



Endeavour
Schools Trust
Inspired to Excel

Pay Policy for Teaching staff for Academies

Version	Date	Author	Changes
v1.0	Spring 2025	N Wright	This is a completely new policy based on a model on "The Key" which has removed performance related pay. The policy has been checked by Forbes Solicitors but if adopted will need to go to unions for consultation as it will differ from the existing LA model (which the board refused to adopt in Autumn 2024)

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1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and how decisions will be made without linking performance to pay progression
- Set out a clear framework for pay and progression throughout the school, while minimising the impact on workload for all concerned

Adopting this policy will:

- Maximise the quality of teaching and learning at our schools
- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school and the trust
- Help to ensure that decisions on pay are made in a fair, just and transparent way, while eliminating unnecessary bureaucracy for all concerned

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

As a Multi-academy Trust, we are free to determine our own approach to deciding teachers' pay. However, since all of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.

As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#), which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable
- [The Data Protection Act 2018](#), which sets out requirements on how we handle personal data

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in section 12 of this policy.

Our procedures for assessing early career teachers' performance and progress comply with the DfE's statutory guidance on [Induction for Early Career Teachers \(England\)](#).

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the trust or one of its schools. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher (where applicable)

4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

For teachers, the final pay decisions are made by the CEO.

For Headteachers, the final decisions are made by the pay review committee.

Responsibility for making pay decisions is delegated to the pay committee of the Trust board and ratified by the full trust board.

5. How we will decide pay on appointment

The trust board will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the trust board will 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 school or trust context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school (portability.)

When determining the starting pay for a newly appointed classroom teacher on the Main Pay Range or on the Upper Pay Range, the Trust Board will take into consideration the previous point the teacher was paid and will also consider awarding pay points as outlined in Appendices E/F.

5.1 Unqualified teachers

Unqualified teachers will be paid on the unqualified teacher pay range in accordance with the STPCD. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

6. How we will decide on pay progression

Our Trust does not link pay progression to teacher performance. Teachers should expect to receive annual pay progression within their pay range, and we will only withhold pay progression if the teacher is subject to capability proceedings.

Staff on Maternity leave/Long-term sickness absence - pay decisions will be no less favourable than if the employee had not been absent due to reasons related to maternity or sickness absence.

6.1 Annual reviews

The governing board will ensure that:

- Each teacher's salary is reviewed annually, with effect from between 1 September and no later than 31 October each year (except in the case of the CEO and Headteachers for whom the deadline is December 31st.)
- All teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled, in alignment with our annual appraisal period

Our appraisal arrangements are set out in full in our appraisal policy.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and, where applicable, we will give information about why it was made.

6.3 Early career teachers

Early career teachers (ECTs) starting their induction on or after 1 September 2021 are not subject to annual appraisal and pay review cycles during their induction period.

Decisions on ECTs' pay will be made by means of the [statutory induction process for ECTs](#). The appropriate awarding body is responsible for deciding whether the ECT has met the induction standard on the basis of the headteacher's recommendation.

In the case of ECTs, the appropriate awarding body must determine the teacher's performance and any pay recommendation by means of the statutory induction process set out in [The Education \(Induction Arrangements for School Teachers\) \(England\) Regulations 2012](#).

ECTs may be awarded pay progression at the end of the first year of their induction period. However, annual progression is not automatic or guaranteed.

Where induction is completed outside of the performance management cycle (September – August) the next opportunity for progression is at the following September in line with all teaching staff.

6.4 Part-time teachers

Part-time teachers are teachers who are employed on an ongoing basis at the school but who work less than a full working week.

Our trust board will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

6.5 Short-notice/supply teachers

Teachers who are 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 will be calculated pro-rata.

7. Moving to the upper pay range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy. It is up to each teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications can be made once a year. Teachers should submit their application in writing to their Headteacher by 5th September each year; however, exceptions will be made in particular circumstances, e.g. teachers who are on maternity leave or who are on long-term sick leave.

When submitting an application, please include:

- Results of appraisals under [The Education \(School Teachers' Appraisal\) \(England\) Regulations 2012](#), including recommendations on pay
 - Where this information is not applicable or available, include a statement and summary of evidence to demonstrate that you have met the assessment criteria
- Evidence from the previous two academic years will be considered. For staff who have been absent due to maternity or sick leave, evidence to support their application may be offered from the last three years.

Teachers who are simultaneously employed at another school(s) should submit separate applications if applying to be paid on the upper pay range in that school or schools. We will not be bound by pay decisions made by another school.

All applications will be reviewed by the Headteacher.

We will treat all applications fairly and impartially.

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the trust board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards/relevant standards; and
- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, 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
- **'Substantial'** means:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of 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 pupils' learning
- **'Sustained'** means:
The teacher's performance has been maintained at a standard of at least good for a period of at least the two year period prior to the assessment year.

Applications will be assessed as per the process outlined in Appendix I

7.3 The decision

The assessment will be made and the applicant notified by October 31st

The decision will be made by the CEO (following recommendation from the Headteacher,) who will refer to the pay committee for ratification. The CEO will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications, experience and skills of the teacher.

If successful, applicants will move to the upper pay range from September 1st and pay will be backdated to that date.

