



Teachers' Pay Policy 2022 -2023

First adopted by Symphony Learning Trust on	1 st September 2022
Next Review Date	September 2023
Review Period	Annual

This policy applies to the following posts based within Symphony Learning Trust and should be read in conjunction with the associated guidance:

- **Chief Executive Officer (CEO)**
- **Director of Primaries**
- **The Executive Head**
- **Head Teacher/Principal;**
- **The Head of School, and**
- **All other teachers (including unqualified & Instructors)**

This policy sets out the framework for making decisions on Teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) 'The Document' and has been consulted on with staff and the recognised trade unions.

This policy will be kept under review and updated annually in the light of future amendments to the STPCD.

For the purposes of this document "Trust" refers to either the Trustees/Local Governing Body/the individual school and/or the management.

1. Purpose

- 1.1 This pay policy aims to:
- *maximise the quality of teaching and learning within the School*
 - *support the recruitment and retention of a high quality teacher workforce*
 - *recognise and reward teachers appropriately for their contribution to the School*
 - *ensure that decisions on pay are managed in a fair, just and transparent way.*
- 1.2 The Trust will agree the school budget to ensure that appropriate funding is allocated for pay progression (including any cost of living rises) at all levels.
- 1.3 The Trust recognises that funding cannot be used as a criterion to withhold pay progression.
- 1.4 Any aspects of Teachers' pay and allowances not covered within this policy will be considered in line with The Document.

2. Appraisal

- 2.1 A scheme of appraisal for all teaching staff, as detailed in the Trust's Performance Management Policy, will be used to assess the performance of all classroom teachers and leaders in accordance with the requirements of the Education (School Teachers' Appraisal) (England) Regulations 2012.
- 2.2 Where an individual has had a successful performance management review, pay progression will be awarded, where salary scales allow.
- 2.3 Pay progression may be withheld where there is unsatisfactory performance without the need to consider or initiate capability proceedings.

3. Equal Opportunities

- 3.1 All pay-related decisions will comply with relevant legislation.
- 3.2 The Trust will promote equality of opportunity in all areas taking account of individual circumstances including absence due to maternity leave or long-term sick leave and will make reasonable adjustments where appropriate.
- 3.3 All decisions made under this policy will be objective, evidence based and fully justifiable.

4. Pay Committee

- 4.1 All pay progression decisions will be made by the Trust's Local Governing Body Pay Committees who will have fully delegated powers to make decisions on pay progression for all teachers on behalf of the Trust.
- 4.2 The terms of reference for the Pay Committees are available from each individual school within the Trust.
- 4.3 Members of the Pay Committee will not include staff governors.

5. Pay Reviews

- 5.1 Determination of all teachers and leaders pay will take place:
 - Annually with effect from 1st September, with reviews having been conducted no later than 31st October each year (all teachers)
 - Annually with effect from the 1st September, with reviews having been conducted no later than 31st December each year (Head Teachers).
 - Where a teacher becomes entitled to be paid on the upper pay range.
 - At any other time of the year to reflect any changes in post, any substantial changes made to an individual's job description or other circumstances that lead to a change in the basis for calculating an individual's pay.
- 5.2 All pay decisions, including the rationale for such decisions, will be communicated to individual employees in the form of a written statement, the "Pay Statement" within **one month** of the pay committee meeting.
- 5.3 The Pay Statement will outline an individual's salary details and other financial benefits including:
 - Recruitment and retention payments;
 - SEN Allowances;
 - TLR allowances awarded (including reasons for the award and details of when these payments will come to an end. (For TLR 3 payments, a statement must be included that payments will not be safeguarded when they come to an end), and;
 - details of any safeguarding sums to which the teacher is entitled.
- 5.4 The pay statement will detail the employees right of appeal against the pay determination.
- 5.5 Copies of pay statements should be kept on the individual's personal file.

6. Basic Pay Determination on Appointment

- 6.1 The Trust will determine the pay range for a new/vacant post prior to advertising it.
- 6.2 The Trust will take into account a range of factors to determine the salary range for the new/vacant post, including:
- the nature of the post
 - the level of qualifications, skills and experience required.
 - Market conditions
 - The wider school context.
- 6.3 **Following an appointment:** the Trust will determine the starting salary to be offered to the successful candidate within the relevant pay range.
- 6.4 **Pay Portability:** There is no assumption that a Teacher (qualified or unqualified) will be paid at the same rate as they were being paid at a previous school.
- 6.5 **Unqualified Teachers:** The Trust will pay an unqualified teacher on the appropriate pay scale. Appointees will be paid at a pay level which is commensurate with their skills and experience as determined by the Trust.
- 6.6 **Early Career ~~Newly Qualified~~ Teachers (ECTs):** will be paid on Point 1 of the Main Pay Range on appointment.
- 6.7 On successful completion of their first Induction year, ECTs ~~NQT's~~ will continue to be paid on their current pay point, until their performance is assessed in line with other teachers in the following Autumn term. Targets will be based on their ECT Induction targets.

