



# Pay Policy

**Sept 2023**

**Policy Author:**  
Director of People and Culture



# Pay Policy

## Summary

Statutory Pay Policy, published in conjunction with financial articles, as required for schools and multi-academy trusts.



If you are unsure of the validity of this policy please refer to the Policy Owner

**Please Note:** This policy is applicable to **All Employees / Teachers / Support Staff** within the Group.

<b>Policy owner</b>	HR & Wellbeing Committee
<b>Policy author</b>	Director of People and Culture
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<b>Consultation Group</b>	Trust Board
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## 1. Overview

Eastern Multi-Academy Trust (EMAT) believes that having a fair, transparent and consistent Pay Policy that recognises and values all employees as highly skilled professionals in their own field, is key to attracting and retaining staff who are instrumental in improving outcomes for pupils and students and achieving the overall Trust vision for education and service delivery.

The Pay Policy will help to recruit, retain and motivate employees, provide the basis for sound financial and workforce planning and minimise the risk of grievance and discrimination. It follows the format of the DfE's model policy and is consistent and compliant with the statutory provisions for teachers' pay. It has been updated to include the Trust's pay recommendations for 2022/23. These reflect the recommendations arising from the School Teachers' Review Body (STRB) report 2022, NJC for Local Government pay recommendations and incorporates Board decisions relating to Executive and Leadership pay in line with EMATs Articles of Association and terms of the Education and Skills Funding Agency (ESFA).

## 2. Who is the Pay Policy relevant to?

The provision of the Pay Policy applies to:

- All Teachers employed under Teaching terms and conditions of employment (Contract of Employment)
- All Support Staff employed under Staff terms and conditions of employment (Contract of Employment)
- All Leadership employed under Leadership terms and conditions (Contract of Employment)
- All Executive employees employed on Executive terms and conditions (Contract of Employment)
- Relevant contract workers with terms of engagement for casual work assignments

## 3. Key Responsibilities / Delegated Authorities

This policy sets out the framework for making decisions about pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with the recognised trade unions. It complies with the relevant statutory provision for employment terms and conditions.

A copy of this policy and a copy of all relevant documents on pay and conditions will be made available to staff via the information management system 'Our People' and will be externally published on EMATs website Eastern Multi Academy Trust - Policies ([eastern-mat.co.uk](http://eastern-mat.co.uk))

This Pay Policy aims to transparently, consistently and equitably apply pay as a responsible employer, to support recruitment, retention and reward of all employees appropriately.

Responsibility	Responsibility Holder
Pay decisions are made by the Trust Board which may delegate certain responsibilities and decision-making powers to the Chief Executive Officer (CEO)	Board of Trustees
Delegated authority to take pay decisions for non-executive posts, in accordance with this policy and the Scheme of Delegation.	CEO



The CEO is responsible for the establishment and review of the Pay Policy, and all changes are subject to the approval of the Trust Board.	CEO
Written Report and recommendations for Pay decisions to Trustees	CEO supported by Director of People and Culture
Budget allocation, planning and Financial reporting.	CEO (as Accounting Officer) supported by Chief Finance Officer
Overall responsibility for ensuring the effective implementation of this policy	CEO
Pay Policy is configured, enacted and applied	Director of People and Culture
Pay Progression decisions	Principal/Line Manager For Executives, Pay Progression is ratified by HRC recommendation to the Board
Pay Appeals	Director of Education or Director of People and Culture For Executives, Pay Appeals are reviewed by Trustees

#### **4. What is the responsibility of EMAT as a Trust and employer?**

EMAT has a duty to maintain service delivery, minimise disruption to education and support all employees to be successful in their roles. As an employer specific regulation and statutory employment provisions must be in place to protect employees' rights, including the right to contractual pay. As a responsible employer we value the active contribution by our employees and recognise how this improves sustainable quality education and provides care for pupils, students and staff communities.

#### **5. What does EMAT expect from those with management responsibilities?**

- Line managers have a fundamental role in supporting their team's performance and development at work, this includes allocating appropriate work, supporting and evaluating performance and development, and completing fair and reliable recommendations for pay. Administering pay related decisions and actions using the information management system 'Our People' to maintain Professional Development Review (PDR) pay decisions and 'EduPay' to administer payroll matters.

