



PAY POLICY

Summary

This purpose of this policy is to establish clear guidelines for employee compensation, ensuring fairness and consistency across the Trust. It outlines the criteria for salary determination, adjustments, and benefits, aiming to attract, retain, and motivate employees while maintaining compliance with legal and regulatory standards.



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

Please Note: This policy is applicable to All Employees within the Group.

Policy owner	HR & Wellbeing Committee
Policy holder	Director of People
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Group Policy Area	People

Approved by

Consultation Group	ELT
Approval Committee	Board of Trustees
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Version Control

Control No	Change summary	Consultation Group	Effective date
V3.01	Revised policy format; section on roles and responsibilities has been amalgamated - Content remains same; language simplified and made more concise; updated 2024-25 pay scales in appendices, removal of dates (years) and inclusion of UPR criteria & manager guidance. Draft – to Executive Leadership Team (ELT)	CEO	30/08/24
V3.02	Following the ELT review, the UPR appendix emphasises that teachers do not have an automatic right to progress to UPR; this decision is at the principal’s discretion.	ELT	03/09/24



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1. Policy Statement

At Eastern Multi-Academy Trust (EMAT) we believe in maintaining a fair, transparent, and consistent Pay Policy that recognises and values all employees as highly skilled professionals in their respective fields. We adopt the position that all pay progression decisions are linked to the Performance Development Review (PDR) process. This is key to attracting and retaining staff who are instrumental in improving outcomes for our pupils and students and achieving our overall vision for education and service delivery. (For the procedures around PDR please refer to the separate policy and guidance.)

Our Pay Policy helps us recruit, retain, and motivate employees, provides a basis for sound financial and workforce planning, and minimises the risk of grievance and discrimination. It follows the format of the DfE's model policy, ensuring consistency and compliance with statutory provisions for teachers' pay.

We update this policy annually to reflect the School Teachers' Review Body (STRB), NJC for Local Government pay recommendations, and incorporating Board decisions related to Executive and Leadership pay, in line with our Articles of Association and the terms of the Education and Skills Funding Agency (ESFA).

The Trust seeks to provide equal employment opportunities for all staff and will always comply with all relevant employment and equalities legislation and regulations. We will continually monitor the implementation of this policy to ensure that it complies with the legislation and to ensure that all colleagues are treated equally and fairly, minimising the risk of any direct or indirect discrimination practices.

2. Scope and Application

The provision of the Pay Policy applies to:

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

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.

You can access a copy of this policy and all relevant documents on pay and conditions via our information management system 'Our People' and on our website: Eastern Multi Academy Trust - Policies (eastern-mat.co.uk).

Our aim is to transparently, consistently, and equitably apply pay as a responsible employer, supporting the recruitment, retention, and reward of all employees appropriately.



3. Roles and Responsibilities

Trust Board:

- Makes pay decisions and may delegate certain responsibilities and decision-making powers to the Chief Executive Officer (CEO).
- Ratifies HR and Wellbeing Committee (HRWC) recommendations for Executive pay progression.
- Handle pay appeals for Executive team.

CEO:

- Holds delegated authority to make pay decisions for non-executive posts, in accordance with this policy and the Scheme of Delegation.
- Establish and review the Pay Policy, subject to Trust Board approval.
- Provide written reports and recommendations for pay decisions to Trustees, supported by the Director of People.
- Oversee budget allocation, planning, and financial reporting as the Accounting Officer, supported by the Chief Finance Officer.
- Ensure effective implementation of the Pay Policy.
- Make final decisions on pay progression, with recommendations for Executives ratified by the HR and Wellbeing Committee (HRWC) and Board.

Director of People:

- Configure, enact, and apply the Pay Policy.
- Provide support to the CEO in making written reports and recommendations for pay decisions.
- Handle pay appeals along with the Director of Education/relevant executive.

Principals / Line Managers:

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.

- Support team performance and development.
- Make pay progression recommendations for their staff.
- Ensure leadership and management practices are fair, consistent, and non-discriminatory.
- Manage and utilise information systems for pay-related decisions.
- Complete fair and reliable pay recommendations in a timely manner.

People Services:

- Administer and maintain pay terms and conditions.
- Support line managers in pay and workforce planning.
- Provide management information and insights to support effective oversight of pay policies.
- Offer advisory services and subject-specific guidance on pay, pensions, and employment contracts.
- Manage information and data with confidentiality.
- Ensure employees are aware of the Pay Policy.

Employees:

- Accept pay per their terms of employment.
- Monitor and raise concerns about pay with People Services.
- Engage in Professional Development Reviews.



