



## Supportive, Cooperative, Adventurous

### Equality and Diversity

Campfire Education Trust is committed to promoting equality of opportunity for all staff and job applicants. The Trust aims to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff based on age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief (Equality Act 2010 protected characteristics). The principles of non-discrimination and equality of opportunity also apply to the way in which staff and Governors treat visitors, volunteers, contractors and former staff members.

### Data Protection

Campfire Education Trust will process personal data of staff (which may be held on paper, electronically, or otherwise). Campfire Education Trust recognises the need to treat it in an appropriate and lawful manner, in accordance with the Data Protection Act 2018 (DPA).

Ratified	Version	Date
<b>Adopted by Board of Trustees</b>	1	September 2020 Amended Dec 20*
<b>LGB</b>		
<b>Next Review Date:</b>		September 2021

# **PAY POLICY**

**In line with STPC Document 2020**

**And**

**\*NATIONAL AGREEMENT on PAY AND CONDITIONS OF SERVICE in line with  
Local authority pay scales for  
Milton Keynes  
Northampton  
Buckingham**

## Statement of Intent

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty.

Campfire Education Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of each Academy; they will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

## Equalities legislation

Campfire Education Trust and its Local Governing Bodies 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

Campfire Education Trust and its Local Governing Bodies will promote equality in all aspects of academy life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

See ‘governing body obligations’ in relation to monitoring the impact of this policy.

## Equalities and performance-related pay

Campfire Education Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Special circumstances such as an absence on maternity or long-term sick leave will be taken into account when making decisions regarding pay. This will be done on a case-by-case basis, depending on the individual staff members’ circumstances and the academy’s circumstances.

## **Job descriptions**

The headteacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the governing body. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the academy. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

## **Access to records**

The headteacher will ensure reasonable access for individual members of staff to their own employment records.

## **Appraisal**

The Trustees of Campfire Education Trust delegate responsibility for the implementation of the Pay Policy to its Local Governing Bodies. However, any pay recommendation must be approved by Trustees.

Executive pay is decided by the Board of Trustees (see Appendix 1)

The Local Governing Body will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the Trust's appraisal and capability policy). The appraisal of the Headteachers will be the responsibility of the Trust Trustees who delegate this to the Chief Executive Officer. Although the academy will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The headteacher of each academy will moderate objectives to ensure consistency and fairness; the headteacher will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

## **Governing body obligations**

The governing body will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (the Document) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book'). \*Pay scales set out are inclusive of any cost of living allowances for the year
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) or any LA pay/grading system. \*See support staff pay scales for Milton Keynes, Northampton and Buckingham Pay scales set out are inclusive of any cost of living allowances for the year
  - **\*Trust executive**  
Trust executive: as set out as per Appendix 1 in accordance with the Academies Handbook. Terms and conditions are as per contracts. Pay rises are subject to performance management and include cost of living allowances awarded to all staff

The governing body will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

The governing body will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the academy's spending plan as part of its annual budget setting process.

The governing body will monitor the outcomes of pay decisions, including the extent to which different groups of teachers progress at different rates, ensuring the academy's continued compliance with equalities legislation.

### Headteacher obligations

The headteacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the governing body and ensure the governing body has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

### Staff obligations

All staff will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- ensure they have an annual review of their performance.

## Differentials

Appropriate differentials will be created and maintained between posts within the academy, recognising accountability, role and the governing body's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

## Safeguarding of pay

Where a pay determination leads or may lead to the start of a period of pay safeguarding, the governing body will comply with the relevant provisions of the Document and will give the required notification as soon as possible and no later than one month after the determination.

## Procedures

The governing body has delegated the decision whether teachers should be awarded a pay increase to its personnel committee who will be guided by the Headteacher's recommendations. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially. In the case of the Headteacher's pay, the recommendation will be made by the Chief Executive Officer in conjunction with the performance management governors. The Personnel Committee will pass its recommendations to the Finance and Pay Committee to ensure that they align with the school's budget.

Where possible, no member of the governing body who is employed to work in the academy shall be eligible for membership of this committee. Any member of the committee required to withdraw will do so.