If unsuccessful, feedback will be provided by line managers in a 1-to-1 meeting, within 10 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future

Decisions will also be communicated in writing. Any appeals against a decision not to move a teacher to the upper pay range are covered by section 12 below and in appendix H

8. Additional allowances

CEO/Headteacher discretionary payments

In accordance with the STPCD, the Trust Board may determine that payments be made to the CEO/Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined (not previously considered when determining the Headteacher's pay range). The total sum of the temporary payments made to a Headteacher in any school year will not exceed 25% of the Headteacher's annual salary and the total sum of salary and other payments made to a Headteacher will not exceed 25% above the maximum of the Headteacher group, except as stated in STPCD

Teaching and Learning responsibility (TLR) payments

TLR1 and TLR2 payments can be awarded to classroom teachers and will be awarded to the holders of the posts indicated in the attached staffing structures. These reflect the undertaking of a sustained additional responsibility and ensure continued delivery of high-quality teaching and learning, for which a teacher is made

accountable. Where a TLR is awarded to a part time teacher it will be paid on a pro rata basis. A teacher cannot be paid a TLR1 and 2 concurrently and cannot hold two TLR1's or two TLR2's at the same time.

A TLR may not be paid to an unqualified teacher, a member of the leadership group or a staff member on the pay range for leading practitioners.

The Trust Board may also award a fixed-term TLR3 to a teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities. The Trust Board must not award consecutive TLR3's for the same responsibility and must establish the duration at the outset. A teacher may be in receipt of a TLR3 concurrently with either a TLR1 or 2.

The values of the TLRs to be awarded are set out at Appendix B

Special Educational needs (SEN) allowances

The Trust Board will award a SEN allowance to all teachers who meet the criteria outlined in the STPCD. Where the SEN allowance is to be paid, the spot value of the allowance will be determined taking fully into account the structure, the school/academy's SEN provisions and the factors outlined in the STPCD. The teacher will be given written notification at the time of the award which will specify the reason for the award. SEN allowances may be held at the same time as a TLR. Payment details at Appendix B.

Unqualified Teacher

The pay committee will pay any unqualified teacher in accordance with the provisions of the STPCD. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience he/she may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance outlined in Appendix B of the Pay Policy.

Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of Head, Deputy Head or Assistant Head in accordance with the STPCD and Appendix B of the Pay Policy. The Trust Board, within a four-week period of the commencement of acting duties, determine whether the acting postholder will be paid an allowance. If the acting responsibilities continue for a period of four weeks or more, they will be paid at an appropriate point of the Head's, Deputy Head or Assistant Head range, as determined by the Trust Board. Payment will be backdated to the commencement of the duties. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Other payments

The Trust Board will exercise its discretion and make additional payment to classroom teachers, in accordance with the STPCD and as outlined at Appendix B.

Recruitment and retention

The Trust Board will consider awarding the payment of recruitment and retention awards to classroom teachers where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill
- to recognise performance which exceeds the school's expectations and which is not recognised through accelerated salary progress in other sections in this policy

The Trust Board will review the level of payment/benefits annually. Details of payments are at Appendix B

These allowances will be awarded in line with the STPCD

9. Leadership pay

When determining the leadership pay range, it will be reviewed in accordance with the STPCD and will include a review of the school/Headteacher group size. The salaries of the CEO, Headteacher, Deputy Headteacher(s) and any Assistant Headteacher will be reviewed annually as required by the STPCD. There will be a procedure and timetable for the annual review which will give the option of formal representation. Written notification will be given as required, including the performance objectives agreed, which will be reviewed as part of the next annual salary determination.

The Headteacher's Pay Range will reflect the responsibilities of the job in addition to the size of the school, any other factors specified in the STPCD and advice issued by the Local Authority on the salaries of Headteachers at comparable size schools.

The current CEO & Headteachers in this Trust are paid in accordance with post-2014 STPCD 4.4 In accordance with STPCD (post 2014), the CEO & Headteacher's pay range will only exceed the maximum of the Headteacher's Pay range where the Trust Board determines that specific circumstances warrant a higher than normal payment. In that situation, the maximum of the Headteacher's pay range and any additional payments made will not exceed the maximum of the Headteacher group by more than 25%, other than in exceptional circumstances.

The Trust Board will determine the pay ranges of the Deputy Headteacher(s) and any Assistant Headteacher(s) in relation to the duties and responsibilities of those teachers. The Trust Board can review the pay ranges at any time if they consider it necessary to retain a Deputy or Assistant Headteacher.

The maximum of the Deputy or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. In each school/academy the pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

In the case of a Deputy Headteacher post the Trust Board must be satisfied that the responsibility exceeds that expected of an Assistant Headteacher employed in the same school/academy, including responsibility for discharging in full the responsibilities of the head in the absence of the Headteacher.

Temporary Arrangement

If the Headteacher takes on temporary accountability for one or more additional schools/academies, the pay committee will consider awarding a discretionary payment under the provisions of the STPCD. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years. The total sum paid to the Headteacher in any school year must not exceed 25% of the amount that corresponds to the Headteacher's point on the Leadership Group pay spine.

In all cases, consideration needs to be given to the remuneration of other teachers who as a result of the Headteacher's role are taking on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the Headteacher's enlarged role, it is not automatic.

Details of Leadership Pay ranges are at Appendix D

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued on behalf of the trust board.

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:

- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date, or the circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range

- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to their Headteacher or CEO.

If, after an informal discussion with the Headteacher / CEO, the teacher still feels that the decision made over their pay is unfair, they should set out their reasons for appealing in a letter to a panel of three Directors who have not been involved with pay decisions (the appeals panel,) within 10 working days of the pay statement being issued.

Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the appeal procedure is set out in appendix H

If the appeal is upheld, the appeals panel will re-issue the pay statement with the correct information.