- Be aware of and use the Pay Policy information systems.

4. Pay Reviews & Determinations

We 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 October each year.
- For Executives and 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.

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.

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

5. Teachers' Pay

Basic Pay Determination upon Appointment

Teachers' Pay Scales are outlined in Appendix A.

- 5.1. 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.
- 5.2. 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

This section can be read in conjunction with the Professional Development Review (PDR) Policy.

- 5.3. 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.
- 5.4. 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.

- 5.5. In the case of Early Career Teachers (ECTs), pay decisions will be made by means of the statutory induction process. All ECTs who start induction will be required to follow a 2-year induction period and will be eligible for pay progression at the end of the first year in line with this Pay Policy.
- 5.6. 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 review cycle. This will be quality assured by the Executive and will form part of an annual report to the appropriate committee of the Trust Board for appraisal and pay recommendations.
- 5.7. The evidence to be used may include documented lesson observations, pupil performance data, drop in observations and PDR outcomes. Reviewers should also consider relevant DfE guidance and 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.
- 5.8. Final decisions about whether 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.
- 5.9. 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.
- 5.10. Main pay range (MPR) - A teacher on the MPR will be paid a salary within the minimum and maximum pay of the range.
- 5.11. 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 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.
- 5.12. Movement to the Upper Pay Range is outlined in Appendix B.



- 5.13. Cost of Living award for teachers will be applied in conjunction with STPCD negotiated terms.

Part time Teachers

- 5.14. 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

- 5.15. 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.

6. Support Staff and Senior Management Pay

Basic Pay Determination upon Appointment

The Support Staff Pay Scale is outlined in Appendix A.

- 6.1. 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.
- 6.2. 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.
- 6.3. 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. **When apprenticeships are utilised for upskilling within current roles, and the core deliverables of the role are essential, the compensation will align with the job’s evaluated pay grade.** This ensures that employees who are enhancing their skills through apprenticeships while fulfilling their primary job responsibilities are fairly compensated according to the value of their work. Conversely, for individuals specifically recruited as “apprentices,” with a contract and role profile explicitly stating their position as an apprentice, the pay will adhere to the government’s published apprenticeship pay frameworks. This distinction ensures clarity and fairness in compensation based on the nature of the role and the level of responsibility.

Pay Progression based on performance

This section can be read in conjunction with the Professional Development Review (PDR) Policy.



- 6.4. Spinal Column Points (SCPs) are a set of salary levels. Together they make up the national pay spine (National Joint Council (NJC) negotiated). SCP 1 was deleted in April 2023, therefore the pay scale starts at SCP 2 and the highest is SCP 43. The SCP's are used to form EMAT's pay grades B to L for Support Staff.
- 6.5. With Trust growth in mind, we have extended the Spinal Column Points (SCP) beyond the National Joint Council (NJC) SCP 43, up to SCP 65, to introduce a senior management (not including Executive) pay scale (grades M to P). This extended pay scale is separate from the NJC pay scales. Assignment to a grade within this scale is determined by the Job Evaluation Scheme and external salary benchmarking, an objective system used to assess the appropriate pay for each new senior role in the organisation. This system considers various factors to ensure fair and equitable pay for each role.
- 6.6. 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.
- 6.7. 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 PDR cycle. This will be quality assured by the CEO and the Director of People and will form part of an annual report to the appropriate committee of the Trust Board on appraisal and pay recommendations.
- 6.8. 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.
- 6.9. Cost of Living award for support staff will be applied in conjunction with NJC negotiated terms.
- 6.10. Cost of Living award for Senior Management will usually follow the NJC negotiated awards, unless otherwise advised. Senior Management (excluding 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.

7. Leadership Pay

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 and is outlined in Appendix A.

Pay determination upon appointment

- 7.1. Principal appointments: Grouping calculations will first be conducted by People 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.

- 7.2. 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.
- 7.3. 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.
- 7.4. 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

This section can be read in conjunction with the Professional Development Review (PDR) Policy.

- 7.5. 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.
- 7.6. 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.
- 7.7. 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 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.
- 7.8. 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.
- 7.9. Cost of Living award for Leadership is made in conjunction with STPCD negotiated terms and observing ESFA guidance.
- 7.10. Final decisions about whether 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.

8. Executive Pay

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. These posts are on the Trust's Executive Leadership Team and carry senior accountabilities for strategy and overall Trust development.

The Executive Pay Scale is outlined in Appendix A.

