

Pay Policy

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01.08.2020	0.1	Statutory changes	Review and overhaul of policy in line with SCC. P Lovern & C Humphries	This policy has been adapted from the Staffordshire County Council 2020 whole school pay policy and subsequently consulted on with staff
05.11.2020	0.2	Scheduled Review	Update to name and logo. J Bowman	
11.12.20	1.0	Scheduled Review	Ratification by Board	
09.07.21	2.0	Scheduled Board review	Ratified	
30.09.22	3.0	Scheduled Board review	Ratified	
28.06.23	3.1	Changes to support staff pay scales	Acceptance of SCC new policy. Pay scales updated S Cole	Staffordshire County Council
29.06.23	4.0	Scheduled Board review	Ratified	
22.11.23	4.1	Scheduled Review	Updated to new SCC model policy. Removed ability to not apply pay rises in line with Government.	SCC
	5.0	Scheduled Board review	Ratified	

Policy Statement

The purpose of the Staffordshire Schools Multi Academy Trust Pay Policy is to set out the framework for making decisions on pay for teachers and support staff, including the procedures for determining appeals.

It has been developed to comply with current legislation; the statutory requirements of the School Teachers Pay and Conditions Document ([STPCD](#)) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance '[Implementing your school's approach to pay](#)'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

- the Employment Relations Act 1999(47),
- the Equality Act 2010(48),
- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(49) and;
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(50).

The Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Improvement Plan by recognising that the Trust's staff are its most important resource and by providing a system which will enable the Trust to recruit, retain and motivate staff of the best quality. The Trust will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy. Where a pay award is applied it may be awarded on the basis of whole school improvement. Pay progression will always be applied on the basis of individual performance.

All teachers employed by the Trust will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised that alternative conditions apply.

This policy is reviewed annually and has been developed in consultation with the relevant trade unions and professional associations.

Policy Principles

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable the Trust to recognise and reward employees appropriately for their contribution.
- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay & Conditions Document ([STPCD](#)), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered, and that the policy has a minimum impact on their workload.
- Ensure that implementation of the pay award complies with the National Minimum and Living Wage

Roles and Responsibilities

Pay decisions are made by the Trust Board, which may delegate pay responsibilities to a Pay Committee. The Pay Committee shall establish and review the pay policy, subject to the approval of the Board and have the authority to take pay decisions on behalf of the Board in line with the policy. The role and responsibilities of the Pay Committee are outlined at **Appendix A**.

When taking pay decisions, the Pay Committee must have regard to both the pay policy and the staffing structure. The pay policy and staffing structure is available to all employees.

Leadership Group Pay

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

When determining the appropriate pay range for the Leadership group, the Trust Board will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The Trust will ensure that the maximum of the Chief Executive Officer's pay range and any additional payments does not exceed 25% of the maximum of the Headteacher group size other than in exceptional circumstances. In such circumstances, the Trust will seek external independent advice and support its decision with a business case.

The maximum of the Headteacher, Head of School or Deputy Headteacher pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Headteacher, Head of School or Deputy Headteacher should only overlap the Chief Executive Officer's pay range in exceptional circumstances.

Three Stage Process to Determine Leadership Pay

A three-stage process will be adopted by the Pay Committee to determine leadership pay. This provides greater flexibility to make pay decisions to attract headteachers and other members of the leadership team.

The three stages are detailed below, and further guidance can be found in the [DfE Guide 'Implementing your school's approach to pay'](#).

- Define the role and determine the headteacher group (calculate the total unit score for the school in accordance with part 2 of the [STPCD](#)).
- Set the indicative pay range (consider the complexities of the school's internal and external factors).
- Decide the starting salary within the individual pay range (taking into consideration relevant skills and attributes, ensuring room for performance related progression as additional allowances are now restricted).

Adopting this approach will ensure that pay is reflective of the complexities of each school and use of allowances to enhance pay should not apply in most cases as these determinations should now be made from the outset.