7. Leadership Models in Multi Academy Trusts

- 7.1 Multi Academy Trusts are free to adopt leadership structures that are appropriate for their establishment. For example:
- 7.2 EXECUTIVE HEAD TEACHERS:

- i) In larger and/or more challenging MATs, the Executive Head may retain the substantive Head Teacher role for one or more of the schools in the group with an overarching strategic role for the Trust. Day-to-day responsibility for each school within the MAT may be delegated to a Head of School based in each school.
- ii) The setting of pay for Executive Head Teachers will follow the guidance contained within 'The Document' (STPCD).
- iii) Where the Executive head is the substantive Head Teacher at one school but has an overarching strategic responsibility for other schools within the Trust, the calculation for the School Group will be based on the Numbers On Role (NOR) for

the single school they are responsible for on a day to day basis. Further consideration may then be given when assessing the degree of complexity and challenge of the role to determine the appropriate pay (see below).

- iv) Where an Executive Head is the substantive at more than one school, the School Group will be based on the NOR for all the schools which the post is directly accountable for on a day to day basis.
- v) A pay range may be set at a maximum of up to 25% above the top of the relevant Head Teacher group range.
- vi) Where this maximum 25% limit is to be exceeded external independent advice will be sought and a business case developed and agreed by the Trustees/Governing Body.

7.3 CHIEF EXECUTIVE OFFICERS:

- i) A Chief Executive Officer, with an overarching strategic role across the whole Trust and no substantive headship role would not be covered by the STPCD. However, the principles of the STPCD can still be used to determine the pay range for such posts.
- ii) The Trust will assign an appropriate School Group, in line with the STPCD. As the CEO will have an overarching strategic responsibility for the whole MAT, the Trust will include the numbers of roll (NOR) for **all** of the schools within the Trust.
- iii) Where the Trustees considers the role of the CEO has greater challenges and responsibilities, they may decide that it is appropriate to exceed the school's group (up to a limit of 25% above the top of the maximum point for the schools Group range).
- iv) Where the Trustees wish to exceed this 25% limit they should obtain external, independent advice and a business case should be put together for the Board of Trustees to consider.

7.4 When considering an appropriate pay ranges “the Board of Trustees will ensure that decisions on executive pay follow a robust evidence-based process and are reflective of the individual’s role and responsibilities” and that “the board’s approach to pay is transparent, proportionate and justifiable, in line with the handbook” (Academies Financial Handbook, September 2019 p57).

7.5 In this Trust, when setting the pay for all leadership posts, the Trustees will take into account:

- All of the permanent responsibilities of the role
- Any challenges specific to the role, including:

- **the context and challenge arising from pupils' needs** e.g. if there is a high level of deprivation in the community or high numbers of looked after children/children with special needs which affects the challenge in relation to improving outcomes;
 - a **high degree of complexity and challenge** which goes significantly beyond that expected of any Head Teacher of similar-sized school(s) and is not already reflected in the total unit score used to determine the school group;
 - **additional accountability not already taken into account** e.g. leading a teaching school alliance;
 - factors that may impede the Trust's ability to attract a field of appropriately qualified and experienced leadership candidates, e.g. location; specialism; level of support from the wider leadership team.
- Any other relevant considerations.

7.6 The rationale for all pay related decisions for executive roles within the Trust will be clearly documented.

7.7 All pay ranges will provide for performance related progression over a period of time.

8. Pay Ranges for Leadership Posts

8.1 The Board of Trustees have identified appropriate pay ranges for the each of the Senior Leadership Roles as follows:

Chief Executive Officer:

The pay range for the Chief Executive Officer of the Trust, as at **1st September 2022** is: L35-L43

Director of Primaries

The pay range for the Director of Primaries ~~Executive Head Teacher~~ of the Trust, as at **1st September 2022**, is: L33 to 39*

The Trust has taken in to account of the responsibilities and challenges of the Executive Head Teacher role and have determined that the post will receive an additional allowance of up to 25% due to exceptional circumstances including Executive Headship of a number of schools. The percentage amount is decided by the Trust dependent on the exceptional circumstances above.