The terms of reference for the personnel committee will be determined from time to time by the governing body. The current terms of reference are:

- to achieve the aims of the whole Trust pay policy in a fair and equal manner;
- to apply the criteria set by the whole Trust pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full governing body;
- to recommend to the governing body the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the governing body when the Trust's pay policy needs to be revised;
- to work with the head in ensuring that the governing body complies with the Appraisal Regulations 2012 (teachers).

The report of the personnel committee will be placed in the confidential section of the governing body's agenda and will either be received or referred back. Reference back may occur only if the Finance and Pay committee has exceeded its powers under the policy.

### **Annual determination of pay**

All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The governing body will endeavour to complete headteacher's and teachers' annual pay reviews by 31 October. They will, however, complete the process without undue delay.

All non-teaching staff salaries will be reviewed annually to take effect from April 1<sup>st</sup>.

### **Notification of pay determination**

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the Document and will set out the reasons why decisions have been taken. Decisions on the pay of the head will be communicated by the Chief Executive Officer, in writing, in accordance with paragraph 3.4 of the Document. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

## Appeals procedure

The governing body has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b). It is set out as an Appendix 3 to this pay policy.

## Headteacher pay

All actions in determining the headteacher's pay will be taken according to the School Teacher's Pay and Conditions document 2020.

### Pay on appointment

For appointments on or after 1 September 2020, the Trustees will determine the minimum and maximum pay to be advertised and agree pay on appointment,

- The CEO will review the academy's head teacher group and the head's pay range. If the headteacher takes on permanent accountability for one or more additional academies, the Trustees will set a pay range that takes this into account and will ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- Trustees will exercise discretion in determining starting pay in order to secure the appointment of its preferred candidate.
- The CEO will consider using their discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments. However, before agreeing to do so, it will seek the agreement of the Trustees who in turn will seek external independent advice before providing such agreement.

### Serving head teachers

Based on the 2019 school census the limits for the school Band ranges are below and the Trustees will determine salaries within these limits. Headteachers' salaries based on the school leadership range for the 2020-2021 academic year will be as follows based on a **2.5%** rise.

The Local Governing Body will recommend the basic salary of a serving headteacher in accordance with this policy and the Scheme of Delegation.

School	Band	Band range 19/20	Band range 20/21	School leadership range	School 20/21 Range
Bourton Meadow Academy	4 L14-27	56,579- £77,048	£58,135- £79,167	L21-27	£69,031- £79,958
George	2	£48,808-	£50,151-	L14-20	£58,135-

Grenville Academy	L8-21	£66,517	£68,347		£67,364
Lace Hill Academy	2 L8-21	£48,808- 66,517	£50,151- £68,347	L14-20	£58,135- £67,364
Lumbertubs Primary School	2 L8-21	£48,808- £66,517	£50,151- £68,347	L14-20	£58,135- £67,364
Moorland Primary School	2 L8-21	£48,808- 66,517	£50,151- £68,347	L14-20	£58,135- £67,364
Spring Lane Primary School	3 L11-24	£52,643- £71,590	£54,091- £73,559	L18-24	£64,143- £74,295

Individual salaries may exceed these figures in exceptional circumstances.

- The CEO will review the headteacher's pay and will recommend an increase in salary where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the headteacher's most recent appraisal report.
- the CEO may determine the head's pay range, within the group range for the academy, as at 1 September or at any time if they consider it is necessary
- if the CEO makes a determination to change the pay range, it will need to be approved by Trustees as it will determine the head's pay range within the group range for the academy
- if the headteacher takes on temporary accountability for one or more additional academies, the CEO will consider recommending a discretionary payment
- The CEO will consider using their discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments. However, before agreeing to do so, it will seek the agreement of the Trustees who in turn will seek external independent advice before providing such agreement.

### **Pay for Deputy/assistant headteacher/teachers on the leadership scale**

All actions in determining the pay of the above roles will be taken according to the School Teacher's Pay and Conditions document 2020.

### **Pay on appointment**

The governing body will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- The personnel committee will determine a pay range that takes account of the role of the leader as set out in paragraph 38 of the School Teachers Pay and Conditions document
- the personnel committee will record its reasons for the this pay determination
- the personnel committee will exercise its discretion in determining the level of pay, in order to secure the appointment of its preferred candidate.

