



Pay Policy 2022

[01/09/2022 to 31/08/2023]

POLCY REVIEW AND RATIFICATION

Review frequency: Annual

Reviewed by: Chief Financial Officer

Review Date: December 2022

Summary of amendments to this iteration:

- 1.1 Adoption date updated
- 2.2 Committee reference change
- 2.4, 2.6, 2.9, 2.11, 2.13, 2.16, 2.17 Main, upper, unqualified, leading practitioner, leadership, TLRs, SEN allowances updated for new rates of pay
- 2.23 Out of hours teaching rate uplifted
- 3.1 support staff pay review date corrected to April/July
- 3.2 Support Staff pay scales updated
- 3.5 Incremental progression corrected to April/July
- 5.0 Appeals section moved to end and same process for teaching and support

Next review date: December 2023

Ratified by: Board of Trustees

1.0 GENERAL INTRODUCTION

1.1 Introduction

This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life – objectivity, openness and accountability.

As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), and our [Workforce Privacy Notice] sets out how we will gather, process and hold personal data of individuals in relation to pay.

In adopting this pay policy the aim is to:

achieve excellent outcomes for all students

- support the recruitment and retention of a high quality workforce
- complement the Trust's performance management and appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
- complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
- enable us to recognise and reward staff appropriately for their contribution to the Trust
- help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process
- ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified

Pay decisions at this Trust are made by the pay committee of the Trust Board based on evidence which will be linked to appraisal outcomes and other indicators.

This policy has been implemented following consultation with staff and the recognised trade unions. The Trust Board adopted this policy on 19 December 2022.

1.2 Review of policy

This policy is reviewed annually by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

¹ Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2.0 TEACHERS' PAY

2.1 Basic pay determination on appointment

The Trust will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Trust may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider Trust context and strategic priorities

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2.2 Pay reviews

The Trust Board will ensure that each teacher's salary is reviewed annually by no later than 31 December each year after a meeting of the Board of Trustees or its Pay Committee. Pay increases will be backdated to 1 September of the same academic year.

Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.

All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the pay policy may be inspected and any other information required by STPCD.

2.3 Assessment of pay progression

The pay policy sets out how we will recognise and reward performance to support continuous improvement. In this Trust all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.

Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence whilst being proportionate to be able to support robust decisions. Evidence should be readily available from day to day practice in school and be considered in the context of minimising bureaucracy.

In this Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives and the Teachers' Standards (unless other standards apply for a particular post) and their contribution to the Trust.

The evidence we will use may include, but not be limited to appraisals, peer review, tracking pupil progress, lesson observations, the views of pupils and parents. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.

Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Head Teacher and will be moderated across the Trust by the CEO/Executive Headteacher.

Final decisions about whether or not to accept a pay recommendation will be made by the pay committee of the Trust Board, having regard to the appraisal report containing the pay recommendation and the moderation exercise by the Chief Executive Officer.

Additional progression may be considered in accordance with the criteria set out in this policy. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations the Head Teacher will determine support and if necessary the capability procedure will be used. In such situations there may not be pay progression during that year. The Board of Trustees will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

The Trust aims to inform all staff of the decision about pay progression by the end of the Autumn term, Payment is expected to be made in January payroll at the latest backdated to September.

2.4 Main pay range for teachers

The main pay range within this Trust is from £32,407 - £43,193 per annum. Within this range this Trust has six reference points which are as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£32,407
2	£34,103
3	£35,886
4	£37,763
5	£40,050
6 (max of range)	£43,193

2.5 Main Pay Range - pay progression

Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy.

Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Head Teacher they can demonstrate and the pay committee of the Trust Board is satisfied that there is evidence of:

- All objectives being met
- The quality of the teaching throughout the year being good
- Pupil progress targets being achieved
- The Teachers' Standards being met in full

Additional progression may be considered for those teachers who in the professional judgement of the Head Teacher that they can demonstrate and the pay committee of the Trust Board is satisfied that there is evidence of:

- All objectives being met [and exceeded]
- The quality of teaching throughout the year being considered [excellent/exceptional] and exceeds expectations
- Progress targets being exceeded in the majority of groups or pupils
- Successful leadership of a whole school initiative where impact can be evidenced

2.6 Upper pay range for teachers

The upper pay range within this Trust is from £44,687 - £48,055 per annum. Within this range this Trust has three reference points which are as follows:

Point	Annual FTE salary
1 (upper pay range minimum)	£44,687
2	£46,340
3 (upper pay range maximum)	£48,055

2.7 Application to be paid on the upper pay range

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made once a year by no later than 31st October.

Applications should contain evidence from the last two appraisal years, should be made in writing using the standard form available from the shared drive and be submitted to the Senior Assistant Head Teacher.

An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In this Trust this means that to achieve progression to this pay range, the Trust Board must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance over two appraisal years:

- All objectives are met [and exceeded]
- Quality of teaching throughout the year is [excellent/exceptional] and consistently exceeds expectations
- Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice
- Acting as a role model for Teaching & Learning, playing a critical role in the life of the school
- Enhanced and demonstrable contribution to raising pupil standards
- A commitment to personal development and CPD focused on improving outcomes for students
- Highly competent in all areas of the Teachers' Standards.

The application will initially be assessed by the Head Teacher and passed to the Chief Executive Officer who will moderate all applications across the Trust. The Chief Executive Officer will then make recommendations to the pay committee of the Trust Board who will make the final decision.

The assessment will usually be made by November in time for pay committee.

If successful, applicants will move on to the upper pay range with pay backdated to 1st September of that academic year.

Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Head Teacher may recommend a higher salary based on:

- the nature of the post and the responsibilities it entails
- the level of qualifications, skills and experience of the teacher
- market forces

If unsuccessful, feedback will be provided in writing by Head Teacher along with confirmation of the process for appeals.

2.8 Pay progression for teachers within the upper pay range

Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every two years and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the pay committee of the Trust Board is satisfied that there is evidence from the required period of continuing to meet the criteria listed above.

Additional progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at listed above and where all objectives have been exceeded.

2.9 Pay range for unqualified teachers

The unqualified teacher pay range within this Trust is from £22,924 - £33,759 per annum. Within this range this Trust has six reference points which are as follows:

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£22,924
2	£25,144
3	£27,362
4	£29,323
5	£31,539
6 (unqualified teacher pay range maximum)	£33,759

2.10 Pay progression for unqualified teachers

Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:

- All objectives are met
- The quality of the teaching throughout the year is good
- Pupil progress targets achieved for all groups

Additional progression will be considered for unqualified teachers who demonstrate:

- All objectives are met [and exceeded]
- The quality of teaching throughout the year is considered [excellent/exceptional] and exceeds expectations
- Progress targets exceeded in the majority of groups or pupils

2.11 Pay ranges for leading practitioner posts

Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within this Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:

- be an exemplar of teaching skills,
- lead the improvement of teaching skills in the Trust
- carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.

The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD, using the following reference points:

Point	Annual FTE salary	Point	Annual FTE salary
1 (leading practitioner pay range minimum)	£48,055	10	£59,167
2	£48,332	11	£60,604
3	£50,307	12	£61,927
4	£51,478	13	£63,389
5	£52,673	14	£64,872
6	£53,900	15	£66,398
7	£55,260	16	£68,074
8	£56,452	17	£69,558
9	£57,770	18 (leading practitioner pay range maximum)	£71,220

2.12 Pay progression for leading practitioners

Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process. Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the pay committee of the Trust Board is satisfied that they continue to effectively carry out the purpose of the role as set out above and there is evidence of:

- All objectives are met and exceeded
- The quality of teaching throughout the year is [excellent/exceptional] and exceeds expectations
- Evidence of coaching and supporting colleagues to achieve improved student outcomes
- Acting as a role model for Teaching & Learning
- A commitment to personal development and CPD focused on improving outcomes for students
- Highly competent in all areas of the Teachers' Standards

Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria set out above and where all objectives have been exceeded.