Executive Head Teacher* / Head Teacher:

The pay range for the Head Teacher as at 1/9/2022 is:

School	Range
Ashby Hill Top*	L 21-27
Ashby Willesley	L 18-24
Donisthorpe*	L 21-27
Fairfield	L 14-20
Glen Hills	L 21-27
Meadow	L 18-24
Newcroft	L 18-24
Old Mill	L 18-24
Orchard	L 18-24
Thornton	L 10-16

Head of School:

The pay range for the Head of School as at 1/9/2022 is:

Ashby Hastings	L 8-12
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Deputy Head and Assistant Head:

The pay ranges for the Deputy and Assistant Head Teacher roles as at 1/9/2022

School	Assistant Head	Deputy Head
Ashby Hill Top	L 6-10	N/A
Ashby Willesley	L 1-5	L 5-9
Donisthorpe	N/A	L 8-12
Fairfield	L 4-8	N/A
Glen Hills	N/A	L 8-12
Meadow	L 3-7	L 8-12
Newcroft	L 3-7	L 6-10

Old Mill	L 3-7	L 8-12
Orchard	L 2-6	L 7-11
Thornton	L 1-5	N/A

Other Leadership Scale Roles:

The pay ranges for the Other Leadership roles as at 1/9/2022

School	Role	Range
Meadow	Pre School and EYFS Lead	L 2-6

8.2 The Trust will take account of the responsibilities and challenges of each of the role(s) and all pay ranges set will be within the leadership scales and will not exceed the maximum of the School group size other than in exceptional circumstances. The Head Teacher's pay range (including any additional payments) will not exceed the maximum of the School group size by more than 25%.

8.3 Leading Practitioners:

The Trust has determined that there are to be no leading practitioner posts. This provision will be reviewed annually

9. Pay Progression

9.1 Annual pay progression is not automatic and is subject to annual review of performance. The Trust will consider whether to award pay progression points in line with the tables below:

	<u>TEACHER</u>	<u>ACCOMPLISHED TEACHER</u>		<u>EXPERT TEACHER</u>		<u>Example Required Evidence to support judgements</u>
Pay Scale	M1, M1.5, M2, M2.5, M3, M3.5,	M4, M4.5, M5	M5.5, M6	UP 1,1.5, 2,2.5	UP 3	
Professional practice	All teaching at least satisfactory; much better	All teaching good or better	All teaching good, with up to ¼ outstanding	All teaching good, more than ¼ outstanding	All teaching good, at least 1/3 outstanding	<i>Lesson Observations Learning Walks</i>
Professional outcomes	Most pupils (in relevant taught groups) achieve and make progress in line with school expectations	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; some (at least 1 in 6) exceed them (not EYFS)	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; some (at least 1 in 5) exceed them	Almost all pupils (in relevant taught groups) achieve and make progress in line with school expectations; many (at least 1 in 4) exceed them	<i>Reading, Writing and Maths attainment and progress data Book Scrutiny</i>
Average Pupil Progress (avg across Reading, Writing, Maths)	All children make expected progress	All children make expected progress Evidence of children make accelerated progress		All children make expected progress Evidence of children make accelerated progress		<i>Data Trackers Pupils' books</i>
Professional relationships	Positive working relationships with pupils, parents & colleagues	These relationships are securely focussed on improving provision for pupils	Professional relationships with pupils, colleagues & staff lead to excellent class provision	Plays a proactive role in building key stage teams to improve provision & outcomes	Plays a proactive role in building school wide teams to improve provision & outcomes	<i>Symphony Network minutes Staff Meeting Minutes</i>
Professional development	Able, with support, to identify key professional development needs & respond to advice & feedback	Takes a proactive role in accessing relevant support & professional development from colleagues	Fully competent practitioner able to keep up-to-date with changes & adapt practice accordingly	Plays a proactive role in leading the professional development of Key Stage colleagues (through significant subject leadership)	Plays a proactive role in leading the professional development of colleagues across the school (and school to school)	<i>CPD Evaluations Developing Self and Others (CPD)</i>

