

Date: Autumn 2024

Review Date: Autumn 2025

The Trust Board of Chess Valley Primary Learning Trust first adopted this policy in 2019 and review it in the autumn term each year.

1 Introduction

- 1.1 The Trust has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the academy.
- 1.2 The Trust recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair, equitable and transparent way.
- 1.3 This policy has been agreed by the People & Governance Committee (PGC) of the Trust Board following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The PGC consists of the Trust Chair and Vice Chair (who also both sit on the Finance & Resources Committee), and the Chair of Education & Ethos Committee. They will have full authority to take decisions on behalf of The Trust on pay policy matters.
- 1.4 Subject to the provisions of this policy and any other decisions of the Trust Board or PGC, the Trust delegates responsibility for managing this policy and all staff pay decisions (in accordance with this policy, such decisions and the Scheme of Delegation) to the CEO, except in the case of his/her own pay.
- 1.5 The Trust pay ranges will be published as an appendix to this policy (Appendix 1). Any changes to Appendix 1 must be approved in advance by the PGC, except changes in the monetary amounts shown in respect of salaries, salary ranges and hourly rates shown in respect of band or point levels, which may be amended by the CEO in line with this policy and decisions of the Trust Board or PGC.

2 Aims of the policy

- 2.1 The Trust aims to use the academy pay policy to:
 - Ensure that all staff are valued and appropriately rewarded for their work and contribution to the academy trust;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Maintain and improve the quality of teaching and learning at the academy trust;
 - Support the aims of each individual school development plan;
 - Underpin the academy trust's appraisal policy;
 - Demonstrate that decisions on pay are fair, just and transparent and recognise the principle of equal pay for like work and work of equal value;
 - Ensure all pay decisions made are affordable and in the interests of the Trust as a whole.
 - Set the teaching staff pay scales in line with the advisory recommendations made in the School Teachers' Pay and Conditions Document (STPCD).
 - Use the Fringe area salary scales as a basis for setting teachers' pay levels.
 - Set the support staff pay scales in line with the advisory recommendations made by the Local Government National Employers & National Joint Councils (NJC) Trade Unions rates of pay applicable from 1st April each year and/or any other recognised pay body for school staff in areas not covered by the NJC agreements.
- 2.2 The Trust may also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant legislation.

- 2.3 Individual pay decisions for Main Pay Range (MPR) and Upper Pay Range (UPR) teachers at each individual school are made by the Headteacher and the Local Governing Body in line with the Trust's Scheme of Delegation and in consultation with the CEO.
- 2.4 Pay decisions for Headteachers at each individual school are made by the Headteacher appraisal sub-committee comprising of a minimum of two local governors and the CEO. Recommendations on pay are approved by the PGC on behalf of the Trust and in consultation with individual school appraisal governors and the CEO.
- 2.5 Pay decisions for central trust posts are recommended by the CEO (excluding his/her own pay) and agreed by the PGC.
- 2.6 Where an employee has contractual entitlement to enhanced terms to those provided in this policy owing to rights carried out under a TUPE transfer to the Trust, the employees' contractual terms will apply.
- 2.7 Reference in this policy to Teachers includes Early Career Teachers (ECT's). ECT induction will have no adverse impact upon pay or career progression opportunities. ECT's will be subject to pay progression in line with the provisions of this policy.
- 2.8 This policy does not form part of any employee's contract of employment, and it may be amended at any time.

3 Pay Determination – teaching & support staff appointments

- 3.1 At each individual school, the Headteacher will recommend to the relevant governors of the LGB the starting salary to be offered to the successful candidate. All salaries will be within the prescribed range for the post, set within the structure agreed by the Trust annually.
- 3.2 In the case of Support Staff, the pay value of posts is determined by an assessment of the school's staffing structure and needs.
- 3.3 In making such assessments, several factors will be considered which may include:
 - The nature of the post
 - The level of qualifications, skills and experience required
 - Market conditions
 - The specific characteristics of the academies within the trust (including location and number of schools, number of pupils and the range and quality of provision)
 - Financial performance of the trust
 - Academic performance of the schools within the trust (including pupil outcomes and the level of required improvement)
- 3.4 Pay will be set in line with any specific restrictions set out in the relevant terms and conditions and this policy.
- 3.5 There is no presumption that any employee will be paid at the same rate as they were being paid by a different employer unless that employee has rights under a TUPE transfer to the Trust.