Pay determination upon appointment

- 8.1. 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.
- 8.2. 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.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.
- 8.6. 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

- 8.7. 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.
- 8.8. 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.

- 8.9. 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.
- 8.10. 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.
- 8.11. When assigning a grade and 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.

9. General Principles

- 9.1. 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.
- 9.2. 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).
- 9.3. Appropriate funding will be allocated for pay progression at all levels when setting annual budgets.
- 9.4. Appropriate terms and conditions of employment will be applied for contractual pay.

Parental Leave and Pay Progression

- 9.5. 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.

- 9.6. 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.
- 9.7. 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

- 9.8. 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.
- 9.9. All new posts, as well as existing posts that have been redesigned and cannot be matched to existing NJC or Local Authority (LA) roles, will be assessed using the adopted job evaluation scheme. Additionally, these posts will undergo external salary benchmarking.
- 9.10. 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 a People Business Partner.

Pay Appeals

- 9.11. 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

- 9.12. 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

- 9.13. 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, MANAGEMENT & EXECUTIVE



Appendix A: Pay Scales, Allowances and Payments – TEACHING STAFF

Pay Scales - 1 Sept 2024 - 31 August 2025

Pay Scale - Unqualified Teachers

Scale Point	Per Annum*	Per Hour
1	£21,731	£11.26
2	£24,224	£12.56
3	£26,716	£13.85
4	£28,913	£14.99
5	£31,409	£16.28
6	£33,901	£17.57

* FTE = 37.01 hours per week

Pay Scale - Qualified Teachers

Scale Point	Per Annum*	Per Hour
Main Pay Range		
M1	£31,650	£16.41
M2	£33,483	£17.36
M3	£35,674	£18.49
M4	£38,034	£19.71
M5	£40,438	£20.96
M6	£43,606	£22.60
Upper Pay Range		
U1	£45,646	£23.66
U2	£47,338	£24.54
U3	£49,084	£25.44

Allowances

Allowance	Per Annum*	Per Hour
TLR1A	£9,782	£5.07
TLR1B	£12,038	£6.24
TLR1C	£14,294	£7.41
TLR1D	£16,553	£8.58
TLR2A	£3,391	£1.76
TLR2B	£5,835	£3.02
TLR2C	£8,279	£4.29
TLR3 (MIN)	£674	£0.35
TLR3 (MAX)	£3,343	£1.73
SEN1	£2,679	£1.39
SEN2	£3,982	£2.06
SEN3	£5,284	£2.74
NTP	n/a	£20.22

Pay Scale - Executive Leadership

Scale Point	Per Annum*	Per Hour
L1	£49,780	£25.80
L2	£51,026	£26.45
L3	£52,301	£27.11
L4	£53,601	£27.78
L5	£54,938	£28.48
L6	£56,316	£29.19
L7	£57,831	£29.98
L8	£59,167	£30.67
L9	£60,644	£31.43
L10	£62,202	£32.24
L11	£63,815	£33.08
L12	£65,286	£33.84
L13	£66,919	£34.69
L14	£68,586	£35.55
L15	£70,293	£36.44
L16	£72,162	£37.41
L17	£73,818	£38.26
L18	£75,674	£39.23
L19	£77,552	£40.20
L20	£79,474	£41.20
L21	£81,441	£42.21
L22	£83,463	£43.26
L23	£85,529	£44.33
L24	£87,650	£45.43
L25	£89,829	£46.56
L26	£92,052	£47.72
L27	£94,332	£48.90
L28	£96,673	£50.11
L29	£99,067	£51.35
L30	£101,532	£52.63
L31	£104,040	£53.93
L32	£106,626	£55.27
L33	£109,275	£56.64
L34	£111,976	£58.04
L35	£114,759	£59.49
L36	£117,601	£60.96
L37	£120,713	£62.57
L38	£123,506	£64.02
L39	£126,517	£65.58
L40	£129,672	£67.22
L41	£132,912	£68.89
L42	£136,243	£70.62
L43	£138,264	£71.67

Ranges for Headteachers

Group	Salary Range
1	£56,316 - £74,925
2	£59,167 - £80,364
3	£63,815 - £86,782
4	£68,586 - £93,399
5	£75,674 - £93,399
6	£81,441 - £113,624
7	£87,649 - £125,262
8	£96,673 - £138,264



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. It is the teacher's responsibility to decide if they wish to apply. There is no automatic right for a teacher to progress through the main pay range to upper pay range, any application must be assessed in line with this policy. Teachers should notify their Principal if they plan to apply for assessment to move to the UPR. This ensures that objectives are set appropriately and feedback is given concerning the Teachers' Standards and Upper Pay Range Criteria defined in Appendix B.