CEO

Decisions on the pay and allowances of the Chief Executive Officer will be communicated by the Trust Board, in writing, in accordance with the STPCD timing of salary determination and notification.

The Board has assigned the Trust Group 4 in recognition of the complexity and accountability of leading four schools.

The Chief Executive's pay range may exceed the maximum where the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Trust may determine that payment be made to the Chief Executive Officer for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

The total sum of the temporary payments made to the Chief Executive Officer in any school year must not exceed 25% of the annual salary which is otherwise payable to the Chief Executive Officer, and the total sum of salary and other payments made to Chief Executive Officer must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the Trust Board will seek external independent advice and support its decision with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that Chief Executive Officer.

The Trust has decided that the pay range for the CEO is L30-34

Executive Heads

Pay determination for executive heads (a headteacher responsible and accountable for more than one school) is based on the calculation of the total number of pupil units across all schools. The Pay Committee should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

Consideration needs to be given to the remuneration of deputy and assistant heads who, as a result of the headteacher's role, take on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the headteacher's enlarged role, it is not automatic.

The Trust currently has one Executive Headship.

	Unit Total	Headteacher Group
St Mary's & The Howard	1008	2

Headteachers Pay (including Heads of School)

Headteachers must be paid within the current statutory pay range.

The [STPCD](#) describes how headteacher's pay is calculated within a school using the school unit total which identifies the headteacher group.

School	Unit Total	Headteacher Group
Anson CE Primary	707	1
St Mary's CE Primary	602	1
The Howard Primary	406	1
The Richard Crosse CE Primary	812	1

Individual pay ranges for headteachers may be whatever length the Board/ Pay Committee deems appropriate (within the nationally agreed pay ranges), and may or may not include fixed scale points.

Pay ranges for headteachers should be no less than the group minimum and should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Pay Committee must ensure that the maximum of the headteacher's pay range and any additional payments does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Board must seek external independent advice before providing such agreement and support its decision with a written business case.

Should there be a requirement to make temporary payments to headteachers for undertaking additional responsibilities further advice can be found in the [STPCD](#).

Wider Leadership Pay (Assistant / Deputy)

Wider leadership roles must be paid within the current statutory pay range. For wider leadership posts, the Pay Committee should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Pay Committee deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression, and may or may not include the model pay points.

Pay Progression for Leadership Group

The headteacher will be appraised annually by the Board, supported by a suitably skilled and experienced external adviser who has been appointed by the Board for that purpose.

Wider leadership group pay will be reviewed annually taking into account the performance objectives set in line with the Trust Appraisal Policy. The headteacher will propose a pay progression decision to the Pay Committee following appraisals for all wider leadership roles.

As per the [STPCD](#) the Pay Committee must decide how pay progression will be determined within the agreed pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed through the Trust's appraisal arrangements.
- sustained high quality of performance having regard to the results of the most recent appraisal.
- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Pay Committee must have regard to this recommendation.
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.

This pay policy determines that members of the leadership group will receive a pay award in line with local pay progression arrangements following a successful appraisal, which must demonstrate sustained high quality performance, with particular regard to leadership, management and pupil progress at the school as well as performance against performance objectives before any performance points will be awarded. This may include enhanced progression where appropriate. The Trust will consider movement by more than one point in line with the provisions of the STPCD.

Teachers

Approach to Teachers Pay

The Local Government Association (LGA) circular detailing the STPCD advisory pay points for main, upper and unqualified teachers' pay ranges and model pay points for all other pay ranges can be found in Appendix D. Schools are free to adopt the advisory and model pay points within the statutory ranges or choose a different approach.

Staffordshire County Council recommends that all schools should adopt the advisory and model pay points, however this is an individual school decision.

Annual pay progression for teachers is based on performance determined during the annual appraisal. As per the [STPCD](#) the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

Local Changes to the Model Pay Policy

The CEO and Board will consult trade unions/professional associations and staff with regard to any subsequent proposed changes to the Staffordshire County Council Model Pay Policy.