4 Pay Assessment and Pay Review

4.1 Teaching staff

- 4.1.1 Generally, every teacher's salary will be reviewed on an annual basis with effect from 1st September, no later than 31st December each year.

- 4.1.2 The Headteacher will make recommendations on pay as part of the appraisal process. This will be submitted to the governors' pay review panel & in consultation with the CEO, in accordance with the relevant sections of this policy on behalf of the Trust.
- 4.1.3 The CEO has overall authority, on behalf of The Trust, on all aspects of pay, progression & salary levels across the trust (excluding his/her own salary).
- 4.1.4 All teachers will receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including if applicable any salary safeguarded sum and normal end date for the safeguarding arrangement.
- 4.1.5 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

5 Recruitment

5.1 Teaching Staff

- 5.1.1 Individual school Headteachers will determine the pay range for a vacancy prior to advertising it, with reference to the expectations set out in this policy.
- 5.1.2 Advertisements for vacant posts in the academy will be considered by the Headteacher and the Trust where appropriate. All posts will be advertised either internally or externally, locally, or nationally as appropriate.
- 5.1.3 The advertisement will include the relevant pay range for the post as determined by the Trust as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post. In cases of exceptional need, the above may be applied retrospectively.
- 5.1.4 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.1.5 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous academy or school.

5.2 Support Staff

The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary grade.

6 Teaching Staff Pay

- 6.1 The Trust employs all teaching staff in line with the advisory provisions of the School Teachers' Pay and Conditions Document and this policy states where this has been applied. In reviewing pay ranges the Trust will have regard to any changes contained within the School Teachers' Pay and Conditions Document but may choose not to be bound by its recommendations.
- 6.2 **CEO**
 - 6.2.1 The Trust will assign an appropriate point on an Individual Salary Range (ISR) based on the trust group size and any permanent additional relevant factors. These additional factors will relate to the context and challenge of the Trust, and the wider accountability of the CEO, as the position will also include circumstances where the postholder has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

- 6.2.2 The Trust will calculate the total group size of all schools combined at the start of each academic year and determine the appropriate point within the ISR for the year. The Trust will determine the group size considering the provisions and guidance of the School Teachers' Pay and Conditions Document (STPCD).
- 6.2.3 In setting the ISR the Trust will have regard to the indicative salary points for the leadership range contained within the relevant STPCD.
- 6.2.4 Progression on the ISR for the CEO will be subject to a review of performance set against the annual appraisal objectives. The Trust may award one increment for sustained performance.
- 6.2.6 Where performance has not been sustained, the Trust may decide that there should be no pay progression. The pay review for the CEO will be completed by 31st December.
- 6.2.7 The Trust will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the CEO's salary is fair and transparent.

