



## Whole Trust Pay Policy

Adopted by the Trust Board of  
Aspire Learning Trust  
in September 2016

<b>Policy reference:</b>	A18
<b>This policy is to be reviewed:</b>	Annually
<b>The next review date is:</b>	July 2021
<b>Review is the responsibility of:</b>	F, I and HR Committee

### Review History

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Signed: -----  
Chair of Trustees





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## 1. Introduction

### September 2020 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2020 pay award are set out in the STPCD 2020.
- 1.2. Decisions about teachers' pay progression must be linked to the Appraisal Policy and are based on criteria set out in the Trust's Pay Policy 2019/2020.
- 1.3. The Pay Body will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:
  - Grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff employed by the Pay Body.
  - Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
  - Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the School's Appraisal Policy as soon as possible by 31 October 2020, at the latest; 31 December 2020, for the Headteacher.
  - Where a pay determination leads or may lead to the start of a period of safeguarding, the Pay Body will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
  - Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
  - Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
  - Comply with the salary safeguarding arrangements in the current STPCD.
  - Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.4. This policy statement will be available to employees of the Pay Body.

## 2. Definitions

CEO means Chief Executive Officer of the Trust

Headteacher also means Principal and Executive Headteacher

School also means Academy or Academies

Trust means the Multi-Academy Trust (MAT)

Governor means a member of the Local Governing Body

Trustee means a member of the MAT Trust Board

Pay Body is the Trust

## 3. Delegation of Decision Making

### Chief Executive Officer

- 3.1. Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the CEO for the centrally employed Trust staff and the Headteachers of its schools, in consultation with the Chair of the Pay Body. The CEO will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 3.2. The CEO shall make annual recommendations on the salary of the employees mentioned above to the appropriate committee of the Pay Body (the Trust's Review Committee). This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 3.3. The Pay Body requires that the CEO has regard to the budget approved by the Trust and the requirements of employment legislation; in particular:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Pay Body expects the CEO to seek advice, where appropriate, from persons engaged by the Pay Body to provide such advice.

## Headteacher

- 3.4. Except where otherwise stated, the Pay Body will delegate the day to day management of the policy to the Headteacher at each school for the schools' staff in consultation with the Chair of the Pay Body. The Headteacher will report to the Pay Body those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 3.5. The Headteacher shall make annual recommendations on the salary of all employees to the appropriate committee of the Pay Body (the Review Committee of the respective Local Governing Body). This will include sufficient information for the Pay Body to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 3.6. The Pay Body requires that the Headteacher has regard to the budget approved by the Trust and the requirements of employment legislation; in particular:
  - The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
  - The Employment Rights Act 1996
  - The Employment Relations Act 1999
  - The Employment Act 2002
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
  - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
  - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Pay Body expects the Headteacher to seek advice, where appropriate, from persons engaged by the Pay Body to provide such advice.

## An Appropriate Committee Structure

- 3.7. The Pay Body will delegate decisions arising out of this policy and/or the Appraisal Policy to:
  - 3.7.1. a committee of trustees (hereafter referred to as the "ALT Review Committee") for centrally employed staff and Trust schools Headteachers
  - 3.7.2. a committee of governors (hereafter referred to as the "LGB Review Committee") at each school for the school's staff.
  - 3.7.3. The number of trustees/governors on each Review Committee shall normally be three, of which at least two shall sit in rotation. No member of the Review Appeals Committee, referred to below, will be a member of the Review Committee. No trustee/governor who is employed by the Pay Body may be a member of the Review Committee or the Review Appeals Committee (with the exception of the CEO, who will be a member of the Review Appeals Committee for each school).
- 3.8. The Pay Body will delegate to a committee of trustees/governors (hereafter referred to as the "Review Appeal Committee") for each Trust entity any appeals by individual employees against decisions of the Review Committee in 3.7 arising out of this policy or the Appraisal Policy. The number of trustees on the Trust Review Appeals Committee shall normally be three and the schools' review appeals committees will be made up of two governors, plus the CEO. Any appeal will be dealt with before a final decision is reported to the Pay Body. Those entitled to attend meetings of these Committees are outlined in Annex A.

- 3.9. Meetings of the LGB Review Committees will be convened by the respective Clerks to Governors and the ALT Review Committee and all Review Appeal Committees will be convened by the Clerk to the Pay Body (the Company Secretary). Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and ten working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annexes A and B.