13. Monitoring arrangements

This policy will be reviewed and approved annually by the full board of Trustees.

The trust board will monitor the outcomes and impact of the policy on a regular basis, including trends in progression across specific groups of teachers, to assess its effect and the school's continued compliance with equalities legislation.

14. Links with other policies

This policy links with our policies on:

- Teacher appraisal
- Early career teacher (ECT) induction

Appendix A – Definitions

Main Pay Range (MPR) - for qualified teachers who are not entitled to be paid on any other pay range. Teachers must be paid within the minimum and maximum of MPR. Advisory pay points are set out to help support pay decisions – see Appendix F

Upper Pay Range (UPR) - for ‘post-threshold’ teachers who have successfully applied to be on UPR. Teachers must be paid within the minimum and maximum of UPR, for as long as the teacher is employed at this school without a break in continuity of employment.

Pay committee – in this Trust the Pay Committee is made up of members of the Trust Board and will carry out determinations of pay in accordance with the pay policy.

Appeals Panel – a committee of directors convened to hear an appeal against a pay decision made up of Directors who have not been involved in pay decisions.

Working Day – a teacher employed full-time must be available for 195 days, to be specified by the employer (does not apply to teachers on the Leadership scale), which includes 1265 hours of directed time.

Teachers’ Standards – outlined in STPCD and used to define professional standards expected of teachers.

Appendix B – Exercise of Discretionary Powers

<p>Pay Determination on Appointment</p>	<p>When placing a classroom teacher on to the Main Pay Range, the Trust Board will consider awarding pay scale points in the following circumstances:</p> <ul style="list-style-type: none"> - One point on the main scale for each year of service as a qualified teacher in a School/academy, City Technology College, a City College for the Technology of the Arts or independent school. - One point on the main scale for each period of one year of service as a qualified teacher in an overseas school outside the European Economic Area or Switzerland in the maintained sector of the country concerned. - One point on the main scale for each period of one year of service teaching in further education, including Sixth Form Colleges. - One point on the main scale for each period of one year of service teaching in higher education. <p>The Trust Board will consider awarding on a case-by-case basis:</p> <ul style="list-style-type: none"> - One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.
<p>Part Time Teachers</p>	<p>The Trust Board acknowledges that part-time teachers will be paid the percentage of the appropriate full-time equivalent salary as calculated in the statutory guidance in the School Teachers' Pay and Conditions Document 2020.</p> <p>The Headteacher will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.</p>
<p>Payments to Relief or Short Notice Teachers</p>	<p>(a) The Trust Board has determined that relief teachers who work on a day-to-day or other short notice basis in this school will be paid £164 per day. (b) The Trust Board has determined that relief teachers who work less than a full day will be paid a proportion pro rata to the length of the school day</p>

<p>Unqualified Teachers' Allowance</p>	<p>The Trust Board may pay an unqualified teachers' allowance to unqualified teachers where it considers, in the context of its staffing structure that the teacher has:</p> <p>(a) Taken on a sustained additional responsibility which is: i Focused on teaching and learning; and ii Requires the exercise of a teachers' professional skills and judgement; or</p> <p>(b) Qualifications or experience which bring added value to the role being undertaken.</p>
<p>CEO and Headteachers</p>	<p>The CEO & Headteachers can expect to proceed up their pay scale annually until such time as they reach the top point, unless they are subject to capability procedures.</p> <p>Such progression will normally be by one point, but the Trust Board will consider movement by two points in exceptional circumstances.</p>
<p>Deputies and Assistant Heads</p>	<p>Deputies and Assistant Heads can expect to proceed up their pay scale annually until such time as they reach the top point, unless they are subject to capability procedures.</p> <p>Such progression will normally be by one point, but the Trust Board will consider movement by two points in exceptional circumstances.</p>
<p>Leading Practitioners</p>	<p>Leading Practitioners can expect to proceed up their pay scale annually until such time as they reach the top point, unless they are subject to capability procedures.</p> <p>Such progression will normally be by one point, but the Trust Board will consider movement by two points in exceptional circumstances.</p>
<p>Teaching and Learning Responsibility Payments (TLRs)</p>	<p>TLRs will be awarded to the holders of the posts indicated in the attached staffing structures. The values of the TLRs to be awarded are set out below:</p> <p>TLR2s will be awarded to the following values: TLR 2a £3,651 TLR 2b £5,214</p> <p>There are no TLR1s in the Trust's Staffing Structure:</p> <p>The Trust Board will consider awarding a fixed-term temporary TLR3 payment of no less than £600 and no more than £2,975 to teachers under the following circumstances:</p> <ul style="list-style-type: none"> • To a post requiring additional duties for a clearly time limited period for a specific project identified as a priority within the school development plan or other substantial school improvement projects or exceptional on off externally driven responsibilities. • The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