6.3 Headteacher

- 6.3.1 The Trust will assign an Individual School Range (ISR) based on the school group size and any permanent additional relevant factors. These additional factors will relate to the academy context and challenge, and the wider accountability of the Headteacher, which may also include circumstances where:
- The context of the school presents challenging numbers of children with additional needs, SEND, disadvantaged children (pupil premium etc), or other pupil factors.
 - The number and complexity of staffing requirements.
 - The additional provision for wraparound care.
 - The individual school is causing concern.
 - The trust considers that the academy would have substantial difficulty filling a vacant Headteacher post.
 - The trust considers the school would have substantial difficulty retaining the existing Headteacher.
- 6.3.2 The Trust will calculate the school group size and determine the appropriate Individual School Range and have regard to any changes contained within the School Teachers' Pay and Conditions Document but may choose not to be bound by its recommendations.
- 6.3.3 In addition, the Trust may consider an additional payment to the Headteacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other schools as a consultant leader, school improvement partner, local or national leader of education etc. including where the Headteacher is appointed as a temporary head of one or more additional schools, not included as a permanent factor in the calculation of the ISR. The additional payment will be time limited and will not exceed 25% of the salary agreed or 25% of the maximum of the school group size, whichever is the lower.
- 6.3.4 In wholly exceptional circumstances the Trust may consider a payment more than 25%. In such circumstances The Trust will seek external independent advice.
- 6.3.5 In setting the ISR The Trust will have regard to the indicative salary points for the leadership range contained within the relevant STPCD.
- 6.3.6 On appointment, the salary of the Headteacher will be within the agreed ISR, matched against the relevant leadership skills descriptors.
- 6.3.7 Progression on the ISR for the Headteacher will be subject to a review of the head's performance objectives and Headteacher standards, set against the annual appraisal review.
- 6.3.8 The LGB panel & CEO may recommend one increment for sustained performance.

- 6.3.9 Where performance has not been sustained, the LGB panel & CEO may decide that there should be no pay progression. The pay review for the Headteacher will be completed by 31st December.
- 6.3.10 The Trust will ensure that reasons for setting the ISR at a given level are recorded and that the local panel process for the determination of the Headteacher's salary is fair and transparent.

6.4 Senior Leadership Posts

- 6.4.1 The Trust may determine appropriate pay points for other school leadership posts from within the existing Upper Pay Range (UPR bands 7-9) or the indicative pay points for the Leadership Pay Scale (LPS) contained in the School Teachers' Pay and Conditions Document, if deemed appropriate and/or relevant.
- 6.4.2 The Trust has identified the role of Assistant Headteachers within its leadership structure. The Trust will ensure that there is no overlap of pay points between the CEO, Headteacher, and any other leadership post.
- 6.4.3 The Trust will assign an Individual School Range (ISR) based on the school size and any permanent additional relevant factors. These additional factors will relate to the academy context and challenge, and the wider accountability of the Assistant Headteacher.
- 6.4.4 Progression within the Leadership Pay Range (where relevant) will be increments of one scale point annually. Pay progression will be subject to sustained performance and meeting all the relevant teacher standards.
- 6.4.5 No other leadership spine posts exist in the Trust's current school leadership structure. If circumstances change within an individual school or across the Trust as a whole, the leadership structure would be reviewed as a matter of course to identify if any changes are required.
- 6.4.6 All other determined procedures and processes set out for other teaching posts will be followed for all other leadership posts, except that neither the School Teachers' Pay and Conditions Document (STPCD) and teaching scales nor the National Employers & NJC Trade Unions rates for support staff need be applied to non-school staff of the Trust.

6.5 Main Pay Range and Upper Pay Range Teachers

- 6.5.1 The Trust will establish teaching posts considering the minimum and maximum points for such posts as suggested by the STPCD.
- 6.5.2 Teachers will not automatically have their pay increased in accordance with uplifts to the increases recommended through the STPCD; any individual increase will be in line with the criteria for pay progression set out in this policy.
- 6.5.3 The Trust has established a pay structure for these posts as set out in Appendix 1 (based on Fringe area pay ranges).

Pay progression within MPR bands

- 6.5.5 Pay progression within the Main Pay Range will be automatic unless a teacher's performance does not demonstrate an acceptable standard (with reference to the teachers' standards) and is below the school's expectations at that level of post. The school may determine that no incremental progression will be awarded in that year.
- 6.5.6 Progression within a Main Pay Range Band will be annual increments of one scale point. Pay progression within bands will be subject to sustained performance and meeting all the relevant teacher standards.
- 6.5.7 The Trust has determined that progression between bands will be sequential, and a teacher will not move more than one band.

- 6.5.8 The Trust has determined that a teacher appointed to Band 1 (Early Career Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within 3 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the appraisal of the teachers' standards and capability procedure if required.
- 6.5.9 Progression to the Upper Pay Range (Band 3) is detailed in section 6.5.14 of this policy.

