



The MAST Academy Trust

Policy	Staff Pay Policy addendum	
Owner	The Mast Executive Administrator	
Date approved	8 th March 2022	
Approver	Staffing Committee for the Trust Board	

Current version	V2.0
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Next review due	Spring 2023
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Objective of Policy
<p>This addendum aims to set out the calculation of leadership groups, staff salary and additional allowances, and accompanies the full Staff Pay policy.</p> <p>This policy has been consulted on the relevant trade unions.</p>

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of addendum

Sign off requirements			
Approvers		Position	
Staffing Committee		Trust Board	
Reviewers		Position	
Jason Field		CFO The MAST	
Dorcas Atkinson		Trustee	
Unions consulted			
ASCL	GMB	NEU, (ATL)	NAHT
NASUWT	UNISON	UNITE	

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1. Unit Totals

1.1. The Unit Total is calculated as follows:

Total Unit Score	Group	Scale
Up to 1000	1	L6 - L18
1,001 to 2,200	2	L8 - L21
2,201 to 3,500	3	L11 - L24
3,501 to 5,000	4	L14 - L27
5,001 to 7,500	5	L18 - L31
7,501 to 11,000	6	L21 - L35
11,001 to 17,000	7	L24 - L39
17,001 and over	8	L28 - L43

1.2. Subject to paragraphs 1.3 to 1.5 the total unit score must be determined in accordance with the number of pupils on the school register.

KEY Stage	Units per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	7
For each pupil in the third key stage	9
For each pupil in the fourth key stage	11
For each pupil in the fifth key stage	13

1.3. The number of pupils on the school register, and the number of pupils at each key stage, must be determined by the numbers as shown on the most recent return of the Department for Education (DfE) School Census.

1.4. Each pupil with a statement of special educational needs (SEN) or an Education, Health and Care plan must, if in a special class consisting wholly or mainly of such pupils, be counted as three units more than the pupil would otherwise be counted as by virtue of paragraph 1.2, and if not in such a special class be counted as three such units only where the relevant body so determines.

1.5. Each pupil who attends for no more than half a day on each day for which the pupil attends the school must be counted as half as many units as the pupil would otherwise

be counted as under paragraphs 1.2 or 1.4.

1.6. Where the headteacher is appointed as headteacher of more than one school on a permanent basis, the relevant body of the headteacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the headteacher group by combining the unit score of all the schools for which the headteacher is responsible to arrive at a total unit score, which then determines the headteacher group.

1.7. Unit totals and headteacher groups – special schools

1.7.1. Subject to paragraph 8 of the STPCD, a special school must be assigned to a headteacher group in accordance with the following table by reference to its modified total unit score calculated in accordance with paragraphs 1.7.2 to 1.7.8:

Modified total unit score	Group
Up to 2,200	2
2,201 to 3,500	3
3,501 to 5,000	4
5,001 to 7,500	5
7,501 to 11,000	6
11,001 to 17,000	7
17,001 and over	8

1.7.2. The relevant body must calculate the proportion of staff to pupils at the school expressed as a percentage ("the staff-pupil ratio") in accordance with the following formula:

$$\frac{A}{B} \times 100$$

1.7.3. Where A is the number of teachers and support staff weighted as provided in paragraph 1.7.4 and B is the number of pupils at the school weighted as provided in paragraph 1.7.5.

1.7.4. The weighting for a teacher is two units for each full-time equivalent teacher, and the weighting for each support staff member is one unit for each full-time equivalent individual.

1.7.5. The weighting for a full-time pupil is one unit and the weighting for a part-time pupil is half a unit.

1.7.6. The relevant body must calculate the staff-pupil ratio modifier in accordance with the following table by reference to the staff-pupil ratio determined in accordance with paragraph 1.7.2 to 1.7.4:

Staff –pupil ratio	Staff –pupil ratio modifier
1 - 20%	1
21 - 35%	2
36 - 50%	3
51 - 65%	4
66 - 80%	5
81% or more	6

1.7.7. The relevant body must determine the school's total unit score in accordance with the number of pupils on the school register calculated as follows:

Key Stage	Units per pupil
For each pupil in the preliminary stage and each pupil in the first or second key stage	10
For each pupil in the third key stage	12
For each pupil in the fourth key stage	14
For each pupil in the fifth key stage	16

1.7.8. The relevant body must determine the school's modified total unit score by multiplying the school's total unit score determined by the staff- pupil ratio modifier calculated under paragraph 1.7.7.

The number of pupils on the school register must be determined by the numbers as shown on the most recent return of the DfE School Census; and "support staff member" means a member of the school staff who is not:

- a) a teacher;
- b) a person employed in connection with the provision of meals;
- c) a person employed in connection with the security or maintenance of the school premises; or
- d) a person employed in a residential school to supervise and care for pupils out of school hours.

