved his/her professional practice and has had increased his/her impact on the wider Academy and the effectiveness of his/her colleagues.

13.5.4 Pay progression on the Upper Pay Range to UPS3 should be an aspiration for all teachers. UPS3 teachers represent the pinnacle of the teaching profession; UPS3 teachers should play a critical role in the life of the academy. They should provide a role model for teaching and

learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They should take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Teachers aspiring to move from UPS2 to UPS3 will, in addition to demonstrating good progress as defined above, need to demonstrate that they play a critical role in the life of the Academy.

- 13.5.5 Teachers on UPS3 will need to demonstrate each year that they are continuing to meet the expectations for performance at UPS3. Failure to do so may lead to a period of support, and, if no improvement is made, to capability procedures in accordance with the Trust's appraisal and capability procedures.

14 Pay Progression for Principal and Senior Leadership Teams

- 14.1 Annual pay progression within the range for the particular leadership post is not automatic, although pay progression will normally be by one point on achievement of his / her performance targets. Two pay progression points on the basis of an outstanding performance with particular regard to leadership, management and pupil progress at the Academy may be awarded, subject to the approval of the Chief Executive.

15 Expected Pay Progression for Non-Teaching Staff

- 15.1 Pay progression for non-teaching staff including the Trust Central Office staff (unless referred to below) will be as set out in the Green Book.
- 15.2 Pay progression of the Directors whose pay progression is the subject of appraisal will be decided by the Chief Executive who will undertake a review to determine progression.
- 15.3 The Chief Executive's pay progression will be decided by the Trust, who will undertake an annual benchmarking exercise to determine progression.

16 Lead Practitioners

- 16.1 Lead Practitioner posts are available to recognise outstanding classroom practice. There will be a 3 point range taken from the Lead Practitioner scale as set out in the STPCD. Candidates would be able to be placed anywhere on the scale.
- 16.2 Where a Principal wishes to consider the introduction of Lead Practitioners, they will consult with the CEO and the Trust on the proposal. The Trust will at all times comply with the relevant provisions of the STPCD when appointing Lead Practitioners.
- 16.3 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Principal may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Principal may decide that there should be no pay progression. The pay review will be completed by 30th November.

17 Part-Time Employees

- 17.1 Teachers employed on an on-going basis at the Academy who work less than a full working week are deemed to be part-time. Each Academy will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, with the exception of TLR3 which will be paid in full, subject to the provisions of the statutory pay as stated in the STPCD and working time arrangements and by comparison with the Academy timetabled teaching week for a full time teacher in an equivalent post.
- 17.2 Support staff including in the Central Office who work less than a full working week, or work term-time or term-time plus, are deemed to be part-time. Each Academy will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements.

18 Short Notice/Supply Teacher

- 18.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

19 Differentials

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

20 Additional Payments for Teachers

- 20.1 In accordance with the provisions and calculations in the STPCD, the Principal may make payments as they see fit to a teacher, in respect of:
- 20.1.1 continuing professional development undertaken outside the school day;
 - 20.1.2 activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy;
 - 20.1.3 participation in out-of-academy hours learning activity agreed between the teacher and the Principal;
 - 20.1.4 additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional Academies.
- 20.2 All such payments must be referred to the Chief Executive for approval, before being made.

21 Payments for Members of a Senior Leadership Team

- 21.1 The Trust may consider a discretionary additional payment under the following circumstances:

- 21.1.1 without such additional payment the Academy considers that the Academy would have substantial difficulty filling the vacant leadership post; or
- 21.1.2 to attract an appropriately qualified and experienced leadership candidate, e.g. location, specialism; or
- 21.1.3 retaining them; or
- 21.1.4 in the case of the Principal, they are appointed as a temporary Principal of one or more additional Trust academies.
- 21.1.5 Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to leadership group posts must be taken into account when determining the salary range for the post

22 Recruitment and Retention Payments for Teachers

- 22.1 The Trust may award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive. The Principal must make a recommendation to the Chief Executive for consideration.
- 22.2 The Chief Executive will consider using their discretion under this policy where they consider it is appropriate to do so, in order to recruit or retain relevant staff. The Chief Executive will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.
- 22.3 The Academy will conduct an annual formal review of all such awards and report to the Chief Executive.
- 22.4 In relation to a Principal, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Chief Executive of the Trust chooses to use the 'wholly exceptional circumstances' discretion set out in the STPCD

23 Teachers: Safeguarding Arrangements

- 23.1 Safeguarding will apply in accordance with the provisions of the STPCD (as amended) up to a maximum of three years whenever a teacher faces a reduction in salary due to no fault of their own. Where safeguarding applies, the teacher will be given notice of when safeguarding is to commence, along with any duties, which are being given to the teacher as work commensurate with their safeguarded sum or sums. Any teacher in receipt of a safeguarded sum that exceeds £500 who unreasonably refuses to carry out such additional duties will cease to be paid the safeguarded sum in accordance with STPCD. Any such determination will be subject to appeal in the usual way.