Appointments

- 6.5.11 A newly appointed teacher will be appointed at the most appropriate Band, considering previous salary and/or relevant experience, as determined by the Headteacher.

Application to move onto the Upper Pay Range (Band 3 – Expert)

- 6.5.12 Any qualified teacher may apply to be paid on the Upper Pay Range (Band 3 Expert). It is the responsibility of the teacher to decide whether they wish to apply.
- 6.5.13 The Headteacher will consider an application from a teacher for progression once they have reached Point 6 (Band 2). A teacher may submit one application in any one academic year.
- 6.5.14 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills descriptors agreed by the Trust for teachers on the Upper Pay Range (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least two years prior to the submission of the application.
- 6.5.15 As recommended in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Range (Band 3 Expert) must therefore be able to demonstrate:
- substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
 - potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.
 - fulfil a substantial role within the school that involves working across all ages and stages with differing teams of people and has a beneficial part in the further development of the school.
- 6.5.16 An application for progression to the Upper Pay Range (Band 3 Expert) will be assessed by the Headteacher and presented to the governors' pay review panel. A decision will be notified to the teacher in writing before the appraisal process has concluded on 31st December each year.
- 6.5.17 If unsuccessful, the teacher will be provided with feedback by the Headteacher.
- 6.5.18 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the Trust's pay appeals procedure.

6.6 Movement within the Upper Pay Range (Band 3 Expert)

- 6.6.1 Incremental movement within the Upper Pay Range is not automatic.
- 6.6.2 Pay progression within the Upper Pay Range will follow the process set out in point 6.6.4 unless a teacher's performance does not demonstrate an acceptable standard (with reference to the teachers' standards) and is below the school's expectations at that level of post. The school may determine that no incremental progression will be awarded in that year.
- 6.6.3 Progression within the Upper Pay Range Band (where relevant) will be increments of one scale point every two years. Pay progression will be subject to sustained performance and meeting all the relevant teacher standards.

6.6.4 Following successful progression onto point 7 (Upper Pay Range Band 3) from the Main Pay Range, most class teachers will remain on this point and not progress further onto points 8 or 9 unless they make a significant and relevant contribution across the whole school *ie. a position of significance within the staffing structure, eg. Senior Leadership Team (SLT), or a Core Curriculum Leader*. This position must demonstrate impact beyond that expected of a class teacher (which includes curriculum leadership responsibilities) and meet the criteria set out below:

- substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Upper Pay Range expectations and Teachers' Standards;
and
- undertake professional duties which make a wider contribution (which involves working with and leading other adults) beyond their own classroom, across the whole school and with other schools within the Trust,
and
- fulfil a substantial role within the school that involves working across all ages and stages with differing teams of people and has a beneficial part in the further development of the individual school and other schools across the Trust.

6.7 Overseas Trained Teachers

6.7.1 Teachers who trained and qualified in the European Economic Area (EEA) and Australia, Canada, New Zealand and the United States of America must apply for the award of Qualified Teacher Status (QTS) with the Department for Education DfE. Once QTS has been awarded or qualifications have been officially recognised as equivalent to QTS, then payment will be made on the ranges applicable to qualified teachers.

6.7.2 Non-EEA trained teachers (with the exception of Australia, Canada, New Zealand and the United States of America), will be paid on the Unqualified Teachers' pay scale (see 6.8).

6.8 Unqualified Teachers

The Trust will not appoint unqualified teachers on a permanent basis unless the DfE has recognised a relevant teacher training certificate without QTS. Trainee teachers on initial teacher training will be permitted to teach a class under the supervision of a qualified teacher/mentor.

6.9 Supply Teachers

Teachers employed on a supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers.

Teachers paid daily will have their salary assessed as an annual amount, divided by 185 (term time only excluding Inset days, Development days & Transition days). Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

7 Part time teachers

7.1 The Trust will ensure that part time teachers' pay and working time will be dealt with regarding recommendations within the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be the same as detailed earlier in this policy.