Leadership Spine	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> Not fully met the teacher standards to the required level; or Not fully met all objectives
1 point *(see 11.8)	<ul style="list-style-type: none"> Successful completion of performance management review
2 points	<p>Exceptional performance in the following circumstances:</p> <ul style="list-style-type: none"> Linked to exceptional pupil progress in the relevant key stage/whole school as applicable For leadership staff excluding the Head Teacher – significant leadership and management initiative demonstrating measurable impact on pupil achievement and/or attitudes to learning and teaching For the Head Teacher – raising the profile of the school

Leading Practitioners	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created
1 point * (See 11.8)	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created
2 points	<ul style="list-style-type: none"> To be confirmed if a Leading Practitioner post is created

Upper Pay Range	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> • Not fully met the teacher standards to the required level; or • Not fully met all objectives.
½ point *(See 11.8)	Fully met the teacher standards to the required level; and <ul style="list-style-type: none"> • Fully met all objectives;
1 point	Fully met the relevant teacher standards to the required level; and <ul style="list-style-type: none"> • Fully met all objectives and significantly exceeded expectations overall with clear evidence to demonstrate how the achievement was directly the result of the teacher's own actions.

Main Pay Range	PAY PROGRESSION DESCRIPTOR
0 points	<ul style="list-style-type: none"> • Not fully met the teacher standards to the required level; or • Fallen well short of meeting one of more objectives (any level)
½ point	<ul style="list-style-type: none"> • Fully met the minimum teacher standards for the new pay point; and • Achieved the significant majority of all objectives required for normal rate progression
1 point *(See 11.8)	Fully met the teacher standards for the new pay point; and either <ul style="list-style-type: none"> • Fully achieved all objectives for current level; or • Fully achieved any objectives for normal progression and almost achieved any objectives that reflect a higher career stage
1½ points	Largely met the teacher standards for the career stage above the minimum for the new pay point; and either <ul style="list-style-type: none"> • Fully achieved all objectives where some reflect a higher career stage than that required for normal progression; or • Achieved the significant majority of objectives where they all reflect a higher career stage.
2 points	Largely met the teacher standards for the career stage above the minimum for the new pay point; and either <ul style="list-style-type: none"> • Fully achieved all objectives where they are all at a higher level
2½ points	Fully met the teacher standards for the career stage above the minimum for the new pay point; and <ul style="list-style-type: none"> • Fully achieved all objectives where they are all at a higher level

ECTs are not subject to Appraisal while they are completing their first ECT year. Where, as a result of this, no performance management objectives have been set the teacher shall be awarded 1 point progression if they have successfully completed their ECT year, or half of one point if they have not yet completed their ECT year but their assessments to date have shown satisfactory progress.

In all cases judgements on pupil progress and achievement of objectives will be moderated to take account of external factors, outside of the Teacher's control, which impact on pupil

progress or achievement of objectives, and the actions taken by the teacher to try to counter this.

It is recognised that, in exceptional circumstances (e.g. pupils who start at the school mid-year or the extremely/unusually low attainment of individual pupils which negatively impacts on overall group attainment or progress), consideration will be given for the removal of such data from the overall picture to more fairly reflect the impact of the teacher's teaching. It should also be recognised that pupil progress is subject to moderation across Symphony Schools.

10. Pay Progression Based on Performance

10.1 All Teachers and leaders are subject to the annual appraisal process that recognises an individual's strengths, informs plans for their future development, and helps to enhance their professional practice. In addition, all can expect to receive regular, constructive feedback on their performance. The arrangements for appraisals are set out in this Trust's Performance Management Policy.

- Pay progression of the CEO will be considered by the delegated Trustees based on the recommendation of the Performance Management reviewers (separate delegated Trustees)
- Pay progression of the Head Teachers will be considered by the individual school Pay Committees based on the recommendation of the Chair of Governors with advice from the CEO and/or External Educational Adviser
- Pay Progression of all other teachers, including other leadership staff and leading practitioners will be considered by the Pay Committee based on the recommendations of the Head Teacher/SLT Appraiser.

10.2 Decisions regarding pay progression will be made with reference to appraisal reports and the pay recommendations they contain. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

10.3 For all Teachers it will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

10.4 To be fair and transparent, assessments of performance will be properly rooted in evidence which will enable robust decisions to be made. In this Trust we will ensure fairness by:

- Sampling a range of performance management targets across all schools and across a range of career stages to ensure targets and reviews are of similar expectations and levels of equality.