	<ul style="list-style-type: none"> • The duration of such temporary TLR3 payments would normally not exceed 1 year after which time they will be reviewed and may be extended if appropriate. The criterion and factors for award of TLR payments, and values as outlined in the School Teachers' Pay and Conditions Document, will be taken fully into account.
Recruitment and retention allowances	<p>The Trust may, on the advice of the Chief Executive Officer, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:</p> <ul style="list-style-type: none"> • required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or • required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill • to recognise performance which exceeds the school's expectations and which is not recognised through accelerated salary progress in other sections in this policy <p>The value of any recruitment or retention payment will be determined according to the circumstances of each case but will consider salary relativities across the school structure and known staffing changes in the future and would normally be within the range £500 - £2,000</p> <p>The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year but will be subject to annual review which may extend the period if appropriate. Normally a recruitment or retention payment will be financial, but where appropriate, governors may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc. Remuneration in respect of any recruitment and retention payment will be reflected in the Individual School Range for the head teacher's salary.</p>
Special Educational Needs Allowance	<p>The Trust Board will award a SEN allowance of no more than £3,460 to all teachers who meet the criteria outlined in the STPCD.</p> <p>Where the SEN allowance is to be paid, the spot value of the allowance will be determined taking fully into account the structure the School's SEN provisions and the factors outlined in the STPCD. The teacher will be given written notification at the time of the award which will specify the reason for the award.</p>
Acting Allowances	<p>Any teacher who carries out the duties of CEO, Head, Deputy Head or Assistant Head for a period of four weeks or more, will be paid no lower than the minimum spine point payable for the post in which</p>

	<p>the teacher is acting determined in accordance with the Teachers' Pay and Conditions Document.</p> <p>The acting allowance will be paid from or backdated to the time when the Trust Board decides that the teacher performs tasks that require the full authority of the post to be exercised.</p> <p>The Trust Board will exercise its discretion to remunerate teachers who agree to carry out the duties of CEO or Headteacher during the short-term absence of the CEO or Headteacher as follows: Minimum spine point of Headteacher's Pay Range less salary paid to teacher divided by 195 multiplied by estimated number of days' cover per annum. This will either be paid in arrears or currently as a lump sum or in 12 equal monthly payments.</p>
Pay progression	The Trust Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plans.
Other Payments	As the Trust does not expect staff to attend training courses outside of normal school hours no payments will be made for time undertaking CPD
(a) Continuing professional development	
(b) Initial teacher training activities	The Trust Board does not exercise its discretion to remunerate teachers for responsibilities in the initial training of teachers.
(c) Out-of-school learning activities	Teachers who volunteer to undertake learning activities outside of the normal working hours and whose salary range does not take account of such activity may be entitled to a payment - see separate LA guidance. Activities that may attract payment include, for example, breakfast clubs, homework clubs, summer schools (study support, literacy and gifted and talented), sporting activities, other outdoor activities and clubs linked to curricular, arts and hobby interest areas. The Trust Board has determined that teachers who agree to participate in out-of-school hours learning activity may receive payment for hours worked on the basis of Annual Salary ÷ 195 ÷ 6.5.
Temporary additional payment to the Headteacher	In wholly exceptional circumstances the Trust Board may consider a payment in excess of 25%. In such circumstances the Trust Board will seek external independent advice

Appendix C - Pay award 2024

September pay award and other changes arising from the current STPCD, backdated to 1 September

The Trust Board will adopt the changes included in the STPCD in relation to the pay award. Any part-time teacher whose full-time equivalent basic earnings meet the eligibility criteria receive the award on a pro-rata basis according to their contracted hours. The award should be paid to all eligible teachers, whether located on a published pay point or not and should be independent of any progression considerations. Relevant bodies should ensure that implementation of the pay award complies with the National Living Wage policy All pay uplifts will be back dated to 1 September.

Appendix D - Leadership Pay Range CEO & Headteacher's Pay

The CEO & Headteacher's Pay Range in this Trust is:

Central Team	
CEO/Exec Headteacher	L26 – L32
Director of School Improvement	LP 10 – LP14

Headteachers

CRABBS CROSS ACADEMY Headteacher	L15 - 21
ST GEORGE'S CE FIRST SCHOOL Headteacher	L14 – 20
THE VAYNOR FIRST SCHOOL Headteacher	L15 - L21
ST LUKE'S CE FIRST SCHOOL Headteacher	L9 – 15 (on conversion)

On appointment Should a vacancy for the post of CEO or Headteacher arise the Trust Board will review the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will review the school's Headteacher group and the Headteacher's Pay Range taking account of the full role of the CEO and Headteacher and – in accordance with the mandatory and discretionary provisions of the School Teachers' Pay and Conditions Document
- the pay committee will exercise its discretion under the School Teachers' Pay and Conditions Document in determining the CEO & Headteacher's Pay Range, to secure the appointment of its preferred candidate;
- the pay committee will consider exercising its discretion to award a discretionary payment under the School Teachers' Pay and Conditions Document where the Trust Board consider the school would have difficulty recruiting to the vacant CEO or Headteacher post;
- the pay committee will consider the need to award any further discretionary payments to a CEO or Headteacher in line with the School Teachers' Pay and Conditions Document;
- the pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek the agreement of the Trust Board and external independent advice before providing such agreement.

Existing CEO and Headteachers

The Trust Board will determine the salary of a serving CEO or Headteacher in accordance with the STPCD. The pay committee may determine the Headteacher's Pay Range, within the group range for the school, as at 1st September or at any time if they consider it is necessary. If the pay committee makes a determination to change the Headteacher's Pay Range, it will determine the Headteacher's Pay Range within the group range for the school, in accordance with the School Teachers' Pay and Conditions Document.

The pay committee will consider the use of discretionary payments, as per the provisions of the School Teachers' Pay and Conditions Document. The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in the School Teachers' Pay and Conditions Document. However, before agreeing to do so, it will seek the agreement of the Trust Board and external independent advice before providing such an agreement.