7.2 Part time teachers will be entitled to be paid for their contractual hours (pro rata to a full-time teacher) and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro-rata basis.

7.3 Part time teachers working 0.6 FTE will normally receive PPA in the working week, where this is possible. Part time teachers working less than 0.6 FTE will have 10% added to their FTE working time which will be reflected in their pay.

8 Allowances

8.1 Teaching and Learning Responsibility Payments (TLRs)

- 8.1.1 TLR payments will be awarded to the holders of the posts indicated in the school's agreed staffing structure. The CEO will support each Headteacher to identify these posts within the Trust's leadership structure.
- 8.1.2 TLR payments will be awarded to a teacher on the main or upper pay range where a teacher is required to undertake a sustained additional responsibility within the school's staffing structure for ensuring the continued delivery of high-quality teaching and learning for which they are accountable. i.e. where a post:
- 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; and
 - involves leading, developing and enhancing the teaching practice of others.
- 8.1.4 In order to qualify for a TLR2 payment, the post holder's role must include line management responsibility for a significant number of people.
- 8.1.5 TLRs will not be awarded in a primary setting for subject/curriculum leader roles, as all teachers, where not otherwise restricted from doing such work, will have the same responsibility and are not therefore eligible for a TLR.
- 8.1.6 The Trust has determined the value of TLR posts as set out in Appendix 1. A teacher will not be awarded more than one TLR of any value.
- 8.1.7 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 9.2 of this policy in respect of Special Educational Needs.
- 8.1.8 The Trust may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited School and/or Trust improvements, or one-off externally driven responsibilities. The annual value of a TLR3 will be shown in Appendix 1. The duration of the fixed term will be one academic year initially. The decision to extend beyond one year is made in the summer term before the following year begins. Payment will be made monthly for the duration of the fixed term. Where a TLR3 is awarded to a part-time teacher it will be paid on a pro-rata basis.
- 8.1.9 There will be no safeguarding of any fixed term TLR payments.

8.2 Special Educational Needs and Disabilities Responsibilities (SEND)

- 8.2.1 The Trust may award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:
- in any SEND post that requires a mandatory SEND Qualification (except those on LPS);
 - who teaches pupils in one or more designated special classes or units in the school;
 - in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or special unit within the school.
- 8.2.2 The Trust will determine a spot value for each post, taking account of the structure for SEND provision in the school and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; and
- the relative demands of the post.

8.2.3 The Trust has determined that, taking account of the circumstances outlined in paragraph 8.2.1, the value of any SEN allowance will be shown in Appendix 1.

8.3 Acting Allowances & Provision of Service to Other Schools

8.3.1 Teachers who cover the duties associated with a post of a higher grade or allowance than their own for a period of at least four weeks will be considered for payment of an acting allowance.

This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher-level post and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

8.3.2 The Trust may authorise members of the Leadership Team to provide services relating to the raising of standards in another school/setting that is not part of the Trust. Where such an agreement is authorised, the Trust will determine, what, if any, proportion will be paid to the Leader and/or other staff, of additional income received by us as part of the agreement. Any such payments will be made in accordance with the terms of the STPCD and will be temporary with no entitlement to safeguarding on cessation.

8.4 Recruitment and Retention

8.4.1 The Headteacher may consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

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

8.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will consider salary relativities across the individual school structure and known staffing changes in the future and would normally be within the minimum/maximum range £500/£1,500.

8.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of 1 (one) year but will be subject to annual review which may extend the period if appropriate.

8.4.4 Normally a recruitment or retention payment will be financial, but where appropriate, the Trust may consider other benefits.

8.5 Out of School Learning Activities

Additional payments may be made to staff who engage in activities to deliver Extended Services which are outside the school's core activities. Such services will have been approved for payment by The Trust in advance.

