

Pay Policy

DOCUMENT CONTROL

Document Title	CET Pay Policy		
Version Number	005		
Status	Approved		
Publication Date	September 2024		
Policy Owner/Author	Head of HR		
Related Policies/Procedures	Appraisal Policy / STPCD		
Review Date	September 2025		
Approved/Ratified by	Trust Board	Date: 30 September 2024	

Please note that a record of the changes made to the original issue of this document can be found at Schedule 1 after any Appendices to the Policy/Procedure.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 2 of 32

PURPOSE OF THE PAY POLICY

1. Cumbria Education Trust (the Trust) believes that a fair, transparent and consistent Pay Policy which recognises and values all employees as highly skilled professionals in their own field and to attract and retain them is a key element in achieving excellent outcomes in all aspects of our service delivery.
2. This Pay Policy will help to recruit, retain and motivate employees, provide the basis for sound financial and personnel planning and minimise the risk of grievance and discrimination.
3. It follows the format of the DfE's model policy and is consistent and compliant with the statutory provisions for teachers' pay.
4. This policy has been updated to include the Trust's pay recommendations for 2024/25. These reflect the recommendations arising from the:
 - School Teachers' Review Body (STRB)
 - NJC for Local Government pay recommendations (not finalised at time of writing)

INTRODUCTION

1. This policy set out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and with reference to School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with recognised trade unions.
2. A copy of this policy and a copy of all relevant documents on pay and conditions will be made available to staff via the Trust website <https://www.cumbriaeducationtrust.org/policies/>
3. In adopting this Pay Policy, the aim is to:
 - Maximise the quality of teaching and learning and all associated services across the Trust
 - support recruitment, retention of a high quality workforce;
 - enable the Trust to recognise and reward employees appropriately for their contribution to the Trust;
 - help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned;
 - ensure accountability, transparency, objectivity and equality of opportunity.
4. Pay decisions are made by the Trust Board which has delegated certain responsibilities and decision-making powers to the CE and Local Advisory Boards (LABs) as set out in Appendix One.
5. The CE is responsible for the establishment and review of the Pay Policy, and all changes are subject to the approval of the Trust Board.
6. The Trust Board delegates the CE with full authority to take pay decisions on their behalf, in accordance with this policy and the Scheme of Delegation.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 3 of 32

7. From the 2024/25 academic year, the requirement for objectives and the appraisal process to lead to performance-related pay outcomes for teachers and leaders will be removed. The statutory requirement to make a pay decision following the completion of the appraisal process remains.

Teacher's Pay

1. Pay Reviews

1. The Trust will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October (31 December for Headteachers) each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
2. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay where this is appropriate.
3. A written statement will be given after any review and will give information about the basis on which it was made. Where a pay determination leads or may lead to the start of a period of safeguarding (pay protection), the Trust will give the required notification as soon as possible and no later than one month after the date of the determination.

2. Basic Pay Determination on Appointment

1. Following the CET guidance

Primary Appointments:

Headteachers will determine the nature of the vacancy and associated pay range with reference to Trust wide pay scales. Approval must be sought in accordance with the Trust Scheme of Delegation prior to advertisement. Approval must be sought from the CE for appointments at Deputy Headteacher and above.

Secondary Appointments:

Headteachers will determine the nature of the vacancy and associated pay range with reference to Trust wide pay scales. Approval must be sought in accordance with the Trust Scheme of Delegation prior to advertisement. Approval must be sought from the CE for appointments at Deputy Headteacher and above.

Headteacher Appointments:

School grouping calculations will first be conducted by CET Trust HR. Upon determination of the School Group, prior to advertisement the CE, in conjunction with the appropriate Director, and advised by HR, will determine the pay range within that group. On appointment they will determine the starting salary, within that range to be offered, to the successful candidate.

Central Team appointments:

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 4 of 32

The appropriate Trust Services Executive member, advised by HR, will determine the pay range for Central Team appointments, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered to the successful candidate. The CE will be consulted for senior appointments.

CE Appointments:

The Trust Board will determine the pay range for any CE appointment, prior to advertisement. On appointment the Trust board will determine the starting salary, within the range to be offered to the successful candidate.

2. In making such determinations, the following factors will be taken into account:
 - the nature of the post
 - the level of qualifications, skills and experience required
 - market conditions
 - the wider academy/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.
3. For positions on the leadership scale this will be done with reference to the Headteacher group size/pay ranges guidelines contained within the current year STPCD, together with the trust's own leadership pay arrangements.

3. Pay Progression

1. Across the Trust family of academies all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Appraisal Policy.
2. In the case of ECTs, pay decisions will be made by means of the statutory induction process. The Trust will ensure that ECTs are not negatively affected by the increase in the induction period to 2 years. All ECTs will be eligible for pay progression at the end of the first year in line with this Pay Policy.
3. Following an individual teacher's annual appraisal and subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of the pay range unless they are subject to capability procedures.
4. The Trust will ensure that appropriate funding is allocated for pay progression at all levels when setting its budgets.
5. A teacher who is assessed as exceeding the Teachers' standards and has demonstrated exceptional their appraisal objectives may receive enhanced progression.
6. Pay progression Parental Leave

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 5 of 32

The Trust will take a practical and flexible approach to pay progression for those absent on parental leave, including where a teacher has been absent for part or all of the reporting year.