Consultation must take place with a representative who is authorised to negotiate on behalf of the trade unions / professional associations, in these circumstances the County Secretaries of the Trade Unions/professional associations.

The Trust will discuss any changes they may be considering with their HR provider in the first instance.

Annual Pay Award September 2023

As per the School Teachers Pay and Conditions Document 2023 ([STPCD](#)) the following has been agreed:

- A minimum of 6.5% increase will be applied to all pay and allowance ranges and advisory points, apart from a higher uplift for M1 of 7.1%
- Any payments as a result of this year's pay award or due to annual pay progression decisions for all eligible teachers following appraisal will be backdated to 1 September 2023.

The statutory pay ranges including the STPCD advisory pay points for main pay, upper pay and the unqualified teachers' pay range (UTPR) from 1 September 2023 can be found in **Appendix D**.

Teachers Pay

Teachers must be paid within the current statutory pay ranges.

Determining Teachers Pay on Appointment

On appointment the Pay Committee will determine the starting salary to be offered to the successful candidate within the appropriate pay range.

In making such determinations, the Pay Committee will consider a range of factors including:

- the nature of the post
- the nature of the qualifications, skills, and number of years' experience required.
- the wider school structure.
- current salary (consider the principles of pay portability as detailed in the [DfE Guidance 'Implementing your school's approach to pay'](#))

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school. It is the responsibility of the Trust to decide on this issue.

Teacher's Annual Pay Review

The Pay Committee will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October. In the case of headteachers, the deadline is 31 December. All teachers must be given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an employee's pay.

Where a pay review leads to a period of safeguarding (pay protection) the Pay Committee must inform the employee as soon as possible but no later than one month after the date of the decision.

Pay Progression for Teachers

This pay policy determines that a teacher will receive pay progression in line with local pay progression arrangements (which may include enhanced progression where appropriate) following a successful appraisal. As per the [STPCD](#) the expectation is that good classroom teachers should normally reach the maximum of the main pay range within five years.

Teachers pay will be reviewed annually taking into account the performance objectives set in line with the Trust's Appraisal Policy. Objectives set must support school/organisational improvement. Progression between pay points will be based on the teacher demonstrating, through their appraisal, that they meet the teacher standards and have met their own objectives for the appraisal period. To be fair and transparent, assessments of performance will be properly rooted in evidence. The evidence used will be only that available through the appraisal process and this is detailed in the Appraisal Policy. In this Trust we will ensure fairness by the arrangements detailed in the Appraisal Policy.

In the case of ECT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Pay Committee must decide how pay progression will be determined within the relevant pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed and recorded via the school's appraisal arrangements.
- that they meet the Teacher Standards ([see STPCD – Annex. 1](#)), a recommendation on pay must be made as part of the individual's appraisal report, and in making its decision the Pay Committee must have regard to this recommendation.
- the pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.
- all pay decisions must be objectively justified and based on evidence documented in the annual appraisal.

The Trust has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Trust Board may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the teacher's successful performance appraisal having been exceeded.

Where the appraisal objectives have not been met as defined in the Appraisal Policy, there may be no recommendation to progress pay. If a teacher is unlikely to meet their objectives, this should be discussed with them in a timely manner and well in advance of the final appraisal meeting. A teacher does not have to be engaged in performance improvement measures before pay progression can be paused.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Board, taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave. Schools should consider an employee's performance either before or after a period of absence and consideration must be given on a case-by-case basis. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave.

Unqualified Teachers

Unqualified Teachers will be paid within the current statutory pay ranges.

Unqualified teachers' pay progression will be subject to performance.

Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Pay Committee considers to be appropriate.

Early Career Teachers

In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the [statutory induction process](#) set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

ECTs should not be negatively affected by the extension of the induction period from one to two years. This change does not prevent awarding pay progression to ECTs at the end of the first year.

Teachers on Main Pay Range

Pay progression for teachers on the Main Pay Range will be subject to performance.

Progression to the Upper Pay Range

Qualified teachers may apply to progress to the Upper Pay Range once a year in line with the assessment criteria set out below. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range. The Trust is not bound by any pay decision made by another school.