1.7.9. Where the headteacher is appointed as headteacher of more than one school on a permanent basis, the relevant body of the headteacher's original school or, under the Collaboration Regulations, the collaborating body must calculate the headteacher group by combining the unit score of all the schools for which the headteacher is responsible to arrive at a total unit score, which then determines the headteacher group.

1.8. Unit totals and headteacher groups – particular cases

Expected changes in number of registered pupils and teaching establishments

- 1.8.1. Subject to paragraph 1.8.5, where in the case of an ordinary school the total unit score and in the case of a special school the modified total unit score is expected by the relevant body to rise or fall after the date to which the assignment refers, the relevant body may instead assign the school to the appropriate group which would result after the expected change in numbers has taken place.
- 1.8.2. Where the relevant body is the governing body of a school which has a delegated budget, no assignment may be made until the authority has been consulted.

New schools

- 1.8.3. Subject to paragraphs 1.8.4 and 1.8.5, in the case of a school which is newly opened or not yet open, the relevant body must assign the school to the group appropriate in the case of an ordinary school to the total unit score and in the case of a special school to the modified total unit score expected by the authority or, in the case of a school with a delegated budget, by the governing body after consulting the authority to be applicable not less than four years from the date of opening.
- 1.8.4. The relevant body must, as necessary, revise its assignment as the expectations on which its calculation was based change.
- 1.8.5. There the relevant body is the governing body of a school which has a delegated budget, no assignment may be made until the authority has been consulted.

2. Pay Scales

2.1. Pay range for members of the Leadership group (including Headteacher and Chief Executive Officer) at 1 September 2021:

	£		£
L1	£42,195	L23	£72,497
L2	£43,251	L24	£74,295
L3	£44,331	L25	£76,141
L4	£45,434	L26	£78,025
L5	£46,566	L27	£79,958
L6	£47,735	L28	£81,942
L7	£49,019	L29	£83,971
L8	£50,151	L30	£86,061
L9	£51,402	L31	£88,187
L10	£52,723	L32	£90,379
L11	£54,091	L33	£92,624
L12	£55,338	L34	£94,914
L13	£56,721	L35	£97,273
L14	£58,135	L36	£99,681
L15	£59,581	L37	£102,159
L16	£61,166	L38	£104,687
L17	£62,570	L39	£107,239
L18	£64,143	L40	£109,914
L19	£65,735	L41	£112,660
L20	£67,364	L42	£115,483
L21	£69,031	L43	£117,197
L22	£70,745		

Ranges for Headteachers 1 September 2021

Group	Range of spine points	Salary range
1	L6 – L18	£47,735 - £63,508
2	L8 – L21	£50,151 - £68,347
3	L11 – L24	£54,091 - £73,559
4	L14 – L27	£58,135 - £79,167
5	L18 – L31	£64,143 - £87,313
6	L21 – L35	£69,031 - £96,310
7	L24 – L39	£74,295 - £106,176
8	L28 – L43	£81,942 - £117,197

2.2. Payments for Teaching and Learning Responsibilities (TLRs) at 1 September 2021:

TLR	Minimum	Maximum
1	£8291	£14030
2	£2873	£7017
3	£571	£2833

2.3. Payments for Special educational needs allowances

<i>SEN Min.</i>	£2,270
<i>SEN Max.</i>	£4,479

2.4. Support Staff Pay range at September 2021:

SCP	per annum	per hour	SCP	per annum	per hour
1	£18,333	£9.50	23	£28,226	£14.63
2	£18,516	£9.60	24	£29,174	£15.12
3	£18,887	£9.79	25	£30,095	£15.60

4	£19,264	£9.99	26	£30,984	£16.06
5	£19,650	£10.19	27	£31,895	£16.53
6	£20,043	£10.39	28	£32,798	£17.00
7	£20,444	£10.60	29	£33,486	£17.36
8	£20,852	£10.81	30	£34,373	£17.82
9	£21,269	£11.02	31	£35,336	£18.32
10	£21,695	£11.25	32	£36,371	£18.85
11	£22,129	£11.47	33	£37,568	£19.47
12	£22,571	£11.70	34	£38,553	£19.98
13	£23,023	£11.93	35	£39,571	£20.51
14	£23,484	£12.17	36	£40,578	£21.03
15	£23,953	£12.42	37	£41,591	£21.56
16	£24,432	£12.66	38	£42,614	£22.09
17	£24,920	£12.92	39	£43,570	£22.58
18	£25,419	£13.18	40	£44,624	£23.13
19	£25,927	£13.44	41	£45,648	£23.66
20	£26,446	£13.71	42	£46,662	£24.19
21	£26,975	£13.98	43	£47,665	£24.71
22	£27,514	£14.26			

The pay scale applicable to the Chief Financial Officer will be identified on role appointment, and as part of a benchmarking process. Once identified the support staff grade will be applied as above.