In such circumstances the Trust will ensure that the absent teacher receives fair treatment whilst ensuring the integrity and robustness of the annual pay review.

4. Pay Ranges from 1 September 2024

Main Pay Range (MPR)

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below and the individual pay points in Appendix Four:

Main Pay Range	
Minimum	£31,650
Maximum	£43,607

Upper Pay Range (UPR)

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below and the individual pay points in Appendix Five:

Upper Pay Range	
Minimum	£45,646
Maximum	£49,084

The Trust will pay a teacher on the upper pay range if:

- The teacher is employed in the academy as a post-threshold teacher for as long as they are so employed without a break in their continuity of their employment at the academy.
- The teacher was previously employed as a member of the leadership group at a Trust academy, has continued to be employed without a break in their continuity of employment with the Trust, was first appointed to the leadership group on or after 1st September 2000 and has occupied such a post for an aggregate period of one year or more. In this case the Trust will determine where within the UPR range the teacher's annual salary will be fixed.

5. Movement to the Upper Pay Range

Applications and Evidence

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

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 6 of 32

Headteachers should remind all teachers on the MPR at the start of each school year of their right to apply for assessment.

Applications may be made once a year. Where teachers wish to be assessed, they should notify the Headteacher in writing using the application form (as at Appendix Three) which should be submitted by the teacher to the Headteacher prior to the appraisal meeting. The teacher's application will be appended to their appraisal.

The evidence to be used will be only that available through the performance management process in accordance with the conditions outlined in the Appraisal Policy. (NOTE: This means that as Standards are part of Appraisal then the expectation should be for the teacher to provide evidence before the pay decision is made by the appraiser – the appraisal document should then summarise the decision - not then duplicate a process).

If a teacher is simultaneously employed at another academy/school(s) out with the Trust, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. The Trust will not be bound by any pay decision made by another academy/school.

All applications should include evidence including the two most recent successful appraisal assessments following progression to the top of the main pay range. These may not be consecutive years if breaks of service have occurred.

Further progression through the Upper Pay Scale will be dependent upon evidence of two successful appraisal cycles following their last progression.

The Assessment

An application from a qualified teacher will be successful if evidenced by two successful and consecutive appraisal reviews, and where the Headteacher is satisfied that:

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

In making a decision, the Headteacher will have regard to the two most recent appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in the Appraisal Policy for progression to the Upper Pay Range:

For the purposes of this pay policy:

- 'Highly competent' is evidenced by practice which is not only good but also 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;
- 'Substantial' is defined as 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

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 7 of 32

contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils learning, and;

- ‘Sustained’ is defined as maintained continuously over a long period which may include evidence of two successful previous performance reviews following their progression to the top of the main pay range as documented on the application form (referenced within Appendix Three).

Processes and procedures

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the performance management/appraisal process, whichever is later.

If successful, applicants will move to the upper pay range and will be placed at the relevant point of that pay range with the pay award backdated to the 1 September of that school year.

If unsuccessful, supportive & developmental feedback will be provided by the Headteacher as soon as possible and at least within 5 working days of the decision; and will cover the reasons for the decision and the appeals arrangements available to the teacher.

The Headteacher, in agreement with the CE, will decide where on the upper pay range a successful teacher is placed, and, if teachers can start further up the range, identify how their position on the upper pay range. This will be decided in a fair and consistent way based on:

- Outcome of the appraisal;
- the nature of the post and the responsibilities it entails;
- The level of qualifications, skills and experience of the teacher.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Pay Policy appeals procedure (see Appendix Two).

6. Part-Time Teachers

Teachers employed on an ongoing basis within the Trust but who work less than a full working week are deemed to be part-time and as such are paid in accordance with the “pro rata principle” in line with the current STPCD.

The Trust will provide a part time teacher with 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 academy/school’s timetabled teaching week for a full-time teacher in an equivalent post.

7. Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata as outlined in STPCD.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 8 of 32

8. Leadership Teachers (Headteachers, Deputy & Assistant Headteachers) Appointed on or After 1 September 2014 or Whose Responsibilities Have Significantly Changed After That Date

The CE will set the pay level needed to attract Headteacher's, Directors, Deputy or Assistant Headteachers. Prior to advertising the post, the following stages will be undertaken:

Stage 1: Define the role and determine the Headteacher group (using the pupil unit calculations within the current STPCD)

Stage 2: Set an indicative pay range within the statutory minimum and statutory maximum;

Stage 3: Decide the starting salary and individual pay range for the appointee.

Recommended Leadership pay points within the Leadership pay range are shown in Appendix Nine. Recommended CE, Headteacher pay points within the Headteacher Group pay ranges are shown in Appendix Eight.