The Application

A template 'Upper Pay Range Application Form' is provided in **Appendix B**.

A teacher wishing to apply to progress to the Upper Pay Range should submit their application no later than **31 October** each year.

All applications should include the results of the most recent appraisal, under the Appraisal Regulations 2012, including any recommendation on pay. Evidence should be proportionate and readily available from day-to-day practice in school. When such information isn't available e.g., those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment criteria can be submitted by the applicant providing evidence from previous appraisals.

Applications should be submitted to the relevant Headteacher.

The Assessment

The assessor must be qualified to undertake the assessment.

Following the assessment, the assessor will submit their recommendation to the Pay Committee regarding the outcome of the application along with the reasons for their recommendation.

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- **'highly competent'** may mean

Performance which is not only good enough to provide coaching or mentoring to other teachers but 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 to meet the relevant standards and develop their teaching practice.

- **'substantial'** may mean

Of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to

the raising of pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

- **'sustained'** may mean

Maintained continuously over a significant period of time which would normally be no more than two years. At this Trust the period considered is two years for both full time and part time employees.

The Outcome

The assessment should be made within 10 working days of the receipt of the application or the conclusion of the appraisal process, whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will normally be placed on the bottom of the range.

If unsuccessful, face to face supportive and developmental feedback will be provided then followed up in writing by the headteacher as soon as possible and at least within 5 working days of the decision.

Appeals Process

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in this policy.

Teachers on Upper Pay Range

Pay progression for teachers on the Upper Pay Range will be subject to performance.

Leading Practitioners

Pay progression for leading practitioners will be subject to performance.

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

When determining the pay range for such posts, the Trust Board will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

Determining Leading Practitioner Pay

The Pay Committee will need to determine an individual pay range for each leading practitioner post within the minimum and maximum of the overall range specified within **Appendix D**. When determining the individual salary range, the Trust should take into account the challenge and demands of an individual post and be mindful of internal pay relativities. If a school creates more than one such post, individual pay ranges should be determined separately for each post and do not need to be identical. Salaries are for specific posts and will not be portable between different schools or different posts within the same school.

For further advice regarding the appointment of leading practitioners please refer to the [DfE Guide 'Implementing your school's approach to pay'](#).

Supply teachers

Supply teachers hired directly will be paid in accordance with the [STPCD](#). The pay of supply teachers employed via agencies is determined via the agency concerned.

Teacher's Allowances and Other Payments

Allowance ranges prescribed annually within the [STPCD](#) are detailed within **Appendix D**.

Special Educational Needs (SEN) Allowance

The eligibility criteria for a teacher to receive a SEN allowance is set out in the [STPCD](#).

The value of the SEN allowance at this Trust is:

SEN Allowance	Min	Max
SEN Allowance	2,539	5,009

When deciding on the amount of the allowance to be paid, the Pay Committee will consider the structure of the Trust's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post.

If, as a result of a change in the Trust's staffing structure the Pay Committee determines that a teacher's duties will no longer attract a SEN allowance, safeguarding principles will apply as outlined in the [STPCD](#).

Teaching and Learning Responsibility (TLR) Payments

The Pay Committee should award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

Eligibility Criteria

A TLR 1 and 2 will be paid while a teacher remains in the same post or occupies another post temporarily in the absence of a post-holder who is eligible for a TLR. Unqualified teacher may not be awarded TLRs. Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

TLR1 and TLR2

Before awarding a TLR, the Pay Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it-

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils'; and
- involves leading, developing and enhancing the teaching practice of other staff.

Both TLR 1 and 2 are pro rated for part time workers.

TLR1 Only

Before awarding a TLR 1, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

TLR3 (time limited)

Before awarding a TLR 3, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and
- involves leading, developing and enhancing the teaching practice of other staff.

The Pay Committee will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3's should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges. A TLR3 is not pro rated for part time staff.