### Review of Recommendations to, or Decisions of, the Review Committee

- 3.10. Prior to making a salary recommendation to the Review Committee the Headteacher (for school staff) and the CEO (for the Headteachers and centrally employed personnel) (or Chair of the Appraisal Review Committee in the case of the CEO) will inform the employee of their recommendation to the Review Committee and the date this Committee will be considering their recommendation.
- 3.11. An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or CEO/ Headteacher before the recommendation is actioned.
- 3.12. Whilst there is no right of appeal to the CEO's/ Headteacher's recommendation, if the employee does not agree with the recommendation to be made, then they may provide a written statement to the Clerk of the Pay Body (the Company Secretary) which will be provided to the Review Committee to consider alongside the pay recommendation.

The statement provided by the employee must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate pay and/or appraisal policy
- in the case of a teacher, failed to have proper regard to the STPCD statutory/ contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have a minimum of ten working days' notice between the date they are informed of the recommendation and the date of the meeting of the Review Committee to provide this written statement. The Clerk of the Pay Body will provide the CEO/ Headteacher (or Chair of the CEO's Appraisal Review Committee, in the case of the CEO) with a copy of the written statement submitted by the employee prior to the meeting of the Review Committee.

3.13. The employee will be notified in writing of the decision of the Review Committee. The employee will be advised of the right of appeal against the decision of the Review Committee to the Review Appeal Committee.

3.14. The procedure to be followed for the review hearing is attached at Annex A.

### Appeals against Salary or Appraisal Decisions

3.15. The employee may appeal against the decision of the Review Committee within five working days of receipt of the determination by notifying the Clerk to the Pay Body (the Company Secretary) in writing of the reasons for the appeal, which must be as stated in paragraph 3.12 above.

3.16. The decision of the Review Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Pay Body.

3.17. The procedure to be followed for the appeal is attached at Annex B of this policy.

3.18. The pay decision flow chart at Annex I of this policy illustrates the pay decision process.

### Threshold Application

3.19. An application must be made by 31st October and submitted to Headteacher.

A successful applicant will progress to a point\* on the upper pay range determined by the Headteacher from 1<sup>st</sup> September from which progression to the upper pay range will be paid.

\* The policy may determine that successful applicants will progress to the minimum of the upper pay range or delegate discretion to the Headteacher to determine to which point on the upper pay range the successful applicant may progress. See Annex C.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards; and
- that their achievements and contributions are substantial and sustained.

See Annex C for the Pay Body's definition of "highly competent" and "substantial and sustained".

3.20. The Headteacher shall inform the teacher of the recommendation to be made to the Review Committee regarding the application to be paid on the Upper Pay Range as soon as possible after the closing date has passed. The Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development. The process to be followed where the employee does not agree with the recommendation is as outlined in paragraph 3.10 to 3.15.

3.21. Upper pay range decisions will only apply to posts under the employment of this Pay Body.

## Statement of Salary

3.22. Salary assessment forms will be issued to confirm salary determinations within a month of the decision being taken.

## The Chair of the Pay Body

3.23. The Chair of the Pay Body will be available to the CEO/ Headteacher for consultation on those matters of this policy delegated to the CEO/ Headteacher. In this instance, the Chair of Pay Body may not be a member of the Review Committee or Review Appeal Committee.

## The Appraisal Review Committee for the CEO's Performance Review

3.24. The Pay Body will delegate 3 Trustees, none of whom shall be employees of the Pay Body, to carry out the appraisal review for the CEO. The delegated Trustees will be supported by an external adviser appointed by the Pay Body. The agreed performance objectives and indicators/measures may be referred for moderation to a meeting of a the Chair of the Pay Body.

3.25. It is the stated wish of the Pay Body that the delegated Trustees should be appropriately trained.

## 4. Exercise of Discretion Under the STPCD

### Starting Salary of New Classroom Teacher Appointments

- 4.1 When advertising a teaching post the Pay Body, or delegated committee, will identify the range of salaries the Pay Body is prepared to pay, subject to qualifications and experience. The Pay Body will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Pay Body.
- 4.2 Where the Headteacher or selection panel regards a teacher has relevant teaching experience or non-teaching experience which is **directly relevant** to the post being offered, then an appropriate salary will be offered within the advertised range.
- 4.3 The Headteacher will provide a report for the LGB detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure. This statement will be included in the first termly Headteacher's Report following the appointment.

### Calculation of Part-Time Teachers' Salaries

- 4.4 The Pay Body will ensure that all part-time teachers employed by the Pay Body will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.
- 4.5 The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".
- 4.6 All part-time teachers will be advised of how their salary and directed time are calculated.

## Recruitment/Retention Incentives

- 4.7 The Pay Body may have a policy concerning any payment of recruitment/retention incentives or benefits in accordance with paragraph 27 of the STPCD.
- 4.8 The policy adopted by the Pay Body will be made known to employees and set out as Annex D to this policy.