In turn, line managers are managed by a higher-level manager on the performance of their employees or teams to ensure that;

- Leadership and management practices are fair, consistent, free from bias and / or subjectivity, prejudice or discrimination; maintaining professionalism whilst implementing organisational policies
- Information and data are managed with respect for confidentiality and in compliance with data protection legislation
- Employees are aware of this Pay Policy and using the information management system 'Our People' to maintain PDR pay decisions and 'EduPay' to administer payroll matters.

**Please note when 'manager' is referred to in this policy, it can be taken to mean your line manager or another equivalent nominated manager within your department or workplace.**



## **6. What does EMAT expect from all employees?**

- To accept pay in accordance with the terms and conditions of employment, actively contributing to their role
- To monitor and raise any concerns with HR People Advisory Services if they have any concerns or issues with their pay
- Engage in Professional Development Reviews with their line manager (or another person agreed with their manager) to reflect on how their contribution at work is aligned with the performance of the Academy and/or department, the strategic aims of EMAT and their own recognition for pay
- Be aware of the Pay Policy and use the information management system 'Our People' to maintain PDR pay decisions and 'EduPay' to administrate payroll matters.

## **7. What is the role of HR?**

- To provide, administer and maintain the integrity of pay terms and conditions in accordance with the contract of employment
- To ensure Pay and Workforce Planning procedures are followed and that line managers and staff are advised correctly and empowered to enact good professional development and administer pay decisions.
- To be closely involved in embedding EMAT's People strategy through effective business partnering with Line Managers and Executives on all aspects of management and leadership development
- To provide management information and insight to Leadership, Executives and Trustees, to support the effective oversight of Pay and Workforce Planning.

## **8. What services are available to Line Managers and staff to support the policy?**

- 'EduPay' is the host system to administer and record pay information.
- Pay Policy information can be accessed 'on demand' by Line Managers and staff via 'Our People' or published on the EMAT website
- HR People Advisory Services and HR Business Partners provide subject specific advice to both managers and staff in line with pay, pension, contracts of employment and policy/procedures
- Recognised Trade Union partners provide information, guidance and negotiation for pay, pension and contracts of employment
- Our Employee Assistance provision, provides non-regulated financial health and pay advice to all employees and eligible family members.

## **9. Increment Pay Reviews**

The Trust will ensure that salaries are reviewed annually;

For teachers, with effect from 1 September and no later than 31 October each year, and that all are given a written statement setting out their salary and any other financial benefits to which they are entitled by 30 November each year.



For support staff, with effect from 1 July and no later than 31 September each year, and that all are given a written statement setting out their salary and any other financial benefits to which they are entitled by 31 August each year.

For academic Leadership, with effect from 1 September and no later than 31 December each year, and that all are given a written statement setting out their salary and any other financial benefits to which they are entitled by 31 January each year.

For Executives, with effect from 1 September and no later than 31 December each year, and that all are given a written statement setting out their salary and any other financial benefits to which they are entitled by 31 January each year.

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.

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 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.

Pay will be administrated in accordance with the Equal Pay Act (1970) and the Equality Act (2010) provision.

## **10. Teachers' Pay**

### **Basic Pay Determination upon Appointment**

Teachers' Pay Scales are outlined in Appendix A.

- 10.1. Teaching Appointments: Principals will determine the pay range for a vacancy in line with the budget, workforce and Academy development plan, subject to approval from Finance, HR and the Director of Education being sought, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered, to the successful candidate.
- 10.2. A teacher will not be paid on a range (MPR/UPR/UNQ) which is different to the range on which they were paid immediately prior to their appointment and will be paid at a point on that scale that is not detrimental to them, unless that teacher has applied for and been offered a post which has been advertised on a different pay range.

### **Pay Progression based on performance**

- 10.3 This section can be read in conjunction with the Professional Development Review (PDR) Policy.
- 10.4 Across EMAT's group of academies all teachers can expect to receive regular, constructive feedback on their performance and are subject to reviews that confirm pay progression. The arrangements for teachers' PDRs are set out in the PDR Policy.
- 10.5 Decisions regarding pay progression must be made with reference to the teacher's PDR and the pay recommendations they contain. These must result in a pay recommendation being made, including recognition that a teacher is already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the Capability



procedure. In all such eventualities the teacher will have been made aware of this possibility as outlined in the PDR Policy.