9 Support Staff Pay

9.1 Conditions of service

The Trust is legally entitled to devise and grade its own posts. Such decisions will be made by the Trust Board following a consultation with all staff. The Trust employs support staff in line with the recommendations of the Local Government Services Terms & Conditions, commonly known as the

'Green Book' and other appropriate pay bodies (such as other local authorities) but is not bound by or legally obliged to follow their recommendations.

Each new employee will receive a written statement setting out the particulars of their specific role (a contract of employment for support staff part 1 and part 2).

9.2 Pay Scales

Pay scales are structured around grades using salary points, known as spinal column points (SCP). These SCPs are determined nationally. The Trust's pay structure is based on grouped spinal column points in bands to construct the grading structure (see appendix 1).

There are usually two scale points in each grade with some higher grades at three scale points. The Trust's pay scales for support staff can be found in Appendix 1.

Support staff who join the trust under TUPE from Buckinghamshire schools will do so on their existing pay point within the previous Local Authority salary structure. Over time, this will be integrated with the Trust's own spinal column points as represented in Appendix 1. Buckinghamshire school support staff will see their salary listed separately until full integration is achieved.

9.3 Job Descriptions and Starting Salaries

In determining the pay of support staff, account will be taken of relevant job descriptions along with guidance on job evaluation and other local trends on appropriate pay.

9.4 Pay Review and Incremental Progression

9.4.1 Support staff pay is reviewed annually in April. There is no automatic incremental increase. Support staff are paid in relation to the roles and responsibilities defined for each post identified within the individual school staffing structure.

9.4.2 A regrading would only occur if the postholder's terms and conditions were to be altered reflecting a material change in their role and responsibilities. Incremental progression will be subject to satisfactory performance over a sustained period (a minimum of two years' service).

9.5 Acting up allowances

When a short-term position is available due to a reason other than annual leave, e.g. to cover for maternity, long term sickness or a vacant post a temporary acting up arrangement can be considered. Consideration must be made of the following two conditions:

- The arrangement is to cover the post for a minimum of 4 weeks
- The acting up arrangement covers the full duties and responsibilities of the post

If both conditions are met, then any person accepting the acting up arrangement will be paid the evaluated grade for the post from the date they start.

9.6 Honoraria payments

Honoraria payments may be made to recognise an employee either taking on some additional duties of a higher graded post or to reward exceptional or onerous work at the same grade. Honoraria should only be used if additional work is for a specified period, over four weeks and under six months. If work is for over 6 months, The Trust should consider making appropriate pay adjustments on the recommendation of the Headteacher.

10 Safeguarding Salaries (teachers)

The Trust will apply salary safeguarding provisions for one year following any restructure, review, or necessary alteration of roles & responsibilities.

11 Cost of Living Uplifts to Salaries (teaching & support staff)

11.1 Leadership and Teaching Staff

Any increase to the national framework as set out in the STPCD will only apply to the minima and maxima of individual pay ranges and allowances.

Teachers on the minima of the pay range, who are not due to receive annual pay progression, will have their salary uplifted by the relevant percentage to ensure compliance with the framework set out in the STPCD.

Teachers will not automatically have their pay increased in accordance with uplifts to the STPCD; any individual increase will be in line with the criteria for pay progression set out in this policy.

11.2 Support Staff

The Trust will consider the impact of any cost of living pay award from relevant pay bodies or authorities to the pay structure as set out in Appendix 1. Any uplift agreed by the Trust will be applied as soon as reasonably practicable, and only once pay negotiations are settled. This is usually, but not always, in April each year unless earlier amendments are required to comply with changes to legislation such as the National Minimum Wage and National Living Wage.

The Trust reserves the right to not automatically agree pay increases or uplifts given by other pay bodies or authorities where the Trust does not have any direct input into the negotiations on pay & conditions.

12 Appeals

12.1 Appeals for Teachers

In matters relating to pay the teacher has one and only one opportunity to appeal. The arrangements for considering appeals for teachers are as follows:

- A teacher may appeal against any determination in relation to his/her pay or any other decision taken by the school or trust that affects his/her pay.
- At any stage of the appeal, a teacher may be accompanied by and represented by a work colleague or trade union or professional association representative and no one else.