If performance remains satisfactory, progression through the determined Leadership Pay Scale will continue. Progression will be dependent upon evidence of two successful appraisal cycles following their last progression.

9. Lead Practitioner Pay Range

Teachers paid as Lead Practitioners should take a leadership role in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement. This might include:

- Coaching, mentoring and induction of teachers,
- Disseminating materials and advising on practice, research and continuing professional development provision,
- Assessment and impact evaluation, including through demonstration lessons and classroom observation,
- Supporting the school or across the Trust in provision of high quality schemes of work to reduce workload, and;
- Supporting and developing plans to help teachers who are experiencing performance difficulties.

Teachers on the pay range for leading practitioners should exhibit exemplary teaching skills, lead the improvement of teaching skills in their school and carry out the professional responsibilities as delegated by the headteacher.

Such appointments should be made with regard to the current STPCD.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 9 of 32

10. Lead Practitioner Pay Range	
Minimum	£50,025
Maximum	£76,050

11. Unqualified Teacher Pay Range

The Trust has established a pay range for unqualified teachers employed in classroom teacher posts. Unqualified Teachers should be paid at a point as determined by the Trust within the Unqualified Teacher Pay Range (see Appendix Six). Such appointments should be made with regard to the current STPCD.

Unqualified Teacher Pay Range	
Minimum	£21,731
Maximum	£33,902

12. Discretionary Allowances and Payments

Teaching and Learning Responsibility Payments – TLR 1 & 2

The Trust may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

The Trust pays TLR 1 and 2 payments to teachers as indicated in the attached staffing structure, in accordance with the pay ranges specified in the current STPCD as updated from time to time.

Teachers employed on a part-time basis will receive payment in line with the “pro rata principal” (see 6 above)

STPCD 2024 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£9,782	£16,553
TLR Band 2	£3,391	£8,279

TLR 3

In accordance with the STPCD, the trust may award a TLR3 for a clearly time-limited school improvement project or one-off externally driven responsibility. The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded to a part time teacher the value should not be pro rated to reflect the part hours. The “pro rata” principal does not apply.

TLR Band 3	£675	£3,344
------------	------	--------

CET academies TLR structures are outlined below: -

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 10 of 32

TLR	
TLR 1c	£16,553
TLR 1b	£11,918
TLR 1a	£9,782
TLR 2c	£8,279
TLR 2b	£5,216
TLR 2a	£3,391
TLR 3	Range £675 to £3,344 above depending on responsibility

Before awarding any TLR 1 or 2 payment, the Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that it:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils/students; and
- involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Trust must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Before making any TLR3 payment, the Trust must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or one-off externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

TLR3s should not be awarded consecutively for the same responsibility unless that responsibility relates to tutoring to deliver catch-up support to pupils on learning lost during the pandemic

A teacher cannot be awarded a TLR1 and TLR2 simultaneously, but may hold a concurrent TLR3.

TLR payments may not be awarded to teachers paid on either the Leadership or Unqualified pay ranges.

13. Special Education Needs (SEN) Allowance

The Trust may award SEN allowances in accordance with the criteria and provisions set out in the current STPCD. The value of SEN allowances to be paid are:

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 11 of 32

SEN Allowance	
SEN 1	£2,679
SEN 2	£5,285

14. Allowance Payable to Unqualified Teachers

The Trust may pay an additional allowance, as it considers appropriate, if an unqualified teacher (for example someone who has not yet obtained qualified teacher status, but could be qualified as a lecturer, coach or instructor) takes on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgment, or qualifications or experience which bring added value to the role being undertaken.

Unqualified Teacher Additional Allowance		
Band	Minimum	Maximum
TLR	£675	£8279

15. Other Payments

The Trust may make such payments as they see fit to a teacher, in respect of:

- continuing professional development undertaken outside the school day which has been approved by the Headteacher.
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- participation in out-of-school hours learning activities agreed between the teacher and the Headteacher.
- additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools/academies.

16. Recruitment and Retention Incentives and Benefits

The CE, on behalf of the Trust Board, will make a payment which it considers necessary as an incentive for the recruitment of new teachers and the retention of existing teachers. The duration/review date/end date of such payment will be clearly defined.

Such payments will be reviewed annually and the payment will be set out clearly and openly shared with Professional Associations.

17. Salary Sacrifice Arrangements

The Trust makes provision for a teacher to give up the right to receive part of their gross salary in return for the agreement in kind (and that benefit in kind is exempt from income tax) under schemes such as:

- childcare vouchers (existing arrangements)

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 12 of 32

- b) cycle scheme

18. Safeguarding (Pay Protection)

The Trust will operate salary safeguarding arrangements in line with the provisions of the current STPCD.

19. Relocation allowances (all employees)

The Trust will, at its discretion, provide support to newly recruited employees in certain circumstances. Each case will be judged on its own merits but those who are necessarily incurring additional cost to take

up an appointment with the Trust may be provided with relocation support such as removal and storage expenses as appropriate.