- 10.6 In the case of Early Career Teachers (ECTs), pay decisions will be made by means of the statutory induction process. From Sept 2021, all ECTs who start induction will be required to follow a 2-year induction period (this has increased from the previous 1-year induction period and the term 'Early Career Teacher' replaces 'Newly Qualified Teacher'). EMAT 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.
- 10.7 To be fair and transparent, assessments of performance will be properly rooted in evidence, that should be routinely available as part of the PDR cycle. The Trust will ensure fairness by undertaking a process of moderation for each appraisal cycle. This will be quality assured by the CEO or Director of Education and will form part of an annual report to the appropriate committee of the Trust Board for appraisal and pay recommendations.
- 10.8 The evidence to be used may include documented lesson observations, pupil performance data, drop in observations and PDR outcomes. Appraisers should also consider relevant DfE guidance. Appraisers should not make pay progression for teachers dependent solely on the assessment data for a single group of pupils. Suitable teacher performance goals may include those related to a teacher's classroom instructional practices, their contributions to the development of Academy curriculum and the relationships they uphold with pupils, students, colleagues and families.
- 10.9 Final decisions about whether or not to accept an incremental pay recommendation will be made by the CEO, having regard to the annual report and considering advice from the Director of Education.
- 10.10 Judgements of performance will be assessed against objectives and the national teacher standards and teachers will be eligible for pay progression if they are effectively fulfilling the teacher standards and meeting the objectives they are set. These objectives will be career stage appropriate.
- 10.11 Main pay range (MPR) - A teacher on the MPR will be paid a salary within the minimum and maximum pay of the range.
- 10.12 Upper Pay Range (UPR) - A teacher on the UPR will be paid a salary within the minimum and maximum pay of the 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 fall.
- 10.13 Movement to the Upper Pay Range is outlined in Appendix B.
- 10.14 Cost of Living award for teachers will be applied in conjunction with STPCD negotiated





terms.

### Part time Teachers

- 10.15 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 timetabled teaching week for a full-time teacher in an equivalent post.

### Short Notice and Direct Supply Teachers

- 10.16 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.

## 11. Support Staff Pay

### Basic Pay Determination upon Appointment

- 11.1. The Support Staff Pay Scale is outlined in Appendix A.
- 11.2. Staff Appointments: Line Manager / Principals will determine the pay range for a vacancy in line with the budget, workforce and Academy development plan, subject to approval from Finance, HR and the Director of Education being sought, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered, to the successful candidate.
- 11.3. Central Services appointments (other than Executives, School Improvement Directors and Company Secretary / Lead Governance Professional): The CEO will determine the pay range for any Central Team appointment, in line with the budget and workforce plan, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered to the successful candidate.
- 11.4. Apprenticeships may be utilised for young people and adult learners to support them in employment whilst they undertake training towards an appropriate Level qualification in an appropriate role. Where Apprenticeships are used for Upskilling, either internally or upon appointment, where the core deliverables of the role are required, pay will be at the relevant job evaluated pay grade for the role.

### Pay Progression based on performance

- 11.5. This section can be read in conjunction with the Professional Development Review (PDR) Policy.
- 11.6. Spinal Column Points (SCPs) are a set of salary levels. Together they make up the national pay spine (National Joint Council (NJC) negotiated). Due to the introduction of the national pay spine in 2019, and its revised points in April 2023, SCP start at SCP 2 and the highest is SCP 43.
- 11.7. Across EMAT's group of academies all support staff can expect to receive regular,



constructive feedback on their performance and are subject to reviews that confirm pay progression. The arrangements for support staff PDRs are set out in the PDR Policy.

- 11.8. To be fair and transparent, assessments of performance will be properly rooted in evidence, that should be routinely available as part of the PDR cycle. The Trust will ensure fairness by undertaking a process of moderation for each appraisal cycle. This will be quality assured by the CEO and the Director of People and Culture and will form part of an annual report to the appropriate committee of the Trust Board on appraisal and pay recommendations.
- 11.9. 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 behaviour and competencies required and will occur no earlier than 6 months after appointment and upon successful completion of any probationary period.
- 11.10. Cost of Living award for support staff will be applied in conjunction with NJC negotiated terms.

## **12. Leadership Pay**

- 12.1. Leadership Pay is payable to Academic Leadership (including School Improvement Directors, Executive Principals and Principals; Vice, Deputy and Assistant Principals) within Secondary and Primary education roles.

