



The MAST Academy Trust

Policy	Staff Pay Policy addendum	
Owner	HR Officer	
Date approved	7 th November 2023	
Approver	Education & People Committee for the Trust Board	

Current version	V3.0
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Next review due	Autumn 2024
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Objective of Policy

This addendum aims to set out the calculation of leadership groups, staff salary and additional allowances, and accompanies the full Staff Pay policy.

This policy has been consulted on with the relevant trade unions.

Version Control	
Version Number	Summary of amends from previous version
1.0	Development of addendum
2.0	Annual review and updates section 2 (pay scales): teachers and leadership and support staff
3.0	Annual review and updates section 2 (pay scales): teachers and leadership and support staff

Sign off requirements			
Approvers		Position	
Education & People Committee		Trust Board	
Reviewers		Position	
Jason Field		CFO The MAST	
Liz Godman		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

Pay range for members of the Leadership group (including Headteacher and Chief Executive Officer) from September 2023

	From September 23		From September 23
L1	£47,185	L23	£81,070
L2	£48,366	L24	£83,081
L3	£49,574	L25	£85,146
L4	£50,807	L26	£87,253
L5	£52,074	L27	£89,414
L6	£53,380	L28	£91,633
L7	£54,816	L29	£93,902
L8	£56,082	L30	£96,236
L9	£57,482	L31	£98,616
L10	£58,959	L32	£101,067
L11	£60,488	L33	£103,578
L12	£61,882	L34	£106,138
L13	£63,430	L35	£108,776
L14	£65,010	L36	£111,470
L15	£66,628	L37	£114,240
L16	£68,400	L38	£117,067
L17	£69,970	L39	£119,921
L18	£71,729	L40	£122,912
L19	£73,509	L41	£125,983
L20	£75,331	L42	£129,140
L21	£77,195	L43	£131,056
L22	£79,112		

Ranges for Headteachers at 1 September 2023

Group	Range of spine points	Salary range 1/9/2023 to 31/8/2023
1	L6 – L18	£54,685 - £72,311
2	L8 – L21	£57,383 - £77,730
3	L11 – L24	£61,789 - £83,554
4	L14 – L27	£66,316 - £89,818
5	L18 – L31	£73,034 - £98,935
6	L21 – L35	£78,507 - £108,995
7	L24 – L39	£84,391 - £120,021
8	L28 – L43	£92,933 - £132,352

2.1. Range for Classroom Teachers at 1 September 2023:

Main pay range

	From September 23/24
Min M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
Max M6	£41,333

Upper pay range

	From September 2023
Min U1	£43,266
U2	£44,870
Max U3	£46,525

2.2. Range for Lead Practitioners at 1 September 2023:

	23/24		23/24
Min 1	£47,417	10	£59,250
2	£48,606	11	£60,785
3	£49,819	12	£62,187
4	£51,058	13	£63,741
5	£52,330	14	£65,331
6	£53,642	15	£66,956
7	£55,088	16	£68,737
8	£56,357	17	£70,314
9	£57,765	Max 18	£72,085

2.3. Payments for Teaching and Learning Responsibilities (TLRs) at 1 September 2023:

	2023/24	
TLR	Minimum	Maximum
1	£9,272	£15,690
2	£3,214	£7,847
3	£639	£3,169

2.4. Payments for Special educational needs allowances

	23/24
<i>SEN Min.</i>	£2,539
<i>SEN Max.</i>	£5,009

2.5. Payments for unqualified teachers

	23/24
Min 1	£20,598

2	£22,961
3	£25,323
4	£27,406
5	£29,772
Max 6	£32,134

Support Staff Pay range applicable from 1 April 2023 to 31 March 2024:

SCP	2023/2024	SCP	2023/2024
1	£22,183.00	34	£42,403.00
2	£22,366.00	35	£43,421.00
3	£22,737.00	36	£44,428.00
4	£23,114.00	37	£45,441.00
5	£23,500.00	38	£46,464.00
6	£23,893.00	39	£47,420.00
7	£24,294.00	40	£48,474.00
8	£24,702.00	41	£49,498.00
9	£25,119.00	42	£50,512.00
11	£25,979.00	43	£51,515.00
14	£27,334.00	44	£52,403.00
15	£27,803.00	45	£53,337.00
17	£28,770.00	46	£54,213.00
19	£29,777.00	47	£55,128.00
20	£30,296.00	48	£56,025.00
22	£31,364.00	49	£56,936.00
23	£32,076.00	50	£57,849.00
24	£33,024.00	51	£58,779.00
25	£33,945.00	52	£59,530.00
26	£34,834.00	53	£60,671.00
27	£35,745.00	54	£61,643.00

28	£36,648.00	55	£62,640.00
29	£37,336.00	56	£64,005.00
30	£38,223.00	57	£68,409.00
31	£39,186.00	58	£76,320.00
32	£40,221.00	59	£81,602.00
33	£41,418.00	60	£87,281.00

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.