20. Other Payments

1. Continuing professional development outside directed time; Initial teacher training activities; and Out-of-school learning activities

The Trust may make discretionary additional payments to teachers who agree to undertake such activities. Additional payments will be calculated at a daily or hourly rate with reference to each teacher's actual pay spine position or, where appropriate and following consideration by the CEO, at a higher level reflecting the responsibility and size of commitment.

The Trust recognises that such activities outside of directed time are entirely voluntary and that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

2. Residential Duties

The Trust will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement.

21. Appeals

The arrangements for considering appeals on pay determination are set out in Appendix Two of this policy.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 13 of 32

Senior Leadership & Support Staff Employees Pay

22. Apprentices

The Academy may offer Apprenticeships to young people and adult learners to support them in employment whilst they undertake training towards an appropriate Level qualification in an appropriate Academy role. The rate of pay for Apprentices are in line with the National rates and are subject to change in line with changes to legislation and Academy pay recommendations.

23. Salary on Appointment

1. The Trust will determine the range and grade of each post based on the requirements of the job profile and person specification. Pay scale points for non-teaching employees are detailed in Appendix Ten.
2. Appointments are normally made on the first point of the range (A) but may be at a higher starting point (B) having regard for the following criteria:
3.
 - current salary;
 - level of experience;
 - added value to the Academy;
 - level of training required to fulfil the needs of the post;
4. Each year the Trust schools will identify any posts which are critical to the success of the Trust and which in the past Academic year have proven difficult to recruit to i.e. skill shortage posts.
5. In the case of skill shortage posts the CE may approve an additional recruitment or retention allowance to secure the skills required for the benefit of the Trust. This additional allowance will be applicable only to the new recruit and reviewed should that employee leave or move to another post in the Trust.
6. Pay progression is payable on the appropriate date, as set out in the employee's contract, up to and including the top point of the pay band. Any such progression will be dependent upon the employee meeting the requirements of the job and the standards of behaviours and competencies required and will occur no earlier than 6 months after appointment and upon successful completion of any probationary period.

24. Job Grading/Evaluation

1. The Trust operates a job evaluation scheme to set the initial grade for all non-teaching posts. This scheme is the Job Families scheme adapted to the Trust's circumstances. The scheme ensures equality and consistency in job gradings across the Trust.
2. All new posts and existing posts to be advertised will be reviewed using the job evaluation scheme.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 14 of 32

3. Employees who request a review of the grade for their post must demonstrate there have been significant changes since their appointment and/or a suitable comparator post is graded at a higher level. If appropriate their post will be re-evaluated by the HR team. The employee may appeal against this decision to an appropriate Appeal panel drawn from the Trust's senior leadership team (not previously involved in establishing the grade). There will be no further right of appeal against the outcome of the Job Evaluation panel.

25. Miscellaneous pay and remuneration provisions

1. The Trust recognises the National Joint Council for Local Government Services (NJC) conditions of service as being applicable to some non-teaching posts (Commonly known as the Green Book). These conditions cover things such as shift allowances, rates for over time and working on bank holidays etc.
2. Where applicable these will be contained in the employee's statement of terms and conditions of service issued at appointment stage.
3. The Trust operates salary sacrifice schemes such as child care vouchers and cycle to work schemes allowing staff to give up the right to receive part of their gross salary in turn for the agreement in kind (and that benefit is exempt from income tax)".

26. Senior Leadership Pay (MAT wide)

1. The provisions of this section apply also to designated non-teaching senior leadership posts. These, are posts which are on the Trust's Senior Leadership Team and which carry senior accountabilities for strategy and overall Trust development.
2. The Trust Board will set the pay level needed to attract and retain the CE. Salary will be established at the initial appointment stage and reviewed in line with the appraisal arrangements for Leadership roles in the Trust. Any pay rise awarded under this policy is subject to the Trust's financial position and achievement of all expected performance measures.
3. Annual pay awards will take into account any annual cost of living rises made to other Trust employees.
4. Senior Leadership pay will stay broadly in line with regional pay levels for that of comparable posts in Multi Academy Trusts of comparable size and complexity.
5. For the CE, appraisal and any pay review will be assessed by two Trust Board Directors, one of which is the Chair. Pay recommendations will be ratified by the Trust Board with external advice as necessary. Any awards paid in line with the Trusts normal pay award cycle and subject to the achievement of or good progress in the completion of all expected objectives.

In determining the CE's pay, assigned Trust Board members will ensure they consider a range of factors before making a pay determination. When determining the CE's pay the Trust Board will consider such factors as: benchmark CE pay data; Regional and National recruitment factors; extended significant requirements of the CE that are out with the established remuneration along with the factors identified at 1 above.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 15 of 32