The following list which is not exhaustive includes the usual reasons for appealing against a pay determination. That the person or committee by whom the decision was made:

- incorrectly applied any provision of the School Teachers' Pay and Conditions Document to which The Trust has agreed to implement;
- failed to have proper regard for statutory guidance (where applicable);
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the teacher.

12.2 The order of proceedings

The order of proceedings for hearing appeals, which meet the requirements of the dispute resolution provisions, is as follows:

- The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
- If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Headteacher within ten working days of the decision.
- Where this is not possible or where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
- The teacher should set down in writing the grounds for questioning the pay decision (which must relate to the grounds as set out above) and send it to the person or committee who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
- Any appeal should be heard by a panel of three Trustees who were not involved in the 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.

12.3 Appeals for support staff

As support staff are not subject to performance-related pay, there is no requirement for an appeal process. Staff who wish to make enquiries into their pay & conditions should consult their line manager in the first instance, then the matter can be referred to the appropriate person.

13 Monitoring the Impact of the Policy

The Trust will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of staff to assess its effect and the continued compliance with equalities legislation.

Appendix 1 Trust Pay Scales (2024-2025)

Trust Leadership Staff Pay Ranges (reviewed by 31st December each academic year)

| Job Role | Pay Range | Salary Scales 24-25 |
|--------------------------------|---------------------------------|---------------------|
| Chief Executive Officer (CEO) | Leadership Pay Range L23-L25 | £86,904 - £91,205 |
| Trust Finance Officer (TFO) | Band M1 SCP 32-36 | £41,511 - £45,718 |
| Trust Operations Officer (TOO) | Band 8 SCP 22-24 | £32,654 - £34,314 |
| Trust Governance Officer (TGO) | Band M1 SCP 32-36 | £41,511 - £45,718 |

School Leadership Staff Pay Ranges (reviewed by 31st December each academic year)

| Job Role | Leadership Pay Range | Salary Scales 24-25 | %+ |
|-----------------------------|---|---------------------|-----|
| Headteacher (1FE) | 5-point range within L10-21* (based on size & context) | £63,576 to £82,006 | 5.5 |
| Assistant Headteacher (1FE) | 3-point range within L1-8 (based on size & context) | £51,151 to £60,540 | 5.5 |

* legacy salary range for maintained schools' Headteachers is 7-points within group 2.

Teaching Staff Pay Ranges (reviewed by 31st December each academic year)

| Teacher Type | Scale Points | Salary Scales 22-23 | %+ | Salary Scales 23-24 | %+ | Salary Scales 24-25 | %+ |
|---|----------------------|---------------------|-----|---------------------|-----|---------------------|-----|
| Early Career (Main Pay Range) | Band 1 Points 1-3 | Point 1 £ 29,344 | 8.9 | Point 1 £ 31,350 | 6.5 | Point 1 £ 33,075 | 5.5 |
| | | Point 2 £ 31,126 | 8.0 | Point 2 £ 33,150 | | | |
| | | Point 3 £ 33,055 | 7.0 | Point 3 £ 35,204 | | | |
| Accomplished (Main Pay Range) | Band 2 Points 4-6 | Point 4 £ 35,151 | 6.5 | Point 4 £ 37,436 | 6.5 | Point 4 £ 39,495 | 5.5 |
| | | Point 5 £ 37,264 | 5.5 | Point 5 £ 39,687 | | | |
| | | Point 6 £ 40,083 | 5.0 | Point 6 £ 42,689 | | | |
| Expert (UPR) (Upper Pay Range) | Band 3 Points 7-9 | Point 7 £ 41,858 | 5.0 | Point 7 £ 44,579 | 6.5 | Point 7 £ 47,031 | 5.5 |
| | | Point 8 £ 43,357 | | Point 8 £ 46,179 | | | |
| | | Point 9 £ 44,919 | | Point 9 £ 47,839 | | | |
| Unqualified (Unqualified Pay Range) | Points 1-6 | £20,594 - £31,421 | 5.0 | £21,933 - £33,464 | 6.5 | £23,140 - £35,305 | 5.5 |
| Allowances 24-25 (5.5% increase) TLR 2 values: £3,391 to £8,279 TLR 3 values: £675 (minimum) to £3,344 (maximum) SEN allowance: £2,679 Recruitment & Retention benefits: £500 minimum/£1,500 maximum | | | | | | | |