### **Serving deputy/assistant headteachers**

- the personnel committee will review the deputy headteacher’s pay and award an appropriate increase in salary where there has been a sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the deputy headteacher’s most recent appraisal report.
- the personnel committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant headteacher;
- the personnel committee may determine the deputy/assistant head pay range at any time to maintain appropriate differentials;

### **Leadership Pay arrangements**

The Campfire Educational Trust will pay its leaders according to the leadership scale suggested by the main teaching unions. \*See Appendix 4

#### **Bourton Meadow**

Headteacher	Range L21-27
Deputy Headteachers	Range L8-L12
Other Leaders:	Range L1 - L5

#### **Grenville**

Headteacher	Range L14 - L20
Deputy Headteacher	Range L4 - L8

#### **Lace Hill**

Headteacher	Range L14 - L20
Deputy Headteacher	Range L4-8

#### **Lumbertubs**

Headteacher	Range L14 – L20
Deputy Headteacher	Range L4 - L8

### **Spring Lane**

Headteacher	Range L18 - L24
Assistant Headteachers	Range L5 - L9
Other leaders	Range L1 – L5

### **Moorland Headteacher**

Deputy Headteacher	Range L14 – L20
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	Range L4 - L8
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### **BMITTC Range L5-L10**

## **Acting allowances**

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head. The personnel committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher, who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's pay range, deputy head range or assistant head range, as determined by the personnel committee. Payment will be backdated to the commencement of the duties.

## **Classroom teachers**

### **Pay on appointment**

The governing body will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, such as the governing body determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider academy context.

The governing body will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice. There is no assumption that an employee will be paid the same rate they were being paid in a previous school. Newly Qualified Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

Further information, including sources of evidence is contained in the Trust's appraisal and capability policy.

The personnel committee will be advised by the headteacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

**Qualified teachers** will be paid on the Main Pay Scale or the Upper Pay Scale  
The pay ranges in this Trust have been divided into progression stages as follows:

Main Pay Range:

Minimum:	£25,714
<b>Band One</b>	
M1 5.5%	£25,714
M2 4.95%	£27,600
M3 4.4%	£29,664
<b>Band Two</b>	
M4 3.85%	£31,778
M5 3.3%	£34,100
M6 2.75%	£36,961
<b>Upper Pay Range all 2.75%</b>	
UPR1	£38,690
UPR2	£40,124
UPR3	41,604
Maximum	£41,604
<p>Under normal circumstances, the Trust will only employ qualified teachers to carry out teaching responsibilities. When it is necessary to employ unqualified teachers they will normally be paid on the Unqualified Teacher Pay Range. They will be subject to the appraisal arrangements for all teaching staff and will be required to meet the same standards as qualified teachers if they are to gain pay progression.</p> <p>The Pay Range for Unqualified Teachers in this Trust is as follows based on as follows based on 2.75% rise:</p>	
1.	£18,169
2.	£20,842
3.	£23,008
4.	£25,189

5.	£27,352
6.	£28,735

### Inflationary increases

The value of the Pay Ranges, including any performance pay progression stages, will be increased annually in accordance with the inflationary percentage determined nationally. All teachers will receive any nationally agreed inflationary increase.

## PAY PROGRESSION BASED ON PERFORMANCE

### Teachers on the Main, Unqualified and Upper Pay Scales

Decisions regarding annual pay progression within Bands One and Two (M1-3 and M4-6, respectively) and biennial pay progression within the Upper Pay Range set out in 4.1-4.2 above, will be made with reference to teachers' appraisal statements and the pay recommendation they contain. In the case of Newly Qualified Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Governing Body expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. It is expected that under normal circumstances all teaching staff will make sufficient progress to move to Band 2 within a 4-year period. If this does not happen, the teacher may become subject to capability proceedings as per the BMA appraisal and capability Policy and Procedure.

Appraisal objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range. **Appraisal objectives will become more challenging as the teacher progresses up the main pay range.** Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.