6. A CE pay scale is in place to establish base pay and provide performance related incremental progress. The pay range for the CE is set by the Trust Board and reviewed annually. The pay of the next highest paid employee in the Trust will not overlap with the CE's pay.
7. The baseline salary for all other leadership posts will be set within a defined pay range within the existing "L" scale. Senior leadership pay for teaching and relevant support leadership posts will be set on the "L" scale with reference to the academy/school group size where applicable.
8. In the case of leadership staff who take on additional multi-site or Trust wide responsibilities the "H" (extended) scale points will be applied (**see Appendix Nine**). The H scale applies to leadership posts which have a significant project with multi- site or Trust wide responsibilities e.g. Director of Primaries role. Ordinarily this will apply to permanent changes. However, the Trust may apply the H scale increments on a temporary basis.
9. The Trust may set whatever values it determines is appropriate for the H scale incremental points. In 2024/25 the value is set at 2.5%. This will apply throughout the time the post holder continues in the extended role.
10. The H scale allows leadership staff to remain on the base value for their substantive role (reviewed every 2 years) which will be set according to the STPCD rules on group sizes and provides a linked system for those with Trust wide roles.
11. The Trust will retain the STPCD (up to) 25% additional payment to all leadership posts on the L scale to allow for exceptional circumstances where leaders are being asked to take on a significant development that isn't covered in the base value for their post. By the nature of these payments they are expected to be time limited and attached to achievement objectives. If the role expansion continues beyond 12 months, consideration will be given to applying an H scale value to the post.
12. The provisions of this section apply to designated non-teaching senior leadership posts. These are posts which are on the Trust's Senior Leadership Team and which carry senior accountabilities for strategy and overall Trust development.
13. Where Leadership scale postholders are expected to take on extended significant other responsibilities that are not covered within the H Scale arrangements outlined at 8 to 10 above, their pay may be enhanced by (up to) 25% whilst the employee continues to undertake the extended duties (payable as an extended duty allowance).

In the case of the H scale and the extended duties allowance, these may be discontinued at any time if the Trust believes the reason for it is no longer required or the individual is unable to carry out the extended role or voluntarily asks to return to their substantive post. No pay protection arrangements will apply to secondments temporary arrangements or extended responsibility payments of this nature.

27. Monitoring the Impact of the Policy

The Trust will monitor the outcomes and impact of this policy on an annual basis. An annual written report on the operation of the Pay Policy, recording pay decisions taken and equality impact, will

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 16 of 32

be provided to the relevant Trust Board Committee and shared with the trade unions including trends in progression to assess its effect and the Trust's continued compliance with equalities legislation.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 17 of 32

APPENDIX 1

REMIT FOR THE TRUST BOARD / CE / HEADTEACHERS

Establishment of the policy

The CE is responsible for:

- Establishing the policy, in consultation with the Headteachers, staff and trade union representatives, and submitting it to the Trust Board for approval.

The Trust Board is responsible for:

- Formal approval of the policy.

Monitoring and review of the policy

The Head of HR is responsible for:

- Reviewing the policy annually with the Headteachers, staff and trade union representatives, and submitting it to the Trust Board for approval.

The Trust Board and its Committees are responsible for:

- considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The Headteachers are responsible for:

- ensuring that pay reviews for the Deputy, Assistant Headteacher(s) and classroom teachers are made and submitted in accordance with the terms of the policy;

The relevant Trust Board Committee is responsible for:

- reviewing and ratifying the pay reviews regarding the pay of the SLT, Deputy and Assistant Headteacher(s) and classroom teachers.
- receiving reports of these decisions; and

The Appeals Committee of the Trust Board is responsible for:

- Taking decisions on appeals against the decisions of the CE / Trust Board Committee in accordance with the terms of the Appeals procedure of the policy.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 18 of 32

Pay Appeals Procedure

The Trust is committed to ensuring that the process for hearing appeals against pay reviews / determinations is in accordance with the Department of Education guidance. A key aspect of the process is the opportunity for an employee to discuss a pay recommendation prior to it being confirmed by the Trust. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision is made may also mitigate the need for the more formal process.

The process set out below is consistent with the DfE guidance and provides a process for hearing appeals against pay decisions.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by the Headteacher, CE or Trust Board Committee that affects their pay.

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 any provision of the STPCD;
- b) Failed to have proper regard for statutory guidance;
- c) Failed to take proper account of relevant evidence;
- d) Took account of irrelevant or inaccurate evidence;
- e) Was biased; or
- f) Otherwise unlawfully discriminated against the teacher;
- g) Incorrectly applied any provisions of the Trust pay policy.

The order of proceedings is as follows:

The order of proceedings for dealing with appeals is as follows:

1. The teacher receives written confirmation of the pay recommendation and where applicable the basis on which the decision was made.
2. If the teacher is not satisfied, the **first stage** in the process is to seek to resolve this by discussing the matter informally with the appraiser or headteacher within ten working days of being informed of the recommendation.
3. Where this is not possible, or where the teacher continues to be dissatisfied, the **second stage** is for the teacher to make a formal representation to the CE, **before** a decision on pay is actioned. This will include making written submissions about why the teacher does not agree with the recommendation and may include submitting evidence and calling witnesses to support the teacher's submissions. The CE may alter the recommendation in light of the representations made, before the recommendation is taken to the appropriate committee of the Trust Board for a determination to be made.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 19 of 32

4. If the teacher does not agree with the pay determination made by the relevant Trust Board Committee, the **third stage** is that they may submit an appeal in writing and an appeal hearing should be arranged.
5. Any third stage appeal should be heard by a panel of three directors of the Trust Board who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. 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. There is no further right of appeal.