Support Staff Pay in Hertfordshire Schools & Trust Roles

| Grade | Scale Points SCP | Previous Salary Scales 2.75% increase 21-22 £1,925 increase 22-23 £1,925 increase 23-24 | 23-24 Hourly Rates (£s) | Salaries 24-25* £1,290 increase 24-25 | 24-25 Hourly Rates (£s) |
|----------|---------------------|--|-------------------------------|--|-------------------------------|
| Band 1 | 2 – 3 | £22,366 - £22,737 | 11.59-11.79 | £23,656 - £24,027 | 12.26-12.45 |
| Band 2 | 3 – 4 | £22,737 - £23,114 | 11.79-11.98 | £24,027 - £24,404 | 12.45-12.65 |
| Band 3 | 5 – 6 | £23,500 - £23,893 | 12.18-12.38 | £24,790 – £25,183 | 12.85-13.05 |
| Band 4 | 7 – 8 | £24,294 – £24,702 | 12.59-12.80 | £25,584 – £25,992 | 13.26-13.47 |
| Band 5.1 | 9 – 11 | £25,119 – £25,979 | 13.02-13.47 | £26,409 – £27,269 | 13.69-14.13 |
| Band 5.2 | 12 – 14 | £26,421 – £27,344 | 13.69-14.17 | £27,711 – £28,624 | 14.36-14.84 |
| Band 6.1 | 15 – 16 | £27,803 – £28,282 | 14.41-14.66 | £29,093 – £29,572 | 15.08-15.33 |
| Band 6.2 | 17 – 18 | £28,770 – £29,269 | 14.91-15.17 | £30,060 – £30,559 | 15.58-15.84 |
| Band 7 | 19 – 21 | £29,777 – £30,825 | 15.43-15.98 | £31,067 – £32,115 | 16.10-16.65 |
| Band 8 | 22 – 24 | £31,364 – £33,024 | 16.26-17.12 | £32,654 – £34,314 | 16.93-17.79 |
| Band 9 | 25 – 27 | £33,945 – £35,745 | 17.59-18.53 | £35,235 – £37,035 | 18.26-19.20 |
| Band 10 | 28 - 31 | £36,648 – £38,223 | 19.00-19.81 | £37,938 – £40,476 | 19.66-20.48 |
| Band M1 | 32 - 36 | £39,186 - £44,428 | 20.31-23.03 | £41,511 - £45,718 | 20.98-23.70 |

*A pay increase of £1,290 equates to 5.77 per cent for the lowest paid, from 1 April 2024. For the lowest paid (currently earning £22,366 per annum), their pay will have increased by £5,323 (almost 30 per cent) over the three years since April 2021.

Support Staff Pay in Buckinghamshire Schools (legacy pay until fully integrated)

| Grade | Scale Points | Full Time Salaries 24-25 £3,000 increase April 24 | 24-25 Hourly Rates* (£s) |
|---------|--------------|--|--------------------------------|
| Band 1A | 5 | £23,104 | 11.98 |
| Band 1B | 6-10 | £23,297 – £24,223 | 12.08-12.56 |
| Band 2 | 11-15 | £24,879 – £26,961 | 12.90-13.97 |
| Band 3 | 16-20 | £27,310 – £29,295 | 14.16-15.18 |
| Band 4 | 21-25 | £29,477 – £31,645 | 15.28-16.40 |
| Band 5 | 26-30 | £32,192 – £34,684 | 16.69-17.98 |
| Band 6 | 31-35 | £35,432 – £38,715 | 18.37-20.07 |

*hourly rates shown excluding annual leave % for casual workers