### **Pay determination upon appointment**

- 12.2. The Leadership Pay Scale is outlined in Appendix A.
- 12.3. Principal appointments: Grouping calculations will first be conducted by HR People Advisory Services, in line with the current year STPCD for Headteacher group pay. Upon determination of the Academy Group the CEO, in conjunction with the Director of Education, will determine the pay range within that group, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered, to the successful candidate.
- 12.4. Academic Leadership appointments: The CEO will determine the pay range for a vacancy in line with the budget and workforce plan, prior to advertisement. On appointment they will determine the starting salary, within that range to be offered, to the successful candidate.
- 12.5. Pay levels are set prior to advertising the post, with the following stages undertaken:
  - Define the role and determine the relevant pay grouping (using the pupil unit calculations within the current STPCD)
  - Set an indicative pay range within the statutory minimum and statutory maximum
  - Complete appointment and determine the relevant starting salary and individual pay range for the appointee.
- 12.6. 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.



### Pay Progression based on performance

- 12.7. This section can be read in conjunction with the Professional Development Review (PDR) Policy.
- 12.8. Decisions regarding pay progression must be made with reference to the Leader and the pay recommendation. These must result in a pay recommendation being made, including recognition that they are already at the top of their pay range (i.e. progression / no progression / top of range). It will be possible for a 'no progression' determination to be made without recourse to the Capability procedure. In all such eventualities the Leader will have been made aware of this possibility as outlined in the PDR Policy.
- 12.9. For Principals on the Leadership Pay Range, judgements of performance will be assessed against objectives relating to Academy leadership and management and pupil/student progress. This must be done with regard to the guidelines contained within the STPCD.
- 12.10. To be fair and transparent, assessments of performance will be properly rooted in evidence, that should be routinely available as part of the PDR cycle. The Trust will ensure fairness by undertaking a process of moderation for each appraisal cycle. This will be quality assured by the CEO or the Director of Education and will form part of an annual report to the appropriate committee of the Trust Board for appraisal and pay recommendations.
- 12.11. The evidence to be used may include school improvement strategy outcomes, Academy performance data, qualitative feedback and engagement indexes, observations and key stakeholder feedback. Progression of pay and recommendations for pay progression should be supported by the PDR for the reviewing year and how their contribution has contributed to the performance and culture of EMAT.
- 12.12. Cost of Living award for Leadership is made in conjunction with STPCD negotiated terms and observing ESFA guidance.
- 12.13. Final decisions about whether or not to accept a School Improvement Directors' pay recommendation will be made by an appropriate committee of the Trust Board, having regard to the annual report and considering advice from the CEO or the Director of Education.

### 13. Executive Pay

- 13.1. The provisions of this section apply to designated Executive Leadership posts, namely Chief Executive Officer, Chief Finance Officer, Director of Education and Director of People and Culture. These posts are on the Trust's Executive Leadership Team and carry senior accountabilities for strategy and overall Trust development.
- 13.2. The Executive Pay Scale is outlined in Appendix A.

### Pay determination upon appointment

- 13.3. The Trust Board will set the pay range needed to attract and retain Executive Leadership including the CEO. Salary will be established at the initial appointment stage and reviewed in line with the PDR arrangements for Executives.
- 13.4. The Board of Trustees must ensure its decisions about levels of executive pay



(including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities.

- 13.5. The approach to pay and benefits will be transparent, proportionate and justifiable, ensuring that the procedure for determining executive pay and benefits, is documented, agreed and reviewed periodically by the Board.
- 13.6. Decisions about executive pay and benefits will incorporate independent and objective evaluation through job evaluation and benchmarking. In making pay determinations, the following factors will be considered:
  - The nature of the post;
  - The level of qualifications, skills and experience required and held by the appointee;
  - Market conditions;
  - The wider Academy/Trust context.
- 13.7. Annual cost of living rises will be confirmed by the Board annually and follow STPCD negotiated awards, paying due regard to the ESFA and relevant employment law.
- 13.8. Executive Pay will stay broadly in line with regional pay levels for that of comparable posts in Multi Academy Trusts of comparable size and complexity.