For any formal meeting the employee is entitled to be accompanied by a colleague or union representative. A reasonable period of notice of this meeting will be provided. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable. Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

Introductions

Introductions will be made, the purpose of the meeting will be explained and an explanation will be given as to how the meeting will be conducted.

- Chair introduces everyone and what their role is:
- Self as Chair
- other panel member(s) (if applicable)
- employee
- employee representative
- any witnesses for the employee side
- management representative who will state the management case
- any witnesses for the management side
- person who will clerk the meeting
- HR to give advice to the panel

The approach will be formal but polite and the meeting will be a two way process with the objective of ascertaining the true facts of the case.

Order of Events

The employee will be given the opportunity to state their case.

- what is the evidence that supports their case
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 20 of 32

There will then be the opportunity for questions to be asked related to the evidence presented.

Management representative will then respond to the points raised and present evidence.

- Management representative presents management case
- what is the evidence that supports the disputed pay decision
- introduces any witnesses
- Chair asks questions
- Chair opens the discussion to the panel (if applicable).

Both parties will be given the opportunity to summarise their case with the employee summing up last.

- If appropriate the Chair can clarify the key points on both sides.

End of Hearing

The meeting will adjourn and a decision will be reached by the Appeal Panel.

- Chair ends the hearing and advises employee that will let him/her have the panel's decision in writing within timescale.
- Chair advises employee that he/she will have no further right of appeal and that the letter will contain full details.

Decision-Making

- Notes main points of panel discussion and their decision
- Panel obtains HR advice if required to inform their decision-making

Communication of Decision

Following the adjournment the employee will then be recalled and will be informed of the decision.

- Employee is notified of decision
- Decision and reason for the decision confirmed in writing within 5 working days.

There is no further right of appeal.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 21 of 32

Request for Upper Pay Range Assessment

This form should be handled in confidence at all times.

Eligibility criteria

In order to be assessed you will need to:

- hold Qualified Teacher Status on the date of your request; and
- be statutorily employed under the STPCD; and
- the teacher is highly competent in all elements of the relevant standards; and
- the teachers achievements and contribution to the school are substantial and sustained.

Please enclose copies of your appraisal reports and/or planning and review statements that relate to 2 years successful appraisal outcomes - submit your request.

Print, sign and date the form, keeping a copy and pass it to your headteacher/line manager by **31 October** in the year of application.

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname	
---------	--

First name (s)

Previous surname (if applicable)	
--	--

DfES or
number
(this must be seven digits including zeros)

--	--

 G /

--	--	--	--	--

Please give details if you are submitting appraisal reports or performance management statements from another school.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 22 of 32

Name and address of Academy	Date(s) of employment	Name of Headteacher/Line Manager

Please provide your submission of supporting evidence in respect of this application.

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two- year period prior to this request for assessment to be paid on the Upper Pay Range.

Signed:

Date:

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 23 of 32

Part 2: Actions for the Headteacher

- Before assessing whether the teacher meets the relevant standards the Headteacher must first be satisfied, on the basis of the evidence contained in the appraisal reports and planning and review statements, that the teacher meets the Teachers' Standards to a highly competent level. If these conditions are not met, you must not proceed with the application, and must write to the teacher setting out the rationale for the judgement.
- Complete the Headteachers statement
- Sign, date and copy the form.
- The CE or Director will discuss the application with the Headteacher during the Appraisal QA.
- Full details will be submitted to the relevant Trust Board Committee for approval, along with pay progressions.
- The Headteacher will inform the teacher of the outcome, and notify the appropriate body that deals with payroll matters for the school.
- The Headteacher will inform the teacher of the outcome within 10 working days of the decision being agreed.
- Notify the teacher in writing of the outcome of the Upper Pay Range application assessment, provide written feedback and a copy of the attached form.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 24 of 32

To be completed by the Headteacher

Name of teacher

Academy / School

Please record your overall judgements below.

Assessment

Please provide a detailed explanation why, in your judgement, the relevant standards have been met / not yet been met throughout the relevant period.

Please indicate any further areas of professional development for the teacher if required.

Teachers' Standards/Relevant Standards [please delete as appropriate] not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

Academy / School

Date

NB This page should be passed back to the teacher

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 25 of 32

PART 3: Acknowledgement of receipt of application to be paid on the Upper Pay Range

Dear (insert teacher's name)

I acknowledge receipt of your request for assessment to be paid on the Upper Pay Range and confirm that I have received all the associated documents to enable the process to be completed.

You will be informed about the outcome of the assessment and will be provided with written feedback within 20 working days of agreeing the decision with the CE and informing the Local Advisory Board.