## Staffing Structure

- 4.9 Annually the CEO will recommend to the Pay Body a staffing structure for the Trust central team and the Headteachers will recommend to the Pay Body a staffing structure for the Schools that:

- Takes account of any financial limits determined by the Pay Body or delegated committees
- Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD
- Will determine the value of any TLR post that is to be paid for a short term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short term payment will be provided to the appropriate committee of the Pay Body
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

In 2020, the staffing structure and pay ranges approved by the Pay Body shall be those included in the approved central and school budgets for 2020/21. In future, the staffing structure and pay ranges approved by the Pay Body shall be published with this pay policy.

- 4.10 If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Pay Body, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

## Special Educational Needs

- 4.11 The Pay Body will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.
- 4.12 The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

## Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

(Pay progression will be linked to the assessment of performance, as determined under the Appraisal Policy).

- 4.13 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 of this policy, the Review Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Pay Body, or the upper pay range, depending on which range the teacher is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range. Please note comments under section 3.2 and 3.5.
- 4.14 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Pay Body's Appraisal Policy, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.
- 4.15 Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher.
- 4.16 A teacher on the main pay range whose performance meets the criteria set out in Annex E could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. A newly qualified teacher who achieves the required standards at the end of induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 3.6.
- 4.17 Where a teacher has been absent through long term illness or on maternity leave (or other long term leave) the Headteacher will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to school, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award will be backdated to the date on which the award would normally have been paid.

## 5. Leading Practitioner Posts

- 5.1 The Pay Body may decide to include leading practitioner post/s in the structure where it receives a recommendation from the Headteacher to consider such a post.
- 5.2 Where a leading practitioner is appointed the Pay Body shall select an individual post range on the pay range designated for leading practitioners. The pay range is shown in Annex F.
- 5.3 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 of this policy, the Review Committee will consider recommendations from the Headteacher that any leading practitioner be paid a higher salary subject to the maximum of the individual range. The criteria on which such a recommendation will be based is set out in Annex F.

## 6. The Leadership Group (See Annex G)

### Deputy and Assistant Headteachers

- 6.1 The Pay Body, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary.
- 6.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel of the Pay Body making the new appointment shall determine the starting salary point on the pay range. The selection panel shall have regard to advice available from persons engaged by the Pay Body.

### Awards for Performance to Deputy and Assistant Heads

- 6.3 At the time of the annual assessment of teachers' salaries referred to in paragraph 7 of this policy, the Review Committee will consider recommendations from the Headteacher that any Deputy Headteacher or Assistant Headteacher be paid additional points subject to the maximum of their range. The Pay Body expects that the objectives for a deputy or assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 6.4 Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Pay Body may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

## 7. Annual Assessment of the Salary of Teachers

### Annual Assessments

- 7.1 On or before 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy Headteacher's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the School.
- 7.2 The Review Committee will receive the pay recommendations from the Headteacher by 31 October of the current year at the latest, awards will be backdated to 1 September of the current year.

## 8. Determination of Leadership Group Salaries

### Executive Pay

8.1 The Academies Financial Handbook 2018 sets out the following requirements in relation to executive pay:

The board of trustees must ensure its decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's role and responsibilities. No individual can be involved in deciding his or her own remuneration.

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

- process - that the procedure for determining executive pay is agreed by the board in advance and documented
- independence - decisions about executive pay reflect independent and objective scrutiny by the board and that conflicts of interest are avoided
- decision-making - factors in determining pay are clear, including whether performance considerations, and the degree of challenge in the role, have been taken into account
- proportionality - pay is defensible relative to the public sector market
- documentation - the rationale behind the decision-making process, including whether the level of pay reflects value for money, is recorded and retained
- a basic presumption that non-teaching pay should not increase at a faster rate than that of teachers, in individual years and over the longer term
- understanding that inappropriate pay can be challenged by ESFA, particularly in any instance of poor financial management of the trust."

For this policy, the term 'executive pay' relates to the CEO and Trust Operations Director.

### Group of the School; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

8.2 To determine the group of the school by which the HTPR is identified, the Pay Body will re-calculate annually the appropriate unit total of the School.

8.3 The Pay Body will assign the school to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Pay Body sees fit. The Headteacher may make representations to the Review Committee to consider assigning the School to a new HTG.

8.4 If the Pay Body changes the group of the School having re-calculated the unit total, the Pay Body will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

8.5 The HTPR of the School shall be a range of consecutive salary points selected by the Pay Body within the HTG range for the School.

8.6 The Recruitment Selection Committee, set up to appoint a new Headteacher, shall determine the salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by

subsequent performance. The Recruitment Selection Committee shall have regard to advice available from persons engaged by the Pay Body.