- 1) A teacher in Bands One and Two (M1-3 and M4-6) will be eligible for annual performance pay progression where they have been assessed through a successful annual appraisal review as meeting all of the Teachers' Standards at the appropriate level in the Skills Descriptors Model described in the Trust's Appraisal Policy
- 2) Upper Pay Range teachers will be eligible for biennial performance pay progression where they have been assessed through two successful annual appraisal reviews as meeting all of the Teachers' Standards at the appropriate level in the Skills Descriptors Model.

The evidence which will be considered in assessing performance will include:

- pupil progress data

- quality of teaching against the Teachers’ Standards, including observed practice
- self-assessment
- professional dialogue
- received feedback
- appraisal statements
- CPD records

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

In reaching its decision, the personnel committee shall have regard to the results of the teacher’s two most recent appraisal reports, including any pay recommendation, when exercising it. The personnel committee will determine whether there should be any movement on the Upper Pay Range. In making such a determination, it will take into account:

- the evidence base, which should show that the teacher has had a successful appraisals during the relevant period and has made good progress towards objectives;
- evidence that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to the academy are substantial and sustained. The meaning of these criteria is set out in the section of this policy entitled, “Applications to be paid on the Upper Pay Range”.

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions. The pay committee will be advised by the headteacher in making all such decisions.

### **Decision to progress**

Where all of the performance pay progression criteria set out above are met, the teacher will move up to the next Performance Pay Progression point. If these criteria are not met, the reasons for this will be given to the teacher. Discretion will be applied where not all appraisal objectives have been fully met, but significant progress has been made.

Under normal circumstances, where eligible, a teacher may progress by a maximum of 1 point in any one year in the Main Range and by a maximum of 1 point in any two years in the Upper Pay Range.

At the discretion of the personnel committee, a teacher may progress by 2 points if their performance is judged as being exceptional, as long as this does not move them into a different pay band

### **Decision not to progress**

Where the performance pay progression criteria are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures as per the Appraisal and Capability Policy. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures. Where a decision not to progress is

made, the teacher will be supported through the performance management process to improve their performance through the Appraisal and Capability Policy.

## ADDITIONAL ALLOWANCES

Teachers on the Main or Upper Pay Scales may be paid an additional allowance as follows

### Teaching and Learning Responsibility (TLR) Payments

In this Trust, there are 2 TLR levels: TLR2 and TLR3. Values of TLR 2 payments are set out in the table below.

TLR	2c	2b	2a	TLR 3
Value	£5,395 £5543	£4,450 £4572	£2,796 £2873	£571- £2833

- TLRs may be awarded to teachers on the Main or Upper Pay Range.
- Posts which attract TLR2 Allowances are set out in the staffing structure.
- **TLR2** payments are permanent while the employee remains in the same post in the staffing structure.
- **TLR3** Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited academy improvement or one-off externally driven project.
- The headteacher will determine what projects should attract a **TLR3** Allowance and the value of those allowances, having regard to the context, nature and complexity of the responsibility.
- The headteacher will invite teachers to express interest in relevant projects and will allocate **TLR3s** on the basis of an assessment, through professional dialogue, of which teacher has the most relevant skills and knowledge required for the specific project.
- In determining the allocation and value of **TLR3** payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility
- the level of the payment
- in the case of TLR3, the date on which the Allowance will end
- No safeguarding will apply in relation to an award of a TLR3.

### Applications to be paid on the Upper Pay Range

From 1 September 2015, any qualified teacher who has been paid for at least one year on MPS 6 can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid

on the UPR in that school(s). This Trust will not be bound by any pay decision made by another school.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3 year period before the date of application in support of their application.