Signed

Headteacher

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 26 of 32

APPENDIX 4

Main Pay Range – 2024/25

Pay Point	Salary
1	£31,650
2	£33,483
3	£35,674
4	£38,034
5	£40,439
6	£43,607

APPENDIX 5

Upper Pay Range – 2024/2025

Pay Point	Salary
1	£45,646
2	£47,338
3	£49,084

APPENDIX 6

Unqualified Teachers Pay Range – 2024/25

Pay Point	Salary
1	£21,731
2	£24,224
3	£26,716
4	£28,914
5	£31,410
6	£33,902

APPENDIX 7

Lead Practitioner Pay Range 2023/2024

Pay Point	Salary
1	£50,025
2	£51,280
3	£52,560
4	£53,867
5	£55,209
6	£56,593
7	£58,118
8	£59,457
9	£60,943
10	£62,509
11	£64,129
12	£65,608
13	£67,247
14	£68,925
15	£70,639
16	£72,518
17	£74,182
18	£76,050

APPENDIX 8

Headteacher Pay Ranges – 2024/5

NB: The top pay point of each Headteacher Group pay range was 'frozen' as part of the 2015 pay award, so the amounts for these points are different. Subsequent pay awards have applied to the top point.

	Group 1	Group 2	Group 3	Group 4	Group 5	Group 6	Group 7	Group 8
1								
2								
3								
4								
5								
6	£56,316							
7	£57,831							
8	£59,167	£59,167						
9	£60,644	£60,644						
10	£62,202	£62,202						
11	£63,815	£63,815	£63,815					
12	£65,286	£65,286	£65,286					
13	£66,919	£70,599	£66,919					
14	£68,586	£68,586	£68,586	£68,586				
15	£70,293	£74,159	£70,293	£70,293				
16	£72,162	£76,130	£72,162	£72,162				
17	£73,819	£73,819	£73,819	£73,819				
18*	£74,926							
18		£75,675	£75,675	£75,675	£75,675			
19		£77,552	£77,552	£77,552	£77,552			
20		£79,475	£79,475	£79,475	£79,475			
21*		£80,634						
21			£81,441	£81,441	£81,441	£81,441		
22			£83,464	£83,464	£83,464	£83,464		
23			£85,529	£85,529	£85,529	£85,529		
24*			£86,783					
24				£87,651	£87,651	£87,651	£87,651	
25				£89,830	£89,830	£89,830	£89,830	
26				£92,052	£92,052	£92,052	£92,052	
27*				£93,400				
27					£94,332	£94,332	£94,332	
28					£96,673	£96,673	£96,673	£96,673
29					£99,067	£99,067	£99,067	£99,067
30					£101,533	£101,533	£101,533	£101,533
31*					£103,010			
31						£104,040	£104,040	£104,040
32						£106,626	£106,626	£106,626
33						£109,275	£109,275	£109,275
34						£109,976	£109,976	£109,976
35*						£113,624		
35							£114,759	£114,759
36							£117,601	£117,601
37							£120,524	£120,524
38							£123,506	£123,506
39*							£125,263	
39								£126,517
40								£129,673
41								£132,913
42								£136,243
43								£138,265