- 10.5 The evidence that will be used will include:
- The sample of targets and reviews set
- 10.6 Judgements of performance will be made against:
- Fair and transparent targets, based upon professional and school needs, and Teachers will be eligible for pay progression if some or all of the targets are met
- 10.7 Appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committees, having regard to the appraisal report and taking into account advice as follows:
- For classroom Teachers; advice from the Head Teacher/Appraiser.
 - For Leading Practitioners, Assistant Head Teachers and Deputy Head Teachers/Appraiser; advice from the Head Teacher.
 - For the Head Teacher; advice from the Trust's external educational adviser.

11. Movement to the Upper Pay Range - 'Expert Teachers'

11.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the individual teacher to decide whether they wish to apply to be paid on the upper pay range. All applications will be assessed in line with this policy.

11.2 Applications may be made at least once a year.

All pay determinations are effective from 1st September, therefore an application that is received from a qualified teacher by 31st October which is supported, would see the progression being effective from 1st September of that academic year. Applications received after 31st October would be expected to see any uplift effective from 1st September the following year.

11.3 If a Teacher is simultaneously employed at another school or academy, they should submit separate applications if they wish to apply to be paid on the upper pay range in both schools. This Trust will not be bound by any pay decision made by another school.

11.4 Applications should contain evidence from:

The previous two Performance Management review.

11.5 Applications should be submitted by:

A supporting letter, detailing 11.4 and how the applicant feels they are performing and contributing at the Upper Pay Range.

11.6 Applications should be submitted to the Head Teacher of the school

11.7 The Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

- the teacher is highly competent in all elements of the relevant teacher's standards;

AND

- the teacher's achievements and contribution to the school are substantial and sustained.

11.8 For the purposes of this pay policy:

In the following section * denotes the expected annual progression within this pay range. Repeated progression of less than this (except where the employee is at the top of the range) should trigger a review to determine whether the likely cause is a failure in the school's pay policy or performance/capability issues for an individual employee, following which appropriate action will be taken.

Within the criteria below, "relevant standards" shall mean any national standards relevant to the employee's position, and are likely to include one or more of:

- National Standards of Excellence for Head Teachers (2015) (not mandatory)
- Teachers' Standards (2011)
- SENCO Standards

Where it is not obvious that a set of standards will be relevant, the employee shall be informed of the standards they are required to meet at the start of the Appraisal cycle.

The teacher standards can be expanded to clarify what they mean for teachers at 3 different stages of their career:

- Teacher
- Accomplished Teacher
- Expert Teacher

11.9 The application will be assessed by:

- The Head Teacher who will then recommend their decision to the individual school's Pay Committees

11.10 Processes and procedures

The assessment will be made within/by:

- 20 working days

11.11 If successful, applicants will move to the upper pay range from:

- The start of term/academic year

11.12 If unsuccessful, feedback will be provided by:

- The Head teacher within 25 working days of the application

11.13 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trust's Pay Appeal Procedure

12. Progression on the Upper Pay Range

- 12.1 Teachers on the upper pay range will be awarded pay progression by:
- Meeting their performance management targets which have been set at UPR standards

13. Appeals

- 13.1 A teacher may request a review of any determination of their pay by the Pay Committee.
- 13.2 Initial queries will be raised with the Head Teacher/Executive Head/CEO in the first instance. Where matters are not resolved at this stage, the teacher may refer to the Pay Appeals process.
- 13.3 The procedure for submitting an appeal is detailed in Appendix C.

14. Pay Ranges

- 14.1 The pay ranges for all Leadership and Teaching posts, including details of all allowances payable to staff for the academic year 2022-23 are located in Appendix A.

15. Part-Time Teachers

- 15.1 Teachers employed on an ongoing basis, working less than a full working week are deemed to be part-time. The Trust will give part-time teachers a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the timetabled teaching week for a full-time teacher in an equivalent post.

16. Supply Teachers

- 16.1 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.

17. Safeguarding

- 17.1 The Trust will operate salary safeguarding arrangements in line with the provisions of the appropriate STPCD.

18. ALLOWANCES & ADDITIONAL PAYMENTS:

Teaching and Learning Responsibility Payment (TLR)

18.1

TLRs are awarded to those teachers indicated in the staffing structure at Appendix A. They will not be awarded to staff on the leadership scales or unqualified teachers.