- 8.7 If the Pay Body agrees to the Headteacher also being made the Headteacher of another School permanently, the Headteacher's salary will be determined in accordance with STPCD 2020 (paragraph 6.6).
- 8.8 Where such a decision is made then the Pay Body will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 8.9 The pay ranges for a Deputy Headteacher or Assistant Headteacher shall be determined with reference to the School's HTPR as defined by the STPCD.

### Annual Review of CEO's Salary

- 8.10 At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the CEO) may decide, the Appraisal Review Committee referred to in 3.24 will agree with the CEO or (in the absence of an agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the Trust's development plan.
- 8.11 An external adviser appointed by the Trust will support the Appraisal Review Committee in carrying out the annual performance review of the CEO. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 8.12 In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 8.9 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the Appraisal Review Committee (having consulted the Chair of Pay Body, if they are not an appraisal review trustee) regarding the salary of the CEO. The recommendation shall reflect the Appraisal Review Committee views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the CEO's overall performance during the year. Any recommendation for progression will be considered with the support of the Trust's external HR Adviser. The CEO will be advised of the proposed recommendation and may make a written response to the recommendation.
- 8.13 The recommendation for the CEO will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The Review Committee will consider the recommendation, together with any written response from the CEO, and inform the CEO in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The CEO will not be entitled to attend the meeting of the Review Committee.
- 8.14 If the CEO wishes to seek a review of the decision of the Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 3.19 of this policy. The Headteacher will have the right of appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 3.15 of this policy.

## Annual Review of Headteacher's Salary

- 8.15 At the beginning of each academic year, or at any such time as the Pay Body (in consultation with the Headteacher) may decide, the CEO will agree with the Headteacher or (in the absence of an agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the School's development plan.
- 8.16 The CEO will carry out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Pay Body's Appraisal Policy.
- 8.17 In the Autumn Term of each year, (or where determined differently by the Pay Body as referred to in 8.14 above, in the half term immediately prior to the anniversary of the setting of the performance criteria), the Review Committee will receive recommendations from the CEO (having consulted the Chair of Pay Body, if they are not an appraisal review governor) regarding the salary of the Headteacher. The recommendation shall reflect the CEO's views based on the outcomes of the annual performance review and the Chair of Pay Body's view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.
- 8.18 The recommendation for the Headteacher will be made in a written statement to the Review Committee, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The Review Committee will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September. The Headteacher will not be entitled to attend the meeting of the Review Committee.
- 8.19 If the Headteacher wishes to seek a review of the decision of the Review Committee regarding their pay, they may do so in accordance with the procedure set out in paragraph 2.19 of this policy. The Headteacher will have the right of appeal against the decision of the Review Committee in accordance with the procedure set out in paragraph 2.12 of this policy.

## Determination of Discretionary Payments to the CEO/Headteachers

- 8.20 The Pay Body may decide to pay additional payments to the CEO/Headteachers in accordance with paragraphs 10 of the STPCD.
- 8.21 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG determined in accordance with paragraph 8.14 above, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Pay Body.
- 8.22 If it is considered necessary to exercise the provision set out in 8.21 above, the Pay Body will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

## Acting Up Allowances

- 8.23 If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Pay Body will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance calculated in accordance with 8.24 below. If no allowance is paid the Pay Body may reconsider the position at any time.
- 8.24 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Pay Body may appoint a teacher to act up during the absence of the post holder. From the date that the Pay Body considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Pay Body. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

## 9. Additional Payments for Teaching Staff

- 9.1 If the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:
- CPD to be undertaken outside of the school day;
  - Activities relating to the provision of ITT as part of the ordinary conduct of the school; or
  - Out of school hours learning activities,
- then payments, as below, will be made to teachers agreeing to participate in such activities.
- 9.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Pay Body (see Annex H). Periods of less than a day will be paid pro-rata.
- 9.3 The rate payable to each teacher undertaking agreed out-of-school-hours learning activities will be determined by the Pay Body (see Annex H).
- 9.4 Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one School, as provided for in paragraph 7.7 of this policy, the Review Committee of the Pay Body will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Review Committee will be reported to the next meeting of the Pay Body.

## 10. Unqualified Teachers

- 10.1 The Pay Body may employ unqualified teachers/instructors in the School. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.
- 10.2 The point on the Pay Body's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the CEO, and will take account of the qualifications and experience considered to be relevant to the post.
- 10.3 In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the CEO, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focussed on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and Chair of the Pay Body believes has additional qualifications and/or experience to warrant such an award.
- 10.4 The Headteacher will report any award of such an allowance to the Review Committee of the Pay Body.
- 10.5 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

## 11. Salaries of Support Staff including Central Team Staff

11.1 On appointing a member of support staff the job description determined for the post will be evaluated in accordance with the adopted job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from persons engaged by the Pay Body

11.2 The Headteacher will determine the appropriate point on the evaluated range having regard to:

- Relevant qualifications and/or competencies; and
- Recruitment/retention needs of the school in respect of the post.