Leadership Pay Range – 2024/25						
Table 1 Extended Leadership (H scale).						
Leadership Group Pay Range						
Green columns for Trust wide roles only						
Leadership Group Pay Range (England & Wales, exc London and Fringe)						
Leadership Point	2023	2024	H1	H2	H3	H4
1	£47,185	£49,781	£51,025.53	£52,301.16	£53,608.69	£54,948.91
2	£48,366	£51,027	£52,302.68	£53,610.24	£54,950.50	£56,324.26
3	£49,574	£52,301	£53,608.53	£54,948.74	£56,322.46	£57,730.52
4	£50,807	£53,602	£54,942.05	£56,315.60	£57,723.49	£59,166.58
5	£52,074	£54,939	£56,312.48	£57,720.29	£59,163.29	£60,642.38
6	£53,380	£56,316	£57,723.72	£59,166.81	£60,645.99	£62,162.13
7	£54,816	£57,831	£59,276.78	£60,758.69	£62,277.66	£63,834.60
8	£56,082	£59,167	£60,646.18	£62,162.33	£63,716.39	£65,309.30
9	£57,482	£60,644	£62,159.60	£63,713.59	£65,306.43	£66,939.09
10	£58,959	£62,202	£63,756.79	£65,350.71	£66,984.48	£68,659.09
11	£60,488	£63,815	£65,409.93	£67,045.18	£68,721.31	£70,439.34
12	£61,882	£65,286	£66,918.15	£68,591.10	£70,305.88	£72,063.53
13	£63,430	£66,919	£68,591.62	£70,306.41	£72,064.07	£73,865.67
14	£65,010	£68,586	£70,300.65	£72,058.17	£73,859.62	£75,706.11
15	£66,628	£70,293	£72,049.85	£73,851.10	£75,697.38	£77,589.81
16	£68,400	£72,162	£73,965.64	£75,814.79	£77,710.16	£79,652.91
17	£69,970	£73,819	£75,664.48	£77,556.09	£79,494.99	£81,482.36
18	£71,729	£75,675	£77,566.88	£79,506.05	£81,493.70	£83,531.04
19	£73,509	£77,552	£79,490.79	£81,478.06	£83,515.02	£85,602.89
20	£75,331	£79,475	£81,461.88	£83,498.42	£85,585.88	£87,725.53
21	£77,195	£81,441	£83,476.74	£85,563.66	£87,702.75	£89,895.32
22	£79,112	£83,464	£85,550.60	£87,689.37	£89,881.60	£92,128.64
23	£81,070	£85,529	£87,667.00	£89,858.67	£92,105.14	£94,407.77
24	£83,081	£87,651	£89,842.28	£92,088.33	£94,390.54	£96,750.30
25	£85,146	£89,830	£92,075.75	£94,377.64	£96,737.08	£99,155.51
26	£87,253	£92,052	£94,353.21	£96,712.04	£99,129.84	£101,608.09
27	£89,414	£94,332	£96,690.06	£99,107.32	£101,585.00	£104,124.62
28	£91,633	£96,673	£99,089.83	£101,567.07	£104,106.25	£106,708.90
29	£93,902	£99,067	£101,543.28	£104,081.86	£106,683.90	£109,351.00
30	£96,239	£101,533	£104,071.33	£106,673.11	£109,339.94	£112,073.43
31	£98,616	£104,040	£106,640.67	£109,306.68	£112,039.35	£114,840.33
32	£101,067	£106,626	£109,291.33	£112,023.61	£114,824.20	£117,694.81
33	£103,578	£109,275	£112,006.88	£114,807.05	£117,677.22	£120,619.15
34	£106,138	£111,976	£114,775.40	£117,644.79	£120,585.90	£123,600.55
35	£108,776	£114,759	£117,627.54	£120,568.23	£123,582.44	£126,672.00
36	£111,470	£117,601	£120,540.87	£123,554.39	£126,643.25	£129,809.33
37	£114,240	£120,524	£123,537.10	£126,625.53	£129,791.17	£133,035.94
38	£117,067	£123,506	£126,593.25	£129,758.08	£133,002.03	£136,327.09
39	£119,921	£126,517	£129,679.57	£132,921.56	£136,244.60	£139,650.71
40	£122,912	£129,673	£132,914.83	£136,237.70	£139,643.64	£143,134.73
41	£125,983	£132,913	£136,235.83	£139,641.72	£143,132.76	£146,711.08
42	£129,140	£136,243	£139,649.08	£143,140.30	£146,718.81	£150,386.78
43	£131,056	£138,265	£141,721.63	£145,264.67	£148,896.28	£152,618.69

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 30 of 32

APPENDIX 10

Support Staff single pay spine 2024/25 (single status)

Grade	Grade Level	Equivalent NJC SCP	FTE Salary 2024	Hourly Rate 2024
1	B	1	Removed	
2	A	1	£23,656	£ 12.26
	B	2	£23,656	£ 12.26
3	A	3	£24,027	£ 12.45
	B	4	£24,404	£ 12.65
4	A	5	£24,790	£ 12.85
	B	5	£24,790	£ 12.85
5	A	6	£25,183	£ 13.05
	B	6	£25,183	£ 13.05
6	A	7	£25,584	£ 13.26
	B	8	£25,992	£ 13.47
7	A	12	£27,711	£ 14.36
	B	14	£28,624	£ 14.84
8	A	19	£31,067	£ 16.10
	B	20	£31,586	£ 16.37
9	A	23	£33,366	£ 17.29
	B	24	£34,314	£ 17.79
10	A	25	£35,235	£ 18.26
	B	26	£36,124	£ 18.72
11	A	27	£37,035	£ 19.20
	B	28	£37,938	£ 19.66
12	A	30	£39,513	£ 20.48
	B	31	£40,476	£ 20.98
13	A	32	£41,511	£ 21.52
	B	33	£42,708	£ 22.14
14	A	34	£43,693	£ 22.65
	B	35	£44,711	£ 23.17
15	A	36	£45,718	£ 23.70
	B	37	£46,731	£ 24.22
16	A	40	£49,764	£ 25.79
	B	41	£50,788	£ 26.32
17	A	45	£55,119	£ 28.57
	B	47	£57,362	£ 29.73
18	A	52	£63,830	£ 33.08
	B	54	£66,642	£ 34.54
19	A	61	£78,536	£ 40.71
	B	63	£81,330	£ 42.16

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 31 of 32

SCHEDULE 1

DOCUMENT CONTROL – RECORD OF CHANGES

Version Number:	Publication Date:	Nature of, and Reason for, Change(s)
001	November 2020	CET Review
002	December 2021	CET Review – minor update to reflect practice, Local Authority Policy and CET committee changes.
003	November 2022	CET Review - minor update to reflect Local Authority Policy and STPCD amendment as a result of Teachers pay award.
004	November 2023	CET Review - minor update to reflect Local Authority Policy, STPCD amendment as a result of Teachers pay award and updates to Scheme of Delegation.
005	September 2024	CET Review – in response to the proposed amendments to STPCD.

Version	Publication Date	Document Title	Document Owner	Page Number
005	September 2024	Pay Policy	Head of HR	Page 32 of 32