18.2 Before awarding any TLR the Trust will be satisfied that the duties of the post include a significant responsibility i.e:

	TLR 1	TLR 2	TLR 3
Is focused on teaching and learning;	✓	✓	✓
Requires the exercise of a teacher's professional skills and judgement	✓	✓	✓
Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils;	✓	✓	✓
Requires the teacher to lead, manage and develop a subject of curriculum area or to lead and manage pupil development across the curriculum;	✓	✓	
Involves leading, developing and enhancing the teaching practice of other staff;	✓	✓	
Includes line management responsibility for a significant number of people.	✓		

18.3 The values of TLRs that currently exist within this Trust are set out in Appendix A.

18.4 Teachers cannot hold a TLR 1 and a TLR 2 concurrently but may hold either a TLR 1 or 2 AND a TLR 3.

- a. TLR 1 and 2 will be pro-rata for a part time Teacher (i.e. a teacher with a 60% contract will only hold a 60% TLR allowance);
- b. TLR 3s will not to be pro-rata'd, see below.
- c. The range for TLR3s refers to the annual value of such an award. Where a TLR3 is awarded for a fixed-term of less than one year then the total value should be calculated proportionately to the annual value, for example: a TLR 3 awarded for a 6 month project should not exceed a value of **£2,975 (01/09/2022)** (i.e. £2,975 / 2 = £1,487.50). If the teacher undertaking the project is a part time teacher, the TLR3 payment would not be pro-rata'd further in line with the teachers weekly working hours.

19. Special Education Needs Allowance

- 19.1 An SEN allowance of between **£2,384 - £4,703 (01/09/2022)** (depending on school) will be awarded in accordance with the terms of paragraph 21 of the latest STPCD to:
- a classroom teaching post which requires a mandatory SEND qualification and involves teaching pupils with SEND;

20. Unqualified Teachers Allowance

- 20.1 The Trust will pay an unqualified Teacher's allowance to Unqualified Teachers where the teacher has:
- Taken on a sustained additional responsibility which:
 - is focussed on teaching and learning, and
 - requires the exercise of a teacher's professional skills and judgement or:
 - qualifications or experience which bring added value to the role being undertaken

21. Discretionary Payments and Allowances for Teachers

21.1

The Trust have determined that they **will not** award any discretionary allowances or payments to teachers.

21.2 Recruitment and Retention Incentives and Benefits (R&R)

The Trust have determined that they **will not** award any recruitment and retention incentives.

21.3 Residential Duties

The Trust have determined that they **will not** award any payments for residential duties.

21.4 First Aider Allowance

Other payments which are currently paid but will be kept under review are:

- First Aid Allowance – **£208.20 per year (01/09/2022)**.

21.5 Travel & Mileage Allowance

Employees are permitted to claim for travel and mileage allowance for specific meetings and/or agreed visits (with the Head Teacher) with their agreed 'approved school base' being the named point of travel. For guidance with this, please consult with the school's Business Manager.

21.6 Acting Allowance:

Where a teacher is assigned to and carries out duties of a Head Teacher, deputy Head Teacher or assistant Head Teacher, but has not been appointed to the role, the Trustees will, within a 4-week period beginning on the day that such duties were first carried out, decide whether an “acting allowance” should be paid. Where this continues, the Trustees may review their decision as to whether an acting allowance must be paid.

Where a pay range has been determined for the role that is being covered, and an acting allowance is paid, the teacher’s total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

21.7 Performance payments to seconded teachers

Where:

- a) a teacher is temporarily seconded to a post as Head Teacher in a school causing concern which is not the teacher’s normal place of work; and
- b) the relevant body of that school considers that the teacher merits additional payment to reflect sustained high quality of performance throughout the secondment,

the Trust will pay the teacher a lump sum accordingly. The total value of the additional payment and any annual salary and other payments paid to the teacher during the secondment must not exceed 25% above the maximum of the Head Teacher group for the school to which the teacher is seconded.

22. Discretionary Payments and Allowances for Head Teachers & Senior Leaders

22.1 The approach to setting pay for Head Teachers will make additional payments by means of allowances largely unnecessary. The exception to this will be for temporary or irregular responsibilities or other very specific reasons which it is not appropriate to incorporate into permanent pay, such as housing or relocation costs. Such payments will be time-limited from the outset and cease when the responsibility ceases or circumstances change. Safeguarding will not apply to such payments. The total value of the salary and temporary payments made to a Head Teacher in any one year will not exceed 25% above the maximum of the group size for the School.

22.2 The principles for payment of allowances for members of the wider leadership group (except lead practitioners) will be consistent with those for the Head