The Headteacher will provide a report for the LGB detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Pay Body's salary structure. This statement will be included in the first termly Headteacher's Report following the appointment.

If at any time the Headteacher considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with their contract of employment.

The Headteacher will provide a report for the LGB detailing the reasons the salary has been re-evaluated, together with details of the new position on the appropriate range in the Pay Body's salary structure. This statement will be included in the first termly Headteacher's Report following the appointment.

11.3 At the time of making the annual assessment of the teachers' salaries the Headteacher may also make any recommendation to the Review Committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate, a recommendation to the Review Committee that a named member/s of the support staff shall be awarded an honorarium for the excellence of their performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the Review Committee's decision or as a 1/12 increase in monthly salary over the next year.

11.4 If any member of support staff wishes to appeal against their salary level they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Review Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Review Appeal Committee referred to in paragraph 3.8 above.

## 12. Salary Sacrifice Scheme

12.1 The Pay Body will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Pay Body, from which teachers or support staff employed in the School benefit where there is no additional cost to the Pay Body's budget.\*\*

## 13. Review of the Policy

13.1 The Pay Body will review this policy annually, or on any occasion when it is requested to do so by the Headteacher.

13.2 The Pay Body will consult with employees and the recognised trade unions at the time of the annual or any other review of the policy.

\*\* Pay Bodies should be aware that there may be a cost if they continue to operate the salary sacrifice childcare voucher schemes established prior to 5 October 2018 when an employee in receipt of childcare vouchers is on maternity leave and is no longer receiving contractual pay.

# Annex A: Procedure for a Review of a Salary Determination by the Review Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## 1. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The members of the Review Committee may ask questions of the employee.

## 2. The Chair of the Review Committee:

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Review Committee has asked the Headteacher (or a governor as referred to in note 3 below) to be present at the hearing the Headteacher (or governor) may be asked questions by members of the Review Committee, and the employee or representative.

## 3. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Review Committee and the adviser (See note 5 below) are then required to withdraw.

## 4. Review Committee Decision

- a) The Review Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

## Notes:

1. For the purposes of the review, the Review Committee and the employee will have the following documents:
  - The written statement of reasons for the recommendation/decision previously provided to the employee.
  - The written statement of reasons for the application for the review from the employee. (The grounds for the appeal must comply with paragraph 3.10 of the pay policy).
  - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Review Committee may ask the Headteacher (or in accordance with note 3 below, a governor) to be present. In that event, the Headteacher (or governor) may also be asked questions by the members of the Review Committee and by the employee or their representative. The Headteacher (or governor) may **not** be involved in the decision of the Review Committee.
3. Where the Headteacher has asked for the review, the Review Committee may ask the Chair of the Pay Body or a representative of the governors referred to in 3.23 above to be present.
4. The Review Committee may have an adviser present.
5. The review is **not** an appeal against the recommendation/decision.

# Annex B: Procedure for an Appeal against a Salary Decision of the Review Committee to the Review Appeal Committee of the Pay Body

This procedure complies with the guidance of the Secretary of State 'Implementing your School's Approach to Pay'.

## 5. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Review Committee and then members of the Review Appeal Committee may ask questions of the employee.
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Review Committee and then by the Review Appeal Committee.

## 6. The Response of the Review Committee

The representative of the Review Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Review Committee previously provided to the employee, and the employee or representative and then members of the Review Appeal Committee may ask questions of the representative of the Review Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Review Appeal Committee.

## 7. Summing Up and Withdrawal

- a) The representative of the Review Committee has the opportunity, to sum up if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Review Appeal Committee and its adviser (see note 4 below) are then required to withdraw.

## 8. Review Appeal Committee Decision

- a) The Review Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

### Notes:

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - The written statement of reasons for the Review Committee decision previously provided to the employee.
  - The written statement of reasons for the appeal from the employee. (The grounds for the appeal must comply with paragraph 3.10 of the pay policy).
  - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Review Committee representative may call the Headteacher (or in accordance with note 3 below, a governor) as a witness for the Review Committee. In that event, the Headteacher (or governor) may be questioned as a witness.
3. Where the Headteacher has asked for the review the representative of the Review Committee may call the Chair of Governors and/or one of the governors referred to in paragraph 3.23 of the policy above as a witness.
4. The Review Appeal Committee may appoint an adviser who may not be an employee of the Pay Body.