Deputy/Assistant Headteacher's Pay

The Deputy and Assistant Headteacher's Pay Range in this Trust is:

CRABBS CROSS ACADEMY Deputy Headteacher	L3 – L7
ST GEORGE'S CE FIRST SCHOOL Deputy Headteacher	L8 – L12
THE VAYNOR FIRST SCHOOL Deputy Headteacher	L9 – L13
Assistant Headteacher	L4 – L8
ST LUKE'S CE FIRST SCHOOL Assistant Headteacher	L2 – 6 (on conversion)

On appointment

Should a vacancy for the post of Deputy/Assistant Headteacher arise the Trust Board will review the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with the STPCD taking account of the role of the Deputy/Assistant Headteacher set out in the STPCD;
- the pay committee will record its reasons for the determination of the Deputy/Assistant Headteacher pay range, in accordance with the STPCD
- in order to secure the appointment of its preferred candidate the pay committee will exercise its discretion under the STPCD and place the preferred candidate on a point within the Deputy/Assistant Headteacher pay range, allowing appropriate scope for performance-related pay progression over time;
- the pay committee will exercise its discretion under the STPCD where there are recruitment issues.

Existing Deputy/Assistant Headteachers

The pay committee will review and, if necessary, re-determine the Deputy/Assistant Headteacher pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher. The pay committee may determine the Deputy Head pay range at any time in accordance with the STPCD pursuant with the discretionary provisions of the document and to maintain differentials

Appendix E - Main Pay Range

Main Pay Range effective from 1st September 2024

The pay committee will use the current STPCD advisory pay points. Therefore, the pay scale for teachers on the Main Pay Range in this trust is:

Reference Point 1 £31,650 `

Reference Point 2 £33,483

Reference Point 3 £35,674

Reference Point 4 £38,034

Reference Point 5 £40,438

Reference Point 6 £43,606

The pro forma provided in the Guidance document – Template 1 will be used for recommending pay progression on the Main Pay Range to the Pay Committee



Appendix F - Upper Pay Range

Upper Pay Range effective from 1st September 2024

The pay committee will use the current STPCD advisory pay points.

Therefore, the pay scale for Upper Pay Range in this trust is :

Minimum point £45,646

Midpoint £47,338

Maximum point £49,083

The pro forma provided in the Guidance document – Template 2 will be used for movement onto the Upper Pay Range and Template 3 for recommending pay progression on the Upper Pay Range to the Pay Committee

Appendix G - Other Pay Ranges

Unqualified teacher Pay Range from 1 September 2024

The pay committee will use reference points. Therefore, the pay scale for unqualified teachers in this trust is:

Point 1 £21,731

Point 2 £24,223

Point 3 £25,716

Point 4 £28,913

Point 5 £31,409

Point 6 £33,901

Progression within the range will be based on an annual incremental increase. Staff can expect to proceed up the pay spine unless they are subject to capability proceedings.

Appendix H - Procedure for Appeals against Salary Determinations

The arrangements for considering appeals are as follows:

A teacher or member of the support staff may seek a review of any determination in relation to his pay or any other decision taken by the Trust Board (or a committee or individual acting with delegated authority) that affects his/her pay.

In relation to a determination regarding the CEO or Headteacher's pay, the CEO or Headteacher may seek to resolve it informally with the Chair of the CEO and Headteacher's appraisal committee. Thereafter, he/she may follow the appeal process outlined in 20.3 iv) onwards; in which case references to the CEO or Headteacher shall mean the Chair of the appraisal committee.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- (a) incorrectly applied the Trust' pay policy
- (b) incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- (c) failed to have proper regard for statutory guidance
- (d) failed to take proper account of relevant evidence
- (e) took account of irrelevant or inaccurate evidence
- (f) was biased or
- (g) otherwise unlawfully discriminated against the teacher.

Appeal Process:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made – See Model Letter 1 in Guidance.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the CEO or Headteacher, requesting reconsideration within ten working days of the decision. Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.

3. Appeal

The employee has a right of appeal to a panel of three Directors who were not involved in the original determination or representations. The appeal must be lodged in writing, showing the grounds for appeal, within 10 working days of the decision from the CEO/Headteacher at point 2) or original notification if no discussion at point 2)

Any appeal should be heard normally within 20 working days of the receipt of the written appeal notification – see Model letter 2 in Guidance.

The employee will be given the opportunity to make representations in person. For any formal hearing or appeal the employee is entitled to be accompanied by a colleague or union representative. Any supporting documentation provided by either the employee or the Chair of the Pay Committee/ CEO/Headteacher to be considered at the hearing, should be available to the Appeal Panel at least 5 working days prior to the hearing date.

The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision – see Model letter 3 in Guidance.

Model Agenda for Pay Appeals Committee

Hearing Present:

Members of Appeal Panel*
HR Consultant to Appeal Panel (if appropriate)**
Employee and representative
Headteacher and Chair of Trust Board
Clerk to Governors

(Any witnesses will be called as required and will be present only during the time in which they give their evidence and answer questions.)

1. Introduction of the Pay Appeals Committee members and others present by the Chair and explanation of the purpose of the meeting.
2. Statement of Appeal by the employee and/or representative (work colleague or trade union representative) including witnesses.
3. Questions by the Chair of Trust Board/Headteacher and members of the Pay Appeals Committee.
4. Statement by respondent Chair of Trust Board including Headteacher/witnesses.
5. Questions by employee/representative and members of the Pay Appeals Committee.
6. Concluding statement by employee or representative (introducing no new factors).
7. Concluding statement by the Chair of the Trust Board / Headteacher (introducing no new factors).
8. Consideration of Appeal by the Pay Appeals Committee with assistance from HR Adviser, as appropriate. All others withdraw.
9. The employee, representative and Headteacher will be recalled and informed of the decision of the Pay Committee. This will be confirmed in writing within 5 working days.