#### Pay Progression

- 13.9. Progression within the Executive pay scale occurs on 1 September, subject to satisfactory performance and annually thereafter until the maximum of the grade is reached, subject to the achievement of or good progress in the completion of all expected objectives and confirmed in the PDR.
- 13.10. For the CEO, PDR and any pay recommendations will be assessed in line with the Scheme of Delegation (CEO's Review Panel will assess performance and make recommendations to the full Trust Board). Pay recommendations will be ratified by the Trust Board with external advice sought as necessary. Any awards are paid in line with the Trust's normal pay award cycle and subject to the achievement of or good progress in the completion of all expected objectives. In determining the CEO's pay, assigned Trust Board Trustees will ensure they consider a range of factors before making a pay determination. When determining the CEO's pay, the Trust Board will consider such factors as: benchmarking pay data, Regional and National recruitment factors and any extended significant requirements of the CEO.
- 13.11. For other Executives, PDR and any pay recommendations will be assessed in line with the Scheme of Delegation (CEO will assess performance of other Executives and make recommendations to the HR & Wellbeing Committee, who will in turn make a recommendation to full Board). Pay recommendations will be ratified by the Trust Board with external advice sought as necessary. Any awards are paid in line with the Trust's normal pay award cycle and subject to the achievement of or good progress in the completion of all expected objectives. In determining Executive pay, assigned Trust Board Trustees will ensure they consider a range of factors before making a pay determination including benchmarking pay data, Regional and National recruitment factors and any extended significant requirements of the role.
- 13.12. The Board of Trustees will oversee the salary provisions and any discretionary supplements for Executives, to ensure a fair and equitable manner at all times.



- 13.13. When assigning a grade and performing benchmarking for Executive staff, the Board of Trustees will consider the relevant job evaluation and benchmarking, plus the guidance on setting executive pay from ESFA, in full.

#### **14. General Principles**

- 14.1. For support staff, the Trust recognises the National Joint Council for Local Government Services (NJC) conditions of service covering shift allowances, rates for overtime and working on bank holidays.
- 14.2. The Trust currently operates salary sacrifice schemes for eligible employees including childcare vouchers and cycle to work schemes, allowing eligible 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).
- 14.3. Appropriate funding will be allocated for pay progression at all levels when setting annual budgets.
- 14.4. Appropriate terms and conditions of employment will be applied for contractual pay.

#### **Parental Leave and Pay Progression**

- 14.5. EMAT will take a practical and flexible approach to conducting PDRs and making pay decisions for those absent on parental leave, including where an employee has been absent for part or all of the reporting year. In such circumstances the Trust will ensure that the employee receives fair treatment, whilst ensuring the integrity and robustness of the PDR process for all. To facilitate this, Line Managers and Principals may consider conducting a review prior to individuals departing on parental leave, even if this is early in the review year, and basing any PDR and pay determination on the evidence of performance to date in that year. Account may also be taken of performance in previous appraisal periods, if there is very little to go on in the current year.
- 14.6. Where there has been an extended period of absence due to maternity or sickness the agreed evidence or objectives may be revised upon return to work. Consideration will be given to the length and impact of the absence on the ability to achieve the objectives in the assessment period, at the end of the cycle.
- 14.7. In either case, where evidence cannot be provided to support an employee's pay progression from the review year, they may submit evidence from a longer period, normally a period immediately prior to the start date of the period of absence.

#### **Job Evaluation**

- 14.8. Job evaluation schemes set the allocation of grade and pay bandings for roles. By assessing levels in job families against a common evaluation framework, it is possible to see how the groups relate to one another, without the need to evaluate every role. A 'career families' approach aids overall pay management, ensures greater consistency and significantly helps ensure compliance with equal pay requirements. The evaluation scheme is adapted to the Trust's circumstances and organisational context. The scheme ensures equality and consistency in job gradings across the Trust.
- 14.9. All new posts and existing posts to be advertised will be reviewed using the adopted



job evaluation scheme.

- 14.10. 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 an appointed senior officer and ratified by an HR Business Partner.

#### Pay Appeals

- 14.11. The Trust is committed to ensuring that the process for hearing appeals against pay decisions is fair, robust and transparent. A key aspect of the process is the opportunity for an employee to discuss a pay recommendation prior to it being confirmed. 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 recommendation may also mitigate the need for the more formal process. Appendix C outlines the process for Pay Appeals.