2.13 Pay ranges for members of the leadership group

Pay ranges for headteachers, deputy headteachers and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if this Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time. Pay ranges for staff within the leadership group will be defined using the following reference points:

Point	Annual FTE salary			Point	Annual FTE salary
1 (leadership pay range minimum)	£47,820	15	£66,073	29	£91,682
2	£48,932	16	£67,740	30	£93,877
3	£50,060	17	£69,218	31	£96,116
4	£51,225	18	£70,871	32	£98,411
5	£52,415	19	£72,542	33	£100,774
6	£53,637	20	£74,249	34	£103,177
7	£54,990	21	£76,003	35	£105,651
8	£56,174	22	£77,795	36	£108,178
9	£57,488	23	£79,635	37	£110,785
10	£58,876	24	£81,526	38	£113,439
11	£60,308	25	£83,464	39	£116,114
12	£61,623	26	£85,441	40	£118,930
13	£63,077	27	£87,471	41	£121,811
14	£64,553	28	£89,555	42	£124,770
				43 (leadership pay range maximum)	£126,539

2.14 Headteachers

The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.

A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.

Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination as set out above. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.

In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group by more than 25%. Where this, or exceeding these limits are being considered by the pay committee of the Trust Board, there must be wholly exceptional circumstances and that committee must make a business case to the full Trust Board who will seek external independent advice.

2.15 Deputy headteachers and assistant headteachers

A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the academy. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

2.16 Pay progression for members of the leadership group

Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.

Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the pay committee of the Trust Board is satisfied that there is evidence of sustained high quality of performance in school leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes. The group size for the current two schools in the Trust is 8.

Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria listed above and where all objectives have been exceeded.

2.16 Teaching and Learning Responsibility (TLR) payments

In this Trust we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

Current values are as follows in accordance with the staffing structure:

Point	Annual FTE salary
TLR 1A	£12,718
TLR 1B	£10,709
TLR 1C	£8,706
TLR 2A	£7,368
TLR 2B	£5,022
TLR 2C	£3,017
TLR 3A	£2,975
TLR 3B	£1,575
TLR 3C	£600

2.17 Special Educational Needs (SEN) allowances

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,384 and £4,703 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

2.17 Early Career Teachers (ECTs)

In the case of ECTs pay decisions will be made by means of the statutory induction process. Pay progression onto the main payscale will be awarded on successful completion of statutory induction.

2.18 Part time teachers

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers will be determined in the same way as full-time teachers and paid pro rata to full time equivalent salary rates.

2.19 Short notice/supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

2.20 Pay protection

Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD. However, Townley Grammar School does not follow the provisions of STPCD 3 years safeguarding. TLR

allowance safeguarding at Townley Grammar School is 18 months as agreed through staff consultation in 2015, effective from September 2016.

2.21 Absence and pay progression

Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

The Trust will take into account the criteria set out in this policy but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

2.23 Out of hours teaching

Teachers who participate in learning activities outside of directed time (referred to as “out of hours teaching”), provided such activities are agreed by the Head Teacher, will be remunerated at the rate of £33 per hour of actual delivery (inclusive of any preparation time), up to a maximum of £200 per day.

2.24 Unpaid leave

Occasionally, there may be circumstances under which a teacher is granted unpaid leave during term time, for example to care for dependants. Unpaid leave will be deducted from salary in the month in which it is taken. The daily rate for deduction will be calculated by taking the annual salary and dividing by 195 days.

2.25 Other Allowances

In all other aspects of pay, such as maternity pay, paternity pay, sick pay etc, the Trust adheres to the STPCD.

3.0 SUPPORT STAFF PAY

3.1 Pay reviews

The Trust Board will ensure that each member of support staff’s salary is reviewed annually with effect from 1st April, or 1st July for staff paid on the Hay scale (Bexley grade 10 and above, if eligible).