24 Teaching and Learning Responsibility ("TLR") Payments

- 24.1 Teaching and Learning Responsibility (TLR) payments will be awarded in accordance with the STPCD (as amended) to a teacher on the main scale or Upper Pay Scale where a teacher is required to

undertake a sustained additional responsibility within each Academy's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable i.e. where a post:

24.1.1 is focused on teaching and learning;

24.1.2 requires the exercise of a teacher's professional skills and judgement;

24.1.3 requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

24.1.4 has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupil.

24.2 The Trust has determined that TLR payments are reviewed annually and the scales are as set out in Appendix 1 to this policy. The Principal will make the decision about the value of a TLR payment awarded for those responsibilities with reference to the Trust's scale.

24.3 The Principal may award a temporary fixed term TLR3 payment for clearly time-limited Academy improvement projects or one off externally driven responsibilities. The scale for this is as set out in Appendix 1.

24.4 The Principal decides who the TLR payment is awarded to.

25 Acting Up Allowance for Teaching Staff

25.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered by the Principal for payment of an acting allowance. Where a teacher covers part duties, the Trust will apply its discretion. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will not be lower than the minimum of the respective pay range for as long as the acting allowance is paid. It will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

26 Handling Grievances and Appeals

26.1 If an employee believes that the final pay decision falls short of their expectations they may wish to appeal against the decision, using the Appeal Hearing Procedure.

27 Appeal Hearing Procedure

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

27.1.1 if an employee feels that a pay decision is incorrect or unjust; they may appeal against that decision, especially when there is new evidence to consider;

27.1.2 employees should put their appeal in writing to either the Chief Executive or, in the case of a Principal or member of the Central Office staff, to the Trust. All appeals should include sufficient details of its basis;

27.1.3 for Principals or Central Office staff the Appeal will be heard by the Trust. For other employees the Appeal will be heard by the Chief Executive.

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

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

27.4 The Appeal will be heard no later than 20 (Academy) working days of the date on which the written appeal was received.

27.5 The Chief Executive/Trust Appeal Committee will invite the employee to set out their case. The Principal, assisted by the appraiser, where necessary (or the Chief Executive in the case of an appeal by a Principal) will also be asked to take the person(s) hearing the appeal through the procedures that were observed in their part of the pay policy determination process.

27.6 Following the conclusion of representations by all relevant parties, the person(s) hearing the appeal will then consider all the evidence in private and reach a decision. They will write to the employee notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the person(s) hearing the appeal is final.

28 The Modified Procedure

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

28.2 Where an employee has, whilst employed by the Trust, lodged an Appeal against a pay decision but has then subsequently left the Trust's employment before any Appeal hearing is held, the following steps will be observed:

28.2.1 the employee must have set out details of their Appeal in writing;

28.2.2 the employee must have sent a copy of their Appeal to the Chief Executive or Trust Appeal Committee (as above) who will consult with relevant personnel and provide the employee with an appropriate written response on behalf of the Trust.

29 Monitoring, Evaluation and Review

29.1 The policy will be promoted and implemented throughout Trust.

29.2 The Trust will monitor the operation and effectiveness of arrangements referred to in this policy.

29.3 The Trust will review this policy annually in consultation with the Unions under the Recognition and Collective Agreement.

Appendix 1

Main, Upper and Unqualified Pay Scales 2022

School Teachers' Pay September 2022

Point	FTE	
	Annual	Monthly
M1	28,000	2,333.34
M2	29,800	2,483.34
M3	31,750	2,645.84
M4	33,850	2,820.84
M5	35,990	2,999.17
M6	38,810	3,234.17

U1	40,625	3,385.42
U2	42,131	3,510.92
U3	43,685	3,640.42

LP01	44,523	3,710.25
LP02	45,639	3,803.25
LP03	46,778	3,898.17
LP04	47,941	3,995.09
LP05	49,136	4,094.67
LP06	50,368	4,197.34
LP07	51,725	4,310.42
LP08	52,917	4,409.75
LP09	54,239	4,519.92
LP10	55,633	4,636.09
LP11	57,075	4,756.25
LP12	58,391	4,865.92
LP13	59,850	4,987.50
LP14	61,343	5,111.92
LP15	62,869	5,239.09
LP16	64,541	5,378.42
LP17	66,022	5,501.84
LP18	67,685	5,640.42