# Annex C: Access to the Teacher's Upper Pay Range

## ACCESS TO THE TEACHERS' UPPER PAY RANGE

Any qualified teacher, who made substantial progress towards the maximum of the main classroom teachers' range, may apply to the Headteacher to be paid on the Upper Pay Range. An application may only be made once in an academic year and must be made before the 31st October each year. Aspire Learning Trust schools will not be bound by pay decisions made by other schools/trusts.

A successful applicant will have demonstrated:

- a. that as a teacher s/he is highly competent in all elements of the relevant standards; and
- b. that his/her achievements and contributions to the school are substantial and sustained.

For the purpose of this Pay Policy:

- a. *Highly* competent means performance which is not only good, but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.
- b. *Substantial* means of real importance, validity and value to the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning and achievement.
- c. *Sustained* means maintained continuously over a period of 2 years.

The application shall be in the form of the annual appraisal document (accompanied by the previous year's appraisal report which meets the criteria) with supplementary evidence to be considered which reflects the applicant's achievements over a 2 year period. In considering an applicant's suitability to move to the Upper Pay Range, attention will be given to the outcomes, commentary and evidence recorded/provided by both the applicant and their performance manager over a two-year period.

All applications will be assessed robustly, transparently and equitably by the Headteacher and a decision will be made and communicated within 15 days following the decision of the review committee.

Where the application is unsuccessful, the written notification will indicate the areas where the judgement is that the teacher's application does not satisfy the assessment criteria.

A successful applicant will progress to the minimum point of the upper pay spine where it is expected that the level of performance assessed will be at least sustained.

Further progression on the Upper Pay Range will be dependent on additional evidence that the teacher has developed further in relation to advising and guiding other colleagues and taken on further responsibilities across the school.

# Annex D: Teachers Recruitment and Retention Allowances or Benefits\*

## TEACHERS: RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers where the school would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. If a recruitment allowance is paid it will only be allowed to continue after the review date if there is a reason to make a retention allowance. A retention allowance, if paid, will have a review date after which the allowance will be withdrawn. Decisions on recruitment allowances or retention allowances will be made by the Headteacher following consultation with Chair of the HR Committee.

Prior to consultation the Headteacher will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance.
3. The range of allowances that will be available in the pay policy.
4. The criteria for deciding the level of allowance that will be paid.

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, a date at which the allowance will be reviewed, the amount and whether it is recruitment or a retention allowance. The decision to award a recruitment or retention allowance will be reported to the Pay Review Committee at the next meeting. Please see the Recruitment and Retention Allowance and Benefits Policy for more information.

\* in accordance with the STPCD

# Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

## The Main Pay Range for 2020

THE SALARY POINTS FOR THE MAIN PAY RANGE 2020 ARE SET OUT BELOW:

### Salary Points on Main Pay Range

#### Main Pay Scale

M1	25,714
M2	27,600
M3	29,664
M4	31,778
M5	34,100
M6	36,597

### Salary Points on Upper Pay Range

#### Upper Pay Scale

UPS1	38,690
UPS2	40,124
UPS3	41,604

### Salary Points on Unqualified Pay Range

#### Unqualified Teacher Scale

UNQ1	18,169
UNQ2	20,282
UNQ3	22,394
UNQ4	24,507
UNQ5	26,622
UNQ6	28,735

## **PROGRESSION ON THE MAIN, UPPER AND UNQUALIFIED TEACHERS' PAY RANGES**

This annex, referred to in paragraph 4 of the Pay Policy sets out the Trust's policy regarding progression on the main, upper and unqualified teacher pay ranges.

Teachers will have their salary reviewed annually in accordance with paragraph 4 of this policy. To move up the Main pay range or the Unqualified teachers' pay range one point at a time teachers will need to have made good progress towards their objectives, have shown they are competent in all elements of the Teachers' Standards and have fulfilled the requirements set out in their job description.

The following criteria will be taken into account in making a pay progression judgement:

1. Achievement of objectives set under the appraisal policy and how successfully these have been met.
2. Evidence of achievement of the Teachers' Standards to a good or outstanding level.
3. Levels of performance in the classroom observations, Ofsted criteria will be used to assess performance.
4. Consideration of the impact on student progress, taking into account the challenges provided by remote learning and the lack of external assessment data.
5. Contributions to whole school development.
6. Wider outcomes for students and colleagues.
7. Commitment to their own CPD.
8. Examination results.

Taking into account all of the criteria and any external factors, a best fit judgement will be made by the Headteacher and the reviewers (curriculum managers or other middle managers), as to a teacher's overall grade based on Ofsted judgements.