Once the teacher has confirmed they would like to apply to the UPR, the Principal should:

- Share a copy of the UPR application with the teacher;
- Use the UPR application as a guide to set appropriate threshold targets to ensure that performance is assessed over the appropriate period;
- Agree with the teacher what the success criteria will be for each target and the evidence that can be used to demonstrate success;
- Meet regularly to review the progress against the threshold targets and address any concerns with the teacher at the earliest opportunity.

Applications may be made once a year by the end of October, to include the previous year's performance review. Teachers wishing to be assessed should notify the Principal in writing using the application form, which should be submitted before the PDR meeting.

The evidence used will be only that available through the PDR process in accordance with the PDR Policy. This means that since Standards are part of the PDR, the expectation is for the teacher to provide evidence before the pay decision is made by the principal. The PDR document should summarise the decision, not duplicate a process).

All applications should include evidence from the two most recent PDR cycles. These may not be consecutive years if breaks of service have occurred. Consider whether this gives the teacher sufficient opportunity to show that competent performance is substantial and sustained, considering the expectations of a teacher paid on UPR. Particular consideration should be given to applications from teachers who have been on parental leave or absent with long-term illness, especially if the absence is related to a disability. Teachers who have been absent through sickness, disability or parental leave may submit written evidence from a three-year period before the date of application from their current academy and other schools, in support of their application.

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 UPR at those academies. The Trust will not be bound by any pay decision made by another Academy.

If performance remains satisfactory, progression through the Upper Pay Scale will continue without further applications. Progression will be dependent on evidence of two successful PDR cycles following their last progression.

For teachers who have indicated their intention to apply for transfer to the UPR, it is important that any concerns regarding their fulfilment of the UPR Criteria are raised during the PDR cycle. Relevant actions and support should be agreed upon to address these concerns.

For a performance review to be deemed unsuccessful concerning meeting and sustaining UPR criteria,



this must be raised during the PDR cycle and recorded in writing. The issues should not have been sufficiently addressed by the teacher following the support and feedback provided by the school. The teacher should be given clear, written feedback on whether they are continuing to meet the Teachers' Standards.

The application will be assessed by the Principal/Executive Principal. The recommendation in relation to a teacher's application to be paid on the UPR will be considered by the Director of Education, who must also be satisfied that the following criteria are met:

- a) The teacher is highly competent in all elements of the relevant standards.
- b) The teacher's achievements and contributions to the school are substantial.
- c) The teacher's achievements and contributions are sustained.

Definitions

- a) **Highly Competent:** The teacher's performance is assessed as having excellent depth and breadth of knowledge, skill, and understanding of the Teachers' Standards in their role and context.
- b) **Substantial:** The teacher's achievements and contributions are significant, not just in raising standards of teaching and learning in their classroom or groups of children, but also in making a considerable wider contribution to school improvement and/or the Trust, impacting pupils' progress and staff effectiveness.
- c) **Sustained:** The teacher must have had a minimum of two successful PDR reports and made good progress towards their objectives during this period, showing that the quality of teaching, learning, and assessment is good to outstanding.

The Assessment

The assessment will be made within 15 working days of the application deadline or the conclusion of the PDR process, whichever is later. If successful, applicants will move to the UPR from the previous 1 September and will be placed on point 1 of the UPR. If unsuccessful, feedback will be provided in writing by the Principal within 15 working days of the decision. This feedback will cover the reasons for the decision and the appeals arrangements. The feedback will specify where the criteria for moving to the UPR were not met and detail how to submit an appeal, including the timescale for the process.

Any appeal against a decision not to move a teacher to the UPR will be determined through the hearing and appeal process detailed in Appendix C of this policy.

An application from a qualified teacher will be successful where the Principal and Director of Education are both satisfied that the teacher meets the relevant standards, meets the Upper Pay Range Progression Criteria, and the teacher's achievements and contributions to the academy and/or the Trust are substantial and sustained, as defined by this policy.

Upper Pay Range Progression Criteria

1. Professional attributes

- 1.1. Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.

2. Professional knowledge and understanding

- 2.1. Have an extensive knowledge and understanding of how to use and adapt a range of teaching,



learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.

- 2.2. Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications.
- 2.3. Have up to date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.
- 2.4. Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.
- 2.5. Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people

3. Professional Skills

- 3.1. Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
- 3.2. Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
- 3.3. Promote collaboration and work effectively as a team member.
- 3.4. Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.



Appendix C: Pay Appeals

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.