3.2 Salary scales

The salary scales used will be in accordance with the Green Book (pay ranges BEX1 to BEX9) and Bexley Council Hay pay scales (pay ranges BEX10 and above), as set out below:

Point	Annual FTE salary April 2022	Point	Annual FTE salary April 2022	Point	Annual FTE salary April 2022	Point	Annual FTE salary April 2022
BEX1.1	£23,457	BEX7.1	£27,807	BEX13.1	£35,664	BEX19.1	£49,389
BEX1.2	£23,457	BEX7.2	£ 28,269	BEX13.2	£37,617	BEX19.2	£52,161
BEX1.3	£23,457	BEX7.3	£28,737	BEX13.3	£39,591	BEX19.3	£54,930
BEX1.4	£23,457	BEX7.4	£29,214	BEX13.4	£41,556	BEX19.4	£57,708
BEX2.1	£23,457	BEX8.1	£29,214	BEX14.1	£37,500	BEX20.1	£57,501
BEX2.2	£23,457	BEX8.2	£30,699	BEX14.2	£39,576	BEX20.2	£60,750
BEX2.3	£23,457	BEX8.3	£31,212	BEX14.3	£41,655	BEX20.3	£64,002
BEX2.4	£23,628	BEX8.4	£31,731	BEX14.4	£43,731	BEX20.4	£67,257
BEX3.1	£23,628	BEX9.1	£31,731	BEX15.1	£39,375	BEX21.1	£63,027
BEX3.2	£23,628	BEX9.2	£33,351	BEX15.2	£41,556	BEX21.2	£66,609
BEX3.3	£24,012	BEX9.3	£33,819	BEX15.3	£43,743	BEX21.3	£70,176
BEX3.4	£24,012	BEX9.4	£34,341	BEX15.4	£45,927	BEX21.4	£73,755
BEX4.1	£24,012	BEX10.1	£31,527	BEX16.1	£41,403	BEX22.1	£76,542
BEX4.2	£24,012	BEX10.2	£32,370	BEX16.2	£43,704	BEX22.2	£80,910
BEX4.3	£24,408	BEX10.3	£34,044	BEX16.3	£46,005	BEX22.3	£85,278
BEX4.4	£24,408	BEX10.4	£35,718	BEX16.4	£48,312	BEX22.4	£89,652
BEX5.1	£24,408	BEX11.1	£32,250	BEX17.1	£43,695		
BEX5.2	£24,408	BEX11.2	£34,023	BEX17.2	£46,137		
BEX5.3	£25,212	BEX11.3	£35,787	BEX17.3	£48,579		
BEX5.4	£25,212	BEX11.4	£37,551	BEX17.4	£51,015		
BEX6.1	£25,629	BEX12.1	£33,913	BEX18.1	£46,410		
BEX6.2	£26,046	BEX12.2	£35,784	BEX18.2	£49,011		
BEX6.3	£26,472	BEX12.3	£37,647	BEX18.3	£51,606		
BEX6.4	£26,913	BEX12.4	£39,510	BEX18.4	£54,207		

3.3 Job descriptions

The Head Teacher in conjunction with the line manager of the role will ensure that an up to date job description is available for each post which identifies the appropriate duties.

The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined through GLPC job evaluation scheme and/or labour market benchmarking and if it is, the post holder will be paid the new grade from a date determined by the Head Teacher after approval from the Chief Executive Officer and Chief Financial Officer. If the assessment results in a lower grade, the employee will be entitled to salary protection in accordance with their terms and conditions of employment.

3.4 Basic pay determination on appointment

The Trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Head Teacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- (a) the nature of the post
- (b) the level of qualifications, skills and experience required
- (c) market conditions
- (d) the wider Trust context and strategic priorities

3.5 Incremental progression

If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service and appraisal review. This will be paid annually with effect from 1 April until the employee reaches the top of their scale, or 1st July for those on the Hay pay scale (Bexley grade 10 and above).

If the employee has less than 6 months' service in their role at 1st April or 1st July for Hay pay scale, eligibility for the first increment will not be until six months after their appointment subject to satisfactory service and appraisal review. Subsequent increments will be payable with effect from 1st April (1st July for Hay pay scale).

Incremental progression would automatically be applied subject to satisfactory service except where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year.

Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

3.6 Honoraria

An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

- undertake higher level work in addition to their normal duties
- ‘act up’ for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave

The Head Teacher and Chief Financial Officer will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or ‘act up’.

This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

3.7 Payment for additional hours

The Trust will make appropriate payments to support staff undertaking additional hours in accordance with the “Green Book” of terms and conditions

3.8 Pay protection

Pay protection arising from changes to pay and structure will be in line with the provisions of the Green Book, but limited to 18 months at Townley Grammar School following consultation with unions in 2015, applicable from September 2016.

3.9 Other allowances

In all other aspects of pay, such as maternity pay, paternity pay, sick pay etc, the Trust adheres to the “Green Book”.

4.0 EXECUTIVE PAY

This section sets out the pay arrangements for Executive post holders working in academies and multi-academy trusts. Senior pay for those employed in maintained schools, will be set in accordance with the provisions of the School Teachers Pay and Conditions document (STPCD) and local government pay arrangements.

In this Trust, the Executive Team consists of: Chief Executive Officer, Education Director and Chief Financial Officer. Pay arrangements for Headteachers and Heads of School working in the Trust will be as per the provisions of STPCD.

When setting pay and terms and conditions for the Executive team, the following documents may be taken into consideration and used for reference purposes:

- School Teachers Pay and Conditions (STPCD)
- Academy Trust Handbook 2022 and any relevant Education and Skills Funding Agency guidance
- 'Green and Burgundy Books'

For those posts where the salary arrangements are likely to fall outside the scope of STPCD, consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the Board's remuneration committee, in line with financial delegation arrangements and include justification for the level of remuneration.

Pay for Executives will be reviewed on an annual basis and the pay review will be completed by December. Any pay increase will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. All Executives are given challenging performance management objectives and these are managed and assessed under the Trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement.

In determining starting salaries or increases for Executives, the Trust consider following and include such information in the justification:

- Level of educational challenge to the Trust
- Level of financial challenge to the Trust (including any financial constraints)
- Level of geographic challenge to the Trust
- External pay reports and evaluation
- Any relevant contractual changes to protect the Trust – extending notice periods, restrictive covenants etc
- Media/ESFA and parental scrutiny

The Trust Board will instruct Browne Jacobson LLP to conduct CEO pay benchmarking for consideration and approval in line with financial delegation arrangements.

5.0 PAY APPEALS

The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the academy grievance procedure following conclusion of a pay appeal.

Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The employee should inform the Clerk to the Trust Board who their chosen companion is, in good time before the hearing.

5.1 Informal discussion

As part of the normal salary review process, the Head Teacher will inform the employee of the pay decision.

Upon receipt of written notification of the pay decision, if the employee is dissatisfied they should first discuss the decision with the Head Teacher within 5 working days of receipt of the notification.

This discussion gives an opportunity for an employee to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

5.2 Stage One

If, following discussion with the Head teacher, the employee remains dissatisfied, they can make a formal appeal in writing within 5 [five] working days of the discussion with the Head teacher to the committee who made the decision. The possible grounds for appeal are:

- incorrectly applied any provision of the STPCD/Green Book and 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
- unlawfully discriminated against the teacher.

Appeals against pay decisions should be made in writing and addressed to the pay committee of the Trust Board stating the grounds of their appeal in accordance with the above.

The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

The employee will have the opportunity to make representations to the pay committee appeal panel or their representative and a school representative will also attend to present the management case. A note taker will also be present.

The panel or their representative will review their decision and will confirm the outcome in writing to the employee within 5 working days.

5.2 Stage Two

If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:

- incorrectly applied any provision of the STPCD/Green Book and 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
- unlawfully discriminated against the teacher.

Appeals against the decision at Stage One should be made in writing and addressed to the Clerk to the Trust Board stating the grounds of their appeal in accordance with the above.

Upon receipt an appeals panel of three different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five working days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

The employee will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present.

The decision of the panel will be confirmed in writing to the employee within 5 working days. The appeal panel's decision is final; there is no further right of appeal.