Teachers demonstrating exceptional performance may be awarded progression on the scale; this will be determined by progress significantly above expected, evidence of consistently outstanding teaching and meeting all performance management targets as well as demonstrating they are competent in all elements of the Teachers' Standards.

Teacher's annual appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the review committee, having regard to the appraisal report and taking into account advice from the Headteacher.

## Annex F: Teachers: The Appointment of Leading Practitioners

Should the Pay Body decide to appoint teachers to leading practitioners posts in the staffing structure as indicated in paragraph 5 of this pay policy, the pay range will be as follows:

<b>Leading Practitioner</b>	<b>2020/21</b>
LeadPrac01	42,402
LeadPrac02	43,465
LeadPrac03	44,550
LeadPrac04	45,658
LeadPrac05	46,796
LeadPrac06	47,969
LeadPrac07	49,261
LeadPrac08	50,397
LeadPrac09	51,656
LeadPrac10	52,983
LeadPrac11	54,357
LeadPrac12	55,610
LeadPrac13	57,000
LeadPrac14	58,421
LeadPrac15	59,875
LeadPrac16	61,467
LeadPrac17	62,878
LeadPrac18	64,461

# Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

The Pay Body will follow the arrangements and, if relevant the discretions (such as those in paragraph 9.3), set out in the STPCD 2020 in relation to school leaders paid on the Leadership Group Range.

The Head Teacher Groups for the Trust's schools are as follows:

School	HTG
New Road and Park Lane Primary Schools combined	Group 4, Points L14 to L26
Sir Harry Smith Community College	Group 7, Points L24 to L38

There will be 7 consecutive points in the Head Teacher's individual pay range.

The Pay Body would consider paying the Head Teacher a salary of up to 25% above the maximum of the HTG on an individual basis influenced by qualifications, experience and responsibilities set out in the job description, and recruitment and retention considerations

The number of consecutive points in the DHT and AHT ranges will be set between 5 and 7 points dependent on factors such as qualifications, experience and responsibilities set out in the job description, and recruitment and retention considerations.

Progression, normally by one point at a time until at the top of the pay range, will be linked to the annual performance management cycle.

The Pay Body may decide to review the salary arrangements for the leadership group at any time.

## Pay Rates

### Leadership Pay Scale

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

# Annex H: Additional Payments for Teachers\*

**1. CPD activities undertaken outside of the school day, at the request of the headteacher (following consultation between the headteacher and affected teacher), outside of the school day**

Should the Headteacher agree in advance that payment will be made in respect of this, the rates in the table below will be used.

**2. Activities relating to the provision of ITT training as part of the ordinary conduct of the school, at the request of the headteacher (following consultation between the headteacher and affected teacher).**

Arrangements will be made with staff on an individual basis, but will normally involve additional non-contact time as opposed to additional payment.

**3. Out-of-school hours learning activities, at the request of the headteacher (following consultation between the headteacher and affected teacher)**