TLRs and Safeguarding

If, as a result of a change in the Trust's staffing structure, the Pay Committee determines that a teacher's duties will no longer attract a TLR 1 or TLR 2, safeguarding principles will apply as outlined in the [STPCD](#).

Teachers in receipt of a safeguarding payment who are temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder will revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3 payments are not subject to safeguarding.

Recruitment & Retention Payments

The Pay Committee may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Pay Committee should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn.

The Board will conduct an annual review of all incentives, support or benefits.

Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs.

For further guidance on recruitment and retention payments please refer to the [STPCD](#).

Additional Payments

The Pay Committee may agree additional payments to a teacher, other than a headteacher, in exceptional circumstances in respect of:

- continuing professional development undertaken outside the school day.
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- participation in out-of-school hours learning activity agreed between the teacher and the headteacher.
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

As per the [STPCD](#) teachers are not eligible for honoraria payments.

Acting Allowance

Where a teacher temporarily carries out duties of a headteacher, deputy headteacher or assistant headteacher, the Pay Committee, within the period of four weeks beginning on the day on which such duties are first assigned, will determine whether or not an ‘acting allowance’ should be paid.

Where agreed, the acting allowance should be paid from the day the duties commence and ensure that the teacher’s total remuneration is not lower than the minimum of the respective pay range for the period of the acting up.

Unqualified Teachers Allowance

The Pay Committee may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- taken on a sustained additional responsibility which:
- is focused on teaching and learning; and
- requires the exercise of a teacher’s professional skills and judgement; or
- qualifications or experience which bring added value to the role being undertaken.

Safeguarding of Salary (pay protection)

Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

Circumstances which may lead to safeguarding are.

- Where the school staffing structure has changed.
- Where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.
- Where the Board agrees to reduce the number of teachers within the leadership or leading practitioner ranges.
- Where the Board lower a pay range applicable to teachers within the leadership leading practitioner group.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the [STPCD](#).

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

For more information, please refer to the [STPCD](#).

Support Staff

The Trust's current pay structure for support staff is detailed in **Appendix D**.

All support staff employed in this Trust will be paid in accordance with the conditions of service agreed by the National Joint Council (NJC) for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised by Staffordshire County Council to apply alternative locally agreed conditions.

The [Framework of Support Staff Profiles](#) and the County Council's Pay and Grading Structure form part of this Pay Policy. The Council's pay structure consists of sixteen grades which incorporate the nationally agreed NJC pay spine.

Support Staff Framework

The Board has adopted Staffordshire County Council's Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Board has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for its schools.

The pay and grading of support staff, attached to the framework, is determined by the single status pay and grading structure agreed by the County Council and the recognised Green Book trade unions from 1 April 2019. In adopting the Single Status Pay and Grading Structure and Framework the Board is assured that all decisions will be based on a fair and objective approach to pay and grading according to criteria laid down in the relevant national agreements.

The pay structure is based on a 'points to pay' relationship, determined through a job evaluation process therefore ensuring equal pay for work considered of equal value.

Determining support staff pay on appointment

All support staff will be appointed to a profile within the [Framework of Support Staff Profiles](#).

As the Council's pay structure reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

Each grade has a number of spinal column points (SCPs) within it. New employees will normally start at the bottom of the grade unless there is a market forces issue which requires consideration to appoint further up the grade.

Support staff increment annually to the next SCP on 1 April until they reach the maximum of the assigned grade. If an employee commences in role between 1 October and 31 March, they increment on the 6-month anniversary of their start date and then 1 April thereafter until the maximum of the grade is reached.

Where an employee moves from one post to another of the same grade, they should be appointed to the same spine reached. If an employee is promoted from one grade to the next and the grades overlap, where the employee is on the maximum of the old grade, they should be appointed to the second spine in the new grade.

Pay Progression for Support Staff

In April of each year employees will automatically move to the next SCP within the grade until they reach the maximum of the grade. In addition, employees will receive any nationally agreed cost of living pay increase.

Support staff will receive an annual appraisal in line with the Appraisal Policy, however there should be no link between performance and pay progression as incremental progression is based on time in post including the maximum spine within each grade.