*The Pay Appeals Panel will hear appeals against determinations made by the Trust Board and must not have been involved in the original determination or representations hearing.

**Where an HR Consultant is in attendance to support the Panel, he/she may ask questions at any point and advise the Committee as appropriate, including during considerations.

***The Chair of the Trust Board may nominate another governor from the committee which heard the representations to attend in his/her place.

Appendix I - Procedure for applications to UPR

Head Teachers should ensure that they inform the Chief Finance officer of any member of staff expressing their intention to apply for threshold so that this can be built into forward budget planning.

One application may be submitted annually. The closing date for applications is normally 15 September each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

The process for applications is:

- Complete the Trust's application form. Application to be paid on the Upper Pay Range
- Submit the application form and supporting evidence to the Headteacher by the cut-off date of 15 September.
- If the assessor is not the Headteacher you will receive notification of the name of the assessor of your application within 5 working days.
- The assessor will assess the application, which will include a recommendation to the CEO for referral to the pay committee.
- The application, evidence and recommendation will be passed to the Headteacher for moderation purposes, if the Headteacher is not the assessor.
- The pay committee will make the final decision, advised by the CEO.
- Teachers will receive written notification of the outcome of their application by 31 October. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'The Assessment' below).
 - If requested, oral feedback which will be provided by the assessor. Oral feedback will be given within 10 school working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the UPR on 1st September of that year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix H of this pay policy.

The Assessment

The teacher will be required to meet the criteria set out in the School Teachers' Pay and Conditions Document, namely that:

- the teacher is highly competent in all elements of the relevant standards (see Guidance document – Template 4 Assessment Form – Teachers' Standards); and
- the teacher's achievements and contribution to the school are substantial and sustained.

In this Trust, this means:

“highly competent”: highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, for example evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;

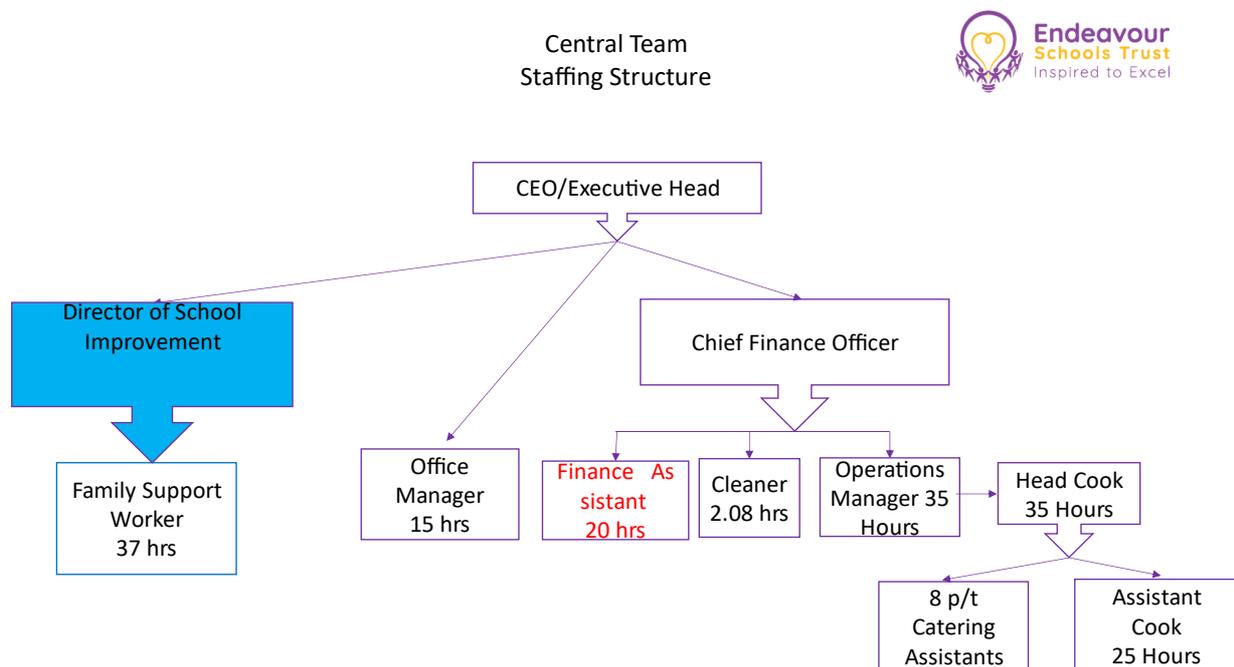
“substantial”: substantial’ means of significant importance and value to the school, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school;

“sustained”: ‘sustained’ means The teacher’s performance has been maintained at a standard of at least good for a period of at least the two year period prior to the assessment year.