#### **Process:**

One application may be submitted annually. The closing date for applications is 30<sup>th</sup> Sept each year; however, exceptions will be made in particular circumstances, e.g. for teachers who are on maternity leave or on sick leave. The process for applications is:

- Complete a letter of application;
- Submit the letter of application and supporting evidence to the headteacher by the cut-off date of 30<sup>th</sup> Sept.
- You will receive notification of the name of the assessor of your application within 5 working days;
- The assessor will assess the application, which will include a recommendation to the pay committee of the relevant body;
- The application, evidence and recommendation will be passed to the headteacher for moderation purposes, if the headteacher is not the assessor;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 31<sup>st</sup> October. 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).
- If requested within 10 school working days of the date of notification of the outcome of the application, oral feedback 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.
- Successful applicants will move to the minimum of the UPR from the September of that academic year. Pay will be back dated if the application is successful.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

#### **Assessment:**

The teacher will be required to meet the criteria set out in paragraph 18 of the Document, namely that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the academy are substantial and sustained.

In this 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 and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

Further information, including information on sources of evidence is contained within the Trust's appraisal policy.

Teachers have the right to appeal any decision not to move them onto the Upper Pay Range

### **Leading practitioner roles**

At this time, this Trust does not offer any Leading Practitioner positions

### **Special needs allowance**

The personnel committee will award an SEN spot value allowance on a range of between **£2270-£4479** to any classroom teacher who meets the criteria as set out in the School Teachers Pay and Conditions Document. When deciding on the amount of the allowance to be paid, the governing body will take into account the structure of the academy'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. The governing body will also establish differential values in relation to SEN roles in the academy

in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified

## Support staff

### Starting salary

\*The salaries of new staff will be set within the range for the post as set out in the Staffing Structure under the terms and conditions for the relevant local authority pay structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of:

- the skills, experience and relevant qualifications of the individual
- market conditions

### Pay Progression

Annual progression within any pay range will be subject to the employee meeting the expectations as determined through the performance management process. **Nationally agreed cost of living increases will be applied to the relevant pay scales.**

The appeals process is set out in the appendix 3 to this policy.

### Part-time Employees

**Teachers:** The governing body will apply the provisions of the Document in relation to part-time teachers' pay and working time, in accordance with paragraphs 36, 37 and 51, and paragraphs 61-69 and 79 – 86.

**All staff:** The head and governing body will use its best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

### Teachers employed on a short-notice basis

Such teachers will be paid in accordance with paragraph 38 of the Document.

### Residential duties

The personnel committee will take account of agreements reached in the National Joint Council for Teachers in Residential Establishments in determining payments for residential duties.

### Additional payments

In accordance with paragraph 40 of the STPC Document and paragraphs 70-78 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, including a headteacher in respect of:

- continuing professional development undertaken outside the school day;
- participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the headteacher, between the headteacher and the relevant body;

The personnel committee will make additional payments to teachers in accordance with the provisions of paragraph 46 of the STPC Document where advised by the head. Payment will be calculated on a daily basis at 1/195<sup>th</sup> of the teacher's actual salary.

The payment of honoraria to teaching staff is not permitted under the terms of the Teachers' Pay and Conditions Document.

### **Recruitment and retention incentive benefits**

The governing body can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive

The personnel committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant staff. It 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.

The governing body will, nevertheless, conduct an annual formal review of all such awards.

In relation to a headteacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the governing body choose to use the 'wholly exceptional circumstances' discretion. The governing body will not award a recruitment or retention payment under paragraph 27 have taken such reason (recruitment or retention) into account when determining the ISR under an earlier STPC Document.

### **Salary sacrifice arrangements**

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his/her gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the Document.

## **\*Appendix 1**

### **Setting Executive pay**

**Read in conjunction with**

**1-Academies financial handbook 2020**

**2-Setting executive salaries: guidance for academy Trusts –Jul 2019**

#### **Executive**

AFH 2020: [2.30] The board of trustees must ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual can be involved in deciding their remuneration.

The board must discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable, including:

- process – that the procedure for determining executive pay and benefits, and keeping them proportionate, is agreed by the board in advance and documented
- independence – decisions about executive pay and benefits reflect independent and objective scrutiny by the board and that conflicts of interest are avoided
- robust decision-making – factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been taken into account
- proportionality – pay and benefits represent good value for money and are defensible relative to the public sector market
- commercial interests – ensuring the board is sighted on broader business interests held by senior executives, and is satisfied that any payments made by the trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction
- documentation – the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained
- a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term
- understanding that inappropriate pay and benefits can be challenged by ESFA, particularly in instances of poor financial management of the trust.