3.1. Activities that can be undertaken by teachers and support staff.

Group sessions	£20 per hour
One-to-one sessions	£25 per hour

3.2. Activities that require the expertise of teachers and include an element of planning, preparation and assessment.

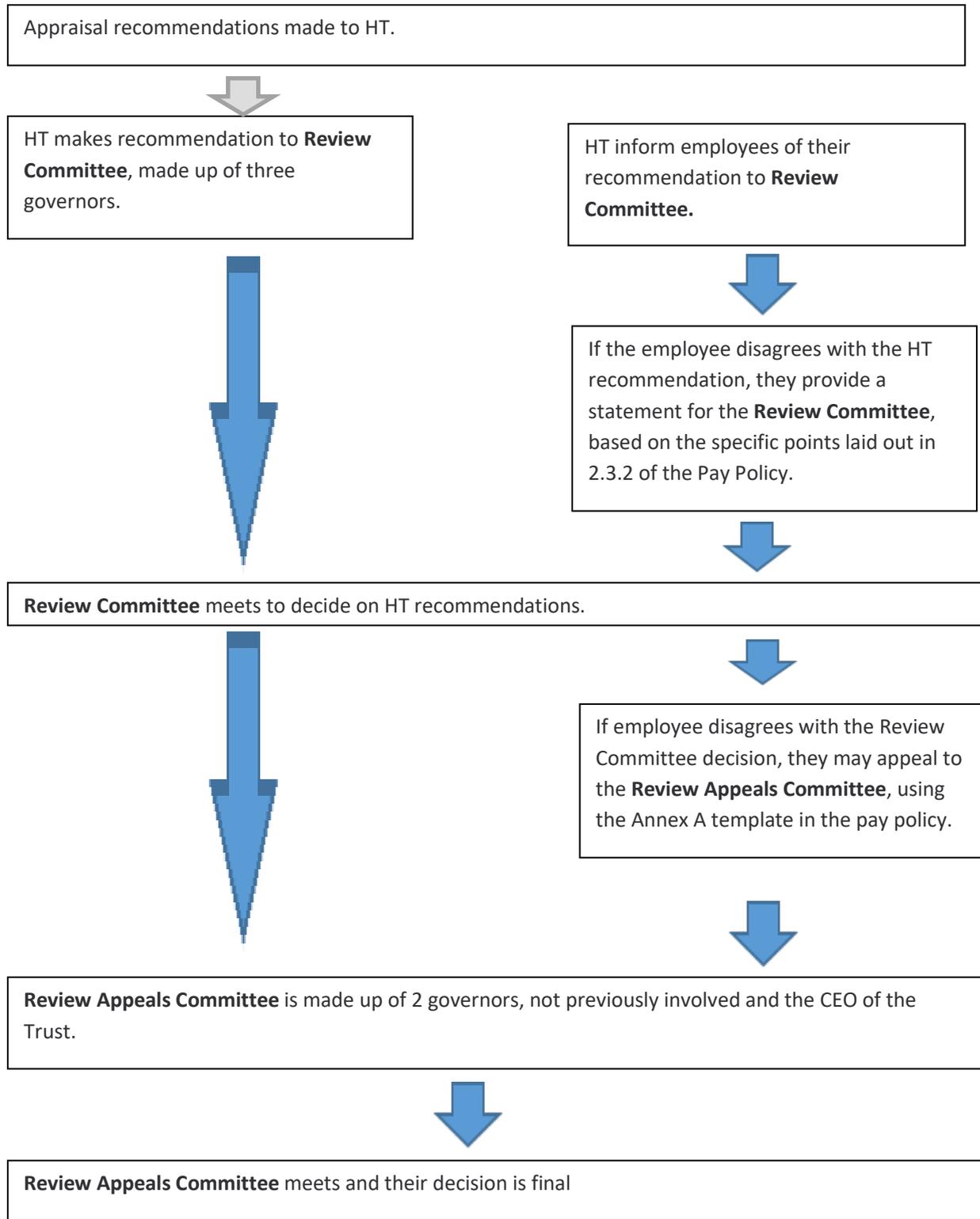
Should the Headteacher agree in advance that payment will be made in respect of this, the rates in the table below will be used.

## Pay Rates

	2020/21	Hourly Rates	Day Rates
<b>Unqualified Teacher Scale</b>			
UNQ1	18,169	18.63	93.17
UNQ2	20,282	20.80	104.01
UNQ3	22,394	22.97	114.84
UNQ4	24,507	25.14	125.68
UNQ5	26,622	27.30	136.52
UNQ6	28,735	29.47	147.36
<b>Main Pay Scale</b>			
M1	25,714	26.37	131.87
M2	27,600	28.31	141.54
M3	29,664	30.42	152.12
M4	31,778	32.59	162.96
M5	34,100	34.97	174.87
M6	36,597	37.54	187.68
<b>Upper Pay Scale</b>			
UPS1	38,690	39.68	198.41
UPS2	40,124	41.15	205.76
UPS3	41,604	42.67	213.35

\* in accordance with the STPCD

# Annex I: Pay Decision Flow Chart



## Annex J: Support Staff Pay Scales

Pay Rates from 1st April 2020						
Grade	Point	Annual	Grade	Point	Annual	
Scale 1	1	17,842	PO1	27	31,346	
	2	18,198		28	32,234	
	3	18,562		29	32,910	
	4	18,933		30	33,782	
Scale 2	4	18,933	PO2b	29	32,910	
	5	19,312		30	33,782	
Scale 3	5	19,312		31	34,728	
	6	19,698	32	35,745		
Scale 4	7	20,092	PO2a	31	34,728	
	8	20,493		32	35,745	
	9	20,903		33	36,922	
	10	21,322		34	37,890	
	11	21,748	PO3b	33	36,922	
Scale 5	12	22,183		34	37,890	
	13	22,627		35	38,890	
	14	23,080	36	39,880		
	15	23,541	PO3a	35	38,890	
	16	24,012		36	39,880	
17	24,491	37		40,876		
Scale 6	18	24,982	38	41,881		
	19	25,481	PO4b	38	41,881	
	20	25,991		39	42,821	
	21	26,511		40	43,857	
SO1	22	27,041	41	44,863		
	Scale 1	23	27,741	PO4a	40	43,857
		24	28,672		41	44,863
25		29,577	42		45,859	
43	46,845					
SO2	26	30,451				
	27	31,346				
	28	32,234				