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

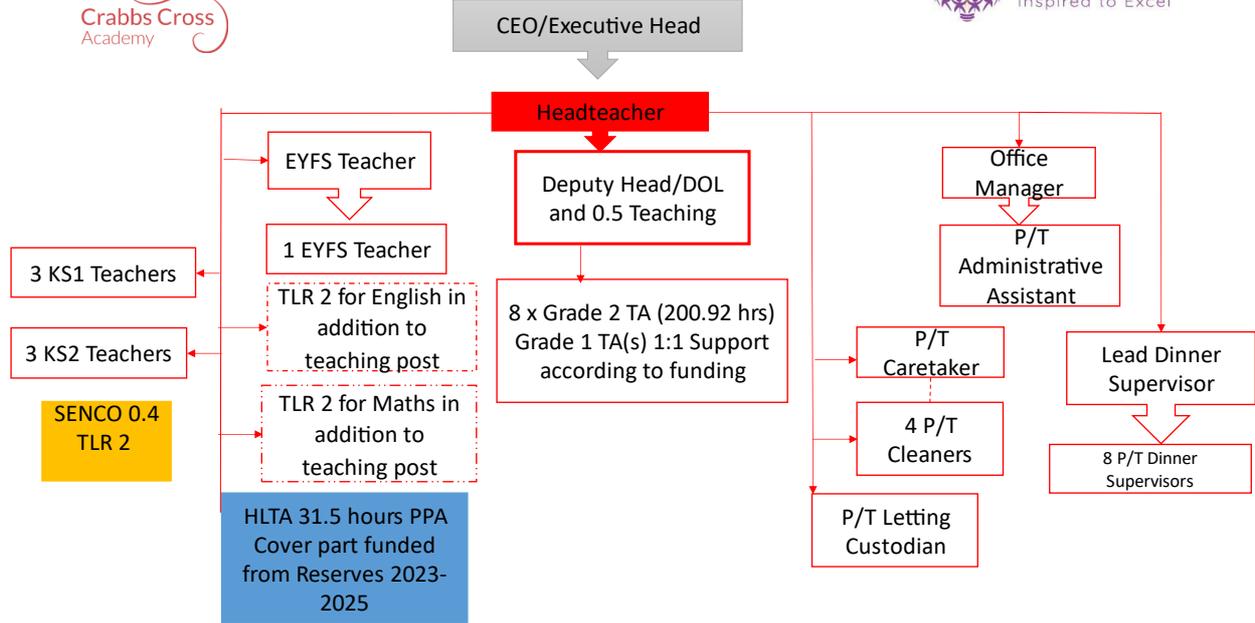
The pro forma provided in Guidance Template 2 will be used for recommending movement to the Upper Pay Range to the Pay Committee