Regrades and Regrade Appeal Process

The Grading Policy which outlines the regrade process and appeal mechanism for support staff can be found at the [Support Staff Grading Policy and Procedures page](#) on the SLN.

Staffing structure changes

The staffing structure is normally reviewed annually. When this review covers the support staff structure the Board (through an appropriate Committee) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

Where applicable, pay protection for support staff is three years for employees on grades 1 to 11 and one year for employees on grade 12 upwards, or until their salary exceeds the protected pay value, whichever falls sooner. During this time no pay awards are payable and once the protected value is reached employees will be paid at the top of the grade of the post they have been redeployed into.

When a new position is not covered by the Framework, the Trust will take advice from Staffordshire County Council's [Reward Team](#), to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

Honoraria

The NJC "Green Book" requires that there should be arrangements for recognising temporary additional duties where an employee 'acts up' in the absence of a more senior employee or assumes additional responsibilities. The higher salary should be backdated to the first day the acting up or additional duties commenced. This does not apply, however, if the absence is due to annual leave. The Board will refer to their HR Provider for guidance on honoraria.

Apprentices

Apprentices must be paid at least the [Government's National Minimum Wage rates](#). Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers' pay range for the training period.

For further advice on Apprenticeships please refer to [Apprentice guidance](#) on the SLN.

Working Arrangements

Part- time employees

The Board will apply the provisions of the [STPCD](#) in relation to part-time teachers' pay and working time. The Board will ensure that no employee receives less favourable treatment by virtue of the fact that they work part-time.

Salary Sacrifice Arrangements

A salary sacrifice arrangement refers to any arrangement under which an employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide them with a benefit-in-kind. The Trust currently operates a salary sacrifice 'hire agreement' cycle scheme and continues to offer childcare vouchers for existing scheme members although, following Government changes, this scheme is now closed to new entrants.

The Appeals Procedure

A teacher may request a review of any decision taken in relation to their pay due to one or more reasons specified in the list below, which is not exhaustive.

- Incorrectly applied any provision of the relevant conditions of service or pay policy.
- Failed to have proper regard for statutory 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.

It is recommended that a teacher is informed of a pay recommendation before it is ratified by the Pay Committee. The opportunity to discuss a pay decision before it is made may also mitigate the need for a formal appeal. The recommended order of proceedings is as follows:

1	The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.
2	If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally (normally with the headteacher).

3	Following the discussion, the pay recommendation will be submitted to the Pay Committee and their decision will be communicated to the teacher in writing.
4	Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
5	The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 12. above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
6	The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
7	Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision

The Appeals Committee

Any appeal should be heard by a panel of three Directors who were not involved in the original determination. The teacher will be given the opportunity to make representations in person or may wish to delegate this to their representative.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and there should be opportunity to re-schedule if necessary. The formal meeting must allow both parties to explain their cases.



The process is consistent with the provisions of employment law. The appeal committee's decision is final and, as per the [STPCD](#), there is no recourse to the general staff grievance procedure.

Further guidance on the appeals procedure and the appeal hearing can be found in the [DfE Guidance 'Implementing your school's approach to pay'](#).

Schools may also wish to obtain further advice regarding appeals from their HR provider.

Appendix A

Role and responsibility of the Pay Committee

The Pay Committee will comprise at least three Directors determined annually. The Pay Committee reports to the Trust Board.

Establishment of the policy

The Pay Committee is responsible for establishing the policy, in consultation with the Chief Executive Officer and other staff, and submitting it to the Trust Board for approval. The Trust Board is responsible for formal approval of the policy.