#### **Performance management and salary increases**

Decisions to award pay progression must be related to the individual's performance, as assessed through the trust's appraisal arrangements. The use of funds intended for education to pay large bonuses is a matter that has come under much scrutiny. It is important that you fully justify any potentially contentious decisions.

Pay increases should not be awarded automatically. Instead they should be linked to a clear and measurable set of Key Performance Indicators within the parameters of the agreed contractual arrangements. The board must be satisfied that there is an evident link between the levels of achievement of the individual and across the trust, and pay progression. Pay ranges should only be reviewed when there have been significant changes to responsibilities and not just because the top of the current range has been reached.

Pay increases should always be considered in the context of the wider organisation. Rewards must be applied appropriately at all levels. Executive leaders are not solely responsible for the performance outcomes at an academy trust. It is important that awards for exceptional performance be applied across all levels. Executive leadership pay should not increase at a faster rate of that of teaching staff. Consideration should be given to the rate of increase across the board

### **Publication of executive pay**

The trust must publish on its website in a separate readily accessible form the number of employees whose benefits exceeded £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements, as set out in the model trustees' remuneration note in the Academies Accounts Direction.

The trust is reminded of requirements under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 for organisations with 250 or more employees to publish information on their website and on the government's reporting website about the gender pay gap in their organisation. Tax arrangements for senior employees

### **Senior employee Tax obligations**

AFH 2020: [2.34 ]The academy trust must ensure its senior employees' payroll arrangements fully meet their tax obligations and comply with HM Treasury's guidance about the employment arrangements of individuals on the avoidance of tax.

This is described in HM Treasury's Review of the Tax Arrangements of Public Sector Appointees which explains that senior managers with significant financial responsibilities should be exclusively on payroll, and therefore subject to Pay As You Earn with income tax and NI contributions deducted at source. Failure to comply with these requirements can result in a fine by HM Treasury.

### **Appendix3- APPEALS PROCEDURE**

The School Teachers' Pay and Conditions Document ("the Document") requires schools and local authorities to have a pay policy in place that sets out the basis on which teachers' pay is determined and the procedures for handling appeals.

As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the line manager) and discussed with the teacher at the Review Meeting prior to being submitted to the school's Personnel Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.

At this particular stage of the pay determination process, if the teacher wishes to better understand the rationale for the pay recommendation or bring any further evidence to the attention of the appraiser/reviewer, they should be given the opportunity to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the appraisal report will be updated to reflect the discussion.

If a teacher believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

#### **Appeal hearing procedure**

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

#### **Guidance**

When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider.

Teachers / Head Teachers should put their appeal in writing to either the Head Teacher or the CEO; their appeal should include sufficient details of its basis.

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

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.

### **Appeal Procedure Steps: Informal Stage**

As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the “the decision maker” (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher’s pay, “the decision maker” will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to “the decision maker”.

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision in private and write with a detailed rationale explaining to the teacher to notify them the outcome of the review, with a detailed rationale for that decision, and of the teacher’s right of appeal to the Governing Body. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Body at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.

This will invoke the Formal Stage of the Appeal Procedure.

### **Appeal Procedure Steps: Formal Stage**

On receipt of the written appeal, the Clerk to the Governing Body will establish an Appeal Committee that should consist of three governors or two Trustees for head teacher, none of whom are employees in the academy or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. Both “the recommendation provider” and “the decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to present their case. Both “the recommendation maker” and “the decision maker” will also be asked to advise the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee

will write to the teacher 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 Appeal Committee is final.

### **The Modified Procedure**

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

Where a teacher has, whilst employed at the academy, lodged an appeal against a pay decision but has then subsequently left the academy's employment before any appeal hearing is held, the following steps will be observed:

The teacher must have set out details of their appeal in writing;

The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

The Chair of the Governing Body will consult with relevant academy personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix 4

[https://www.tes.com/tesv2/files/media/file/2020-09/PayScale\\_HEAD.pdf](https://www.tes.com/tesv2/files/media/file/2020-09/PayScale_HEAD.pdf)