Appendix J – Current Staffing Structures

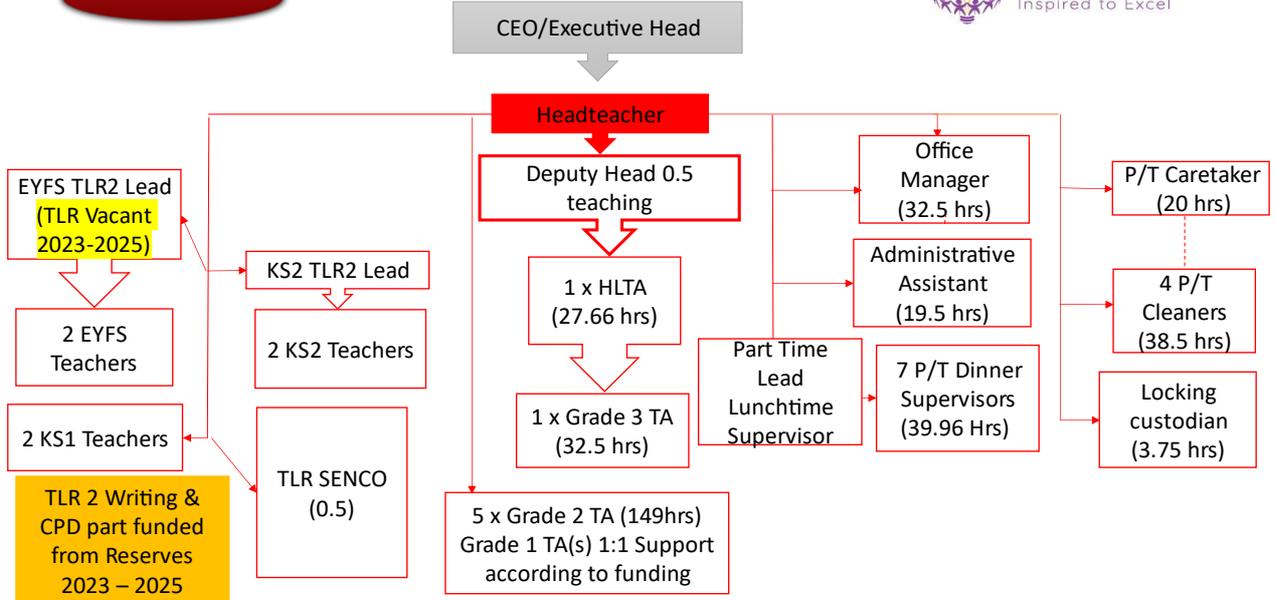


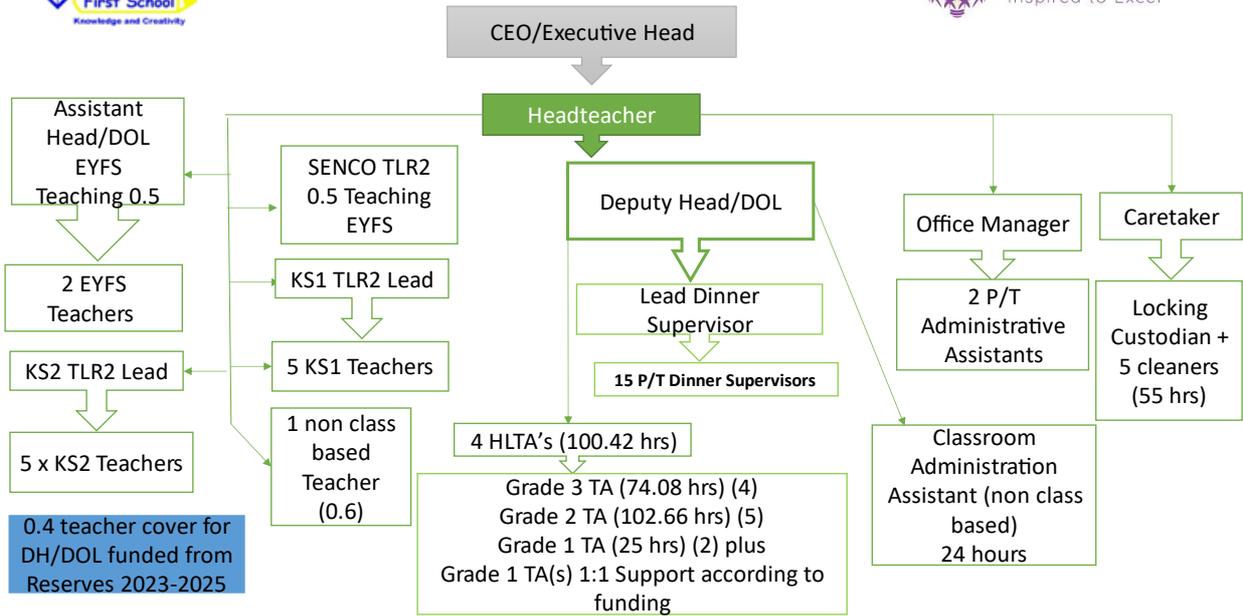


CRABBS CROSS ACADEMY
2023/24 STAFFING STRUCTURE

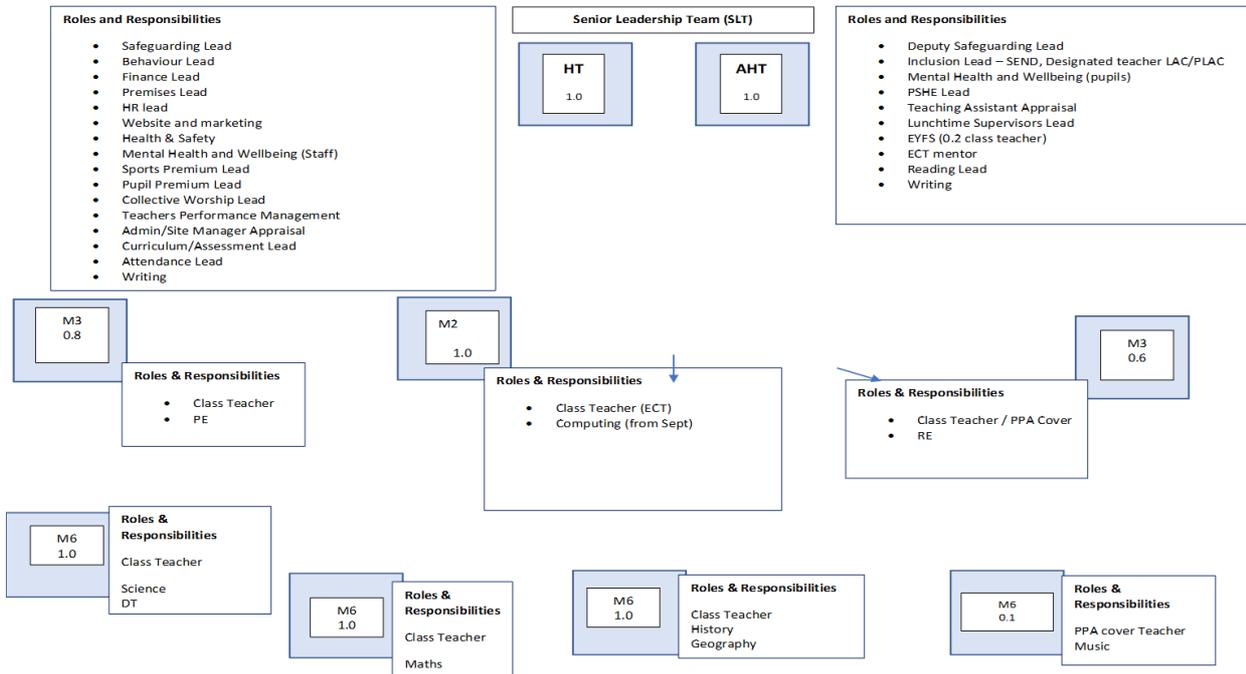


ST GEORGE'S CE FIRST SCHOOL AND NURSERY
2023/24 STAFFING STRUCTURE





Proposed Leadership/Teachers Roles & Responsibilities Structure – St Luke’s CE First September 2024



St Luke's Support staff structure on transfer

Support Staff	Hours per week	Scale
Premises		
Site Manager	25	SC4
Cleaner	12.5	SC1
Cleaner	12.5	SC1

Support Staff	Hours per week	Scale
Administration		
Office Administrator	37.5	SC4
Clerk to Governors	1.91	CG3

Support Staff	Hours per week	Scale
Teaching Assistants		
1	3.75	TA4
	31.67 (in total including 3.75 above)	TA2
2	31.67	TA2
3	31.67	TA2
4	31.67	TA2
5	31.67	TA2
6	31.67	TA3 + SNA
7	30.42	TA1 + SNA
8	31.67	TA1 + SNA
9	31.67	TA1 + SNA
10	31.67	TA1 + SNA
11	30.42	TA1 + SNA
12	18	TA2
13	22.5	TA2
14	21.25	TA1 (starting asap)
Total		