Point	FTE	
	Annual	Monthly
L01	44,305	3,692.09
L02	45,414	3,784.50
L03	46,548	3,879.00
L04	47,706	3,975.50
L05	48,895	4,074.59
L06	50,122	4,176.84
L07	51,470	4,289.17
L08	52,659	4,388.25
L09	53,973	4,497.75
L10	55,360	4,613.34
L11	56,796	4,733.00
L12	58,105	4,842.09
L13	59,558	4,963.17
L14	61,042	5,086.84
L15	62,561	5,213.42
L16	64,225	5,352.09
L17	65,699	5,474.92
L18	67,351	5,612.59
L19	69,022	5,751.84
L20	70,733	5,894.42
L21	72,483	6,040.25
L22	74,283	6,190.25
L23	76,122	6,343.50
L24	78,010	6,500.84
L25	79,949	6,662.42
L26	81,927	6,827.25
L27	83,956	6,996.34
L28	86,040	7,170.00
L29	88,170	7,347.50
L30	90,365	7,530.42
L31	92,597	7,716.42

Point	FTE	
	Annual	Monthly
L32	94,898	7,908.17
L33	97,256	8,104.67
L34	99,660	8,305.00
L35	102,137	8,511.42
L36	104,666	8,722.17
L37	107,267	8,938.92
L38	109,922	9,160.17
L39	112,601	9,383.42
L40	115,410	9,617.50
L41	118,293	9,857.75
L42	121,258	10,104.84
L43	123,057	10,254.75

UQ1	19,340	1,611.67
UQ2	21,559	1,796.59
UQ3	23,777	1,981.42
UQ4	25,733	2,144.42
UQ5	27,954	2,329.50
UQ6	30,172	2,514.34

Teaching and Learning Responsibilities (TLRs) FTE Annual Amounts		
	Min	Max
TLR1	8,706	14,732
TLR2	3,017	7,368
TLR3	600	2,975

Appendix 2

NJC Pay Scales Effective April 2022

NJC Pay Scales Effective April 2022									
Grade / Point		Annual	Monthly	Hourly Rate	Grade / Point		Annual	Monthly	Hourly Rate
1	1	20,258	1,688.17	10.50	8	25	32,020	2,668.33	16.60
	2	1	20,258	1,688.17		10.50	26	32,909	2,742.42
3		2	20,441	1,703.42		10.60	27	33,820	2,818.33
	4	3	20,812	1,734.33		10.79	28	34,723	2,893.58
5		4	21,189	1,765.75		10.98	29	35,411	2,950.92
	6	5	21,575	1,797.92		11.18	30	36,298	3,024.83
7		6	21,968	1,830.67	11.39	9	30	36,298	3,024.83
	8	7	22,369	1,864.08	11.60		31	37,261	3,105.08
9		8	22,777	1,898.08	11.81		32	38,296	3,191.33
	10	9	23,194	1,932.83	12.02		33	39,493	3,291.08
11		10	23,620	1,968.33	12.24		34	40,478	3,373.17
	12	11	24,054	2,004.50	12.47	35	41,496	3,458.00	21.51
13		11	24,054	2,004.50	12.47	10	35	41,496	3,458.00
	14	12	24,496	2,041.33	12.70		36	42,503	3,541.92
15		14	25,409	2,117.42	13.17		37	43,516	3,626.33
	16	15	25,878	2,156.50	13.41		38	44,539	3,711.58
17		17	26,845	2,237.08	13.92	39	45,495	3,791.25	23.58
	18	19	27,852	2,321.00	14.44	40	46,549	3,879.08	24.13
19		19	27,852	2,321.00	14.44	11	40	46,549	3,879.08
	20	20	28,371	2,364.25	14.71		41	47,573	3,964.42
21		22	29,439	2,453.25	15.26	42	48,587	4,048.92	25.19
	22	23	30,151	2,512.58	15.63	43	49,590	4,132.50	25.71
23		24	31,099	2,591.58	16.12	44*	50,608	4,217.33	26.23
	24	25	32,020	2,668.33	16.60	12	44*	50,608	4,217.33
25		45*	51,663	4,305.25	26.78				
	26	46*	52,664	4,388.67	27.30				
27		47*	53,697	4,474.75	27.83				
	28	48*	54,735	4,561.25	28.37				

Points 13, 16, 18 & 21 are not used

NJC Payscale covers points 1-43. *Additional points are for guidance only

Points 13, 16, 18 and 21 are not used