Monitoring and review of the policy

The Pay Committee is responsible for reviewing the policy annually, in consultation with the Chief Executive Officer and other staff; and submitting it to the Trust Board for approval. The Trust Board is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The Headteacher is responsible for:

- ensuring that pay recommendations for Deputy Headteachers, classroom teachers and support staff are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Chief Executive Officer is responsible for:

- ensuring that pay recommendations for the Headteachers, Heads of School, are made and submitted to the Pay Committee in accordance with the terms of the policy;
- advising the Pay Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions regarding the pay of the Headteachers, Deputy Headteachers, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher/Chief Executive Officer;
- making recommendations to the Trust Board regarding the pay of the Chief Executive Officer following consideration of the Chief Executive Officer's performance review;

- making recommendations to the Trust Board regarding the pay of the Headteacher/Head of School following consideration of the Headteacher's/Head of School performance review;
- submitting reports of these decisions to the Trust Board;
- ensuring that the Headteacher/Chief Executive is informed of the outcome of the decision of the Trust Board and of the right of appeal.

The Appeals Committee is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

Appendix B

UPPER PAY RANGE APPLICATION FORM

Teacher's Details:

Name:	
School:	
Post:	
Performance Management/Appraisal Details:	
Years covered by planning/review statements:	
Schools covered by planning/review statements:	

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements covering the relevant period.

Applicant's signature:	
Date:	

The signed proforma should be appended to the Teacher's appraisal planning record statement.

Appendix C

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Headteacher/Chief Executive) should put the case for the salary assessment decision.
3. The employee (or representative) may ask question of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Headteacher/Chief Executive to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties.

Appendix D

Support Staff Pay Range

Grade	SCP	Salary	Per hour
2	2	22,366	11.59
	3	22,737	11.78
3	4	23,114	11.98
4	5	23,500	12.18
	6	23,893	12.38
5	7	24,294	12.59
	8	24,702	12.80
	9	25,119	13.02
	10	25,545	13.24
6	11	25,979	13.46
	12	26,421	13.69
	13	26,873	13.93
	14	27,334	14.17
	15	27,803	14.41
7	16	28,282	14.66
	17	28,770	14.91

	18	29,269	15.17
	19	29,777	15.43
	20	30,296	15.70
	21	30,825	15.97
	22	31,364	16.25
8	23	32,076	16.62
	24	33,024	17.11
	25	33,945	17.59
	26	34,834	18.05
	27	35,745	18.52
9	28	36,648	18.99
	29	37,336	19.35
	30	38,223	19.81
	31	39,186	20.31
	32	40,221	20.84
	33	41,418	21.46
10	34	42,403	21.97
	35	43,421	22.50
	36	44,428	23.02
	37	45,441	23.55
	38	46,464	24.08
11	39	47,420	24.57

	40	48,474	25.12
	41	49,498	25.65
	42	50,512	26.18
	43	51,515	26.70
12	44	52,571	27.24
	45	53,627	27.79
	46	54,706	28.35
	47	55,669	28.85
	48	56,766	29.42
13	49	57,872	29.99
	50	58,986	30.57
	51	60,093	31.14
	52	61,194	31.71
	53	62,306	32.29
14	57	66,225	34.32
	58	67,830	35.15
	59	69,436	35.98
	60	71,042	36.82
15	61	78,275	46.19
	62	80,179	47.31
	63	82,088	48.44
	64	83,995	49.57

16	65	92,764	54.74
	66	95,033	56.08
	67	97,302	57.42

TLR Allowances

TLR Level	Min	Max
TLR 3 (fixed term)	639	3,169
TLR 2	3,214	7,847
TLR 1	9,272	15,690

Unqualified Teacher's Pay Range

Point	Annual Full Time Salary
1	20,598
2	22,961
3	25,323
4	27,406
5	29,772
6	32,134

Teacher's Main Pay Range

Point	Annual Full Time Salary
1	30,000
2	31,737
3	33,814
4	36,051
5	38,330
6	41,333

Teacher's Upper pay range

Point	Annual Full Time Salary
1	43,266
2	44,870
3	46,525

Leadership Pay Range

Point	Annual Full Time Salary
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

Headteacher Pay Range

Group	Min	Max
1	53,380	71,019
2	56,082	76,430
3	60,488	82,258
4	65,010	88,530
5	71,729	97,639
6	77,195	107,700
7	83,081	118,732
8	91,633	131,056