#### Monitoring and Evaluation

- 14.12. The CEO or their designated representative, will monitor the outcomes and impact of the Trust's Pay Policy on an annual basis. An annual written report on the operation of the Pay Policy, recording pay decisions taken and equality impact, will be provided to the relevant Trust Board Committee and shared with EMAT's recognised trade union partners, including trends in progression to assess its effect and the Trust's continued compliance with equalities legislation. The report will include whether there have been any appeals or representations on an individual or collective basis on the grounds of alleged discrimination or contractual pay liabilities.

#### Document Retention

- 14.13. Information retained within the Payroll and Employment record includes data, this is managed within the HR Management Information System and HR Payroll System. Information is retained securely throughout employment and retained for 7 years after leaving. All private and confidential personal information is retained, stored, destroyed and subject to GDPR and data processing protocols.



## Appendix A: Pay Scales, Allowances and Payments

Support Staff Pay scale				Unqualified Teachers		Qualified Teachers		Allowances		Leadership Group		Ranges for Headteachers		Executive Group	
		Salary April 2023	Hourly Rate April 2023	SCALE POINT	1 SEPT 2023 TO 31 AUG 2024	SPINE POINT	1 SEPT 2023 TO 31 AUG 2024		1 SEPT 2023 TO 31 AUG 2024	SPINE POINT	1 SEPT 2023 TO 31 AUG 2024	GROUP	SALARY RANGE 1 SEPT 2023 TO 31 AUG 2024	SPINE POINT	1 SEPT 2023 TO 31 AUG 2024
A (Void)	1	£22,183	£11.50	Min 1	£20,598	Main Pay Range (MPR)		TLR1A	£9,272	L1	£47,185	1	£50,122 - £66,684	Exec1	£85,145
B	2	£22,366	£11.59	2	£22,961	Min M1	£30,000	TLR1B	£11,410	L2	£48,366	2	£52,659 - £71,765	Exec2	£87,120
C	3	£22,737	£11.79	3	£25,323	M2	£31,737	TLR1C	£13,549	L3	£49,574	3	£56,796 - £77,237	Exec3	£89,141
	4	£23,114	£11.98	4	£27,406	M3	£33,814	TLR1D	£15,690	L4	£50,807	4	£61,042 - £83,126	Exec4	£91,209
D	5	£23,500	£12.18	5	£29,772	M4	£36,051	TLR2A	£3,214	L5	£52,074	5	£67,351 - £91,679	Exec5	£93,325
	6	£23,893	£12.38	Max 6	£32,134	M5	£38,330	TLR2B	£5,531	L6	£53,380	6	£72,483 - £101,126	Exec6	£95,490
E	7	£24,294	£12.59			Max M6	£41,333	TLR2C	£7,847	L7	£54,816	7	£78,010 - £111,485	Exec7	£97,706
	8	£24,702	£12.80			Upper Pay Range (UPR)		TLR3 (MIN)	£639	L8	£56,082	8	£86,040 - £123,057	Exec8	£99,973
	9	£25,119	£13.02			Min U1	£43,266	TLR3 (MAX)	£3,169	L9	£57,482			Exec9	£102,292
	10	£25,545	£13.24			U2	£44,870	SEN1	£2,539	L10	£58,959			Exec10	£104,665
	11	£25,979	£13.47			Max U3	£46,525	SEN2	£3,774	L11	£60,488			Exec11	£107,093
F	12	£26,421	£13.69					SEN3	£5,009	L12	£61,882			Exec12	£109,578
	13	£26,873	£13.93					NTP Hourly rate	£19.17	L13	£63,430			Exec13	£112,120
	14	£27,334	£14.17							L14	£65,010			Exec14	£114,721
	15	£27,803	£14.41							L15	£66,628			Exec15	£117,383
	16	£28,282	£14.66							L16	£68,400			Exec16	£120,106
	17	£28,770	£14.91							L17	£69,970			Exec17	£122,893
G	18	£29,269	£15.17							L18	£71,729			Exec18	£125,744
	19	£29,777	£15.43							L19	£73,509			Exec19	£128,661
	20	£30,296	£15.70							L20	£75,331			Exec20	£131,646
	21	£30,825	£15.98							L21	£77,195			Exec21	£134,700
	22	£31,364	£16.26							L22	£79,112				
H	23	£32,076	£16.63							L23	£81,070				
	24	£33,024	£17.12							L24	£83,081				
	25	£33,945	£17.59							L25	£85,146				
I	26	£34,834	£18.06							L26	£87,253				
	27	£35,745	£18.53							L27	£89,414				
	28	£36,648	£19.00							L28	£91,633				
J	29	£37,336	£19.35							L29	£93,902				
	30	£38,223	£19.81							L30	£96,239				
	31	£39,186	£20.31							L31	£98,616				
K	32	£40,221	£20.85							L32	£101,067				
	33	£41,418	£21.47							L33	£103,578				
	34	£42,403	£21.98							L34	£106,138				
	35	£43,421	£22.51							L35	£108,776				
	36	£44,428	£23.03							L36	£111,470				
L	37	£45,441	£23.55							L37	£114,420				
	38	£46,464	£24.08							L38	£117,067				
	39	£47,420	£24.58							L39	£119,921				
	40	£48,474	£25.13							L40	£122,912				
	41	£49,498	£25.66							L41	£125,983				
	42	£50,512	£26.18							L42	£129,140				
	43	£51,515	£26.70							L43	£131,056				





## Appendix B: Movement to the Upper Pay Range (UPR)

### 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.

Principals 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 Principal in writing using the application form, which should be submitted by the teacher to the Principal prior to the PDR planning meeting. The teacher's application will be appended to their PDR planning statement.

The evidence to be used will be only that available through the PDR process in accordance with the conditions outlined in the PDR Policy. (NOTE: This means that as Standards are part of PDR, 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 within the Trust, they may submit separate applications if they wish to apply to be paid on the upper pay range in that Academy or academies. The Trust will not be bound by any pay decision made by another Academy/school.

All applications should include evidence from the most recent two appraisal or PDR cycles that they have completed. These may not be consecutive years if breaks of service have occurred.

If performance remains satisfactory, progression through the Upper Pay Scale will continue without the need for further applications to be made. Progression will be dependent upon evidence of two successful appraisal/PDR 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 Principal/Executive Principal is satisfied that:

- the teacher continues to be competent in meeting the national teachers' standards; and
- The teacher's achievements and contribution to the Academy are substantial and sustained.

In deciding, the Principal will have regard to the two most recent appraisal reviews. Reviews will be deemed successful, in accordance with the conditions outlined in the PDR Policy for progression to the Upper Pay Range:

- 'competency' may be evidenced through appraisal outcomes and typically the standard of teaching should be at least good, as may be evidenced through lesson observation/pupil/student performance data/appraisal outcomes;
- 'Substantial and sustained' will be evidenced by two successful performance reviews, as documented on the threshold application form.





## Appendix C: Pay Appeals

### Process and Procedures

The process set out below provides a process for hearing appeals against pay decisions.

Employees may seek a review of any determination in relation to their pay or any other decision (which may have been taken by the Principal / Line Manager, Executive, CEO 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:

- Incorrectly applied any provision of the STPCD or NJC
- Incorrectly applied any provision of the contract of employment
- Failed to have proper regard for statutory guidance
- Failed to take proper account of relevant evidence
- Took account of irrelevant or inaccurate evidence
- Was biased
- Otherwise unlawfully discriminated against the employee;
- Incorrectly applied any provisions of the Trust Pay Policy.

The flow for dealing with appeals is as follows:

- The employee receives written confirmation of the pay recommendation and where applicable the basis on which the decision was made.
- If they are not satisfied, the first stage in the process is to seek to resolve this by discussing the matter informally with the appraiser within ten working days of being informed of the recommendation.
- Where this is not possible, or where dissatisfaction continues, the second stage is to make a formal representation to the relevant authority above the originating decision maker, before a decision on pay is taken. This will include making written submissions about why they do not agree with the recommendation and may include submitting evidence and/or calling witnesses to support the submissions. The relevant authority above the originating decision maker may alter the recommendation in light of the representations made, before the Pay recommendation has been finalised.
- If the employee does not agree with the pay determination made in the second stage, the third stage is that they may submit an appeal in writing and an appeal hearing should be arranged.
- Any third stage appeal should be heard by a panel of Trustees of the Trust Board, normally within 20 working days of the receipt of the written appeal notification. The opportunity to make representations in person will be given. 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 workplace 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 all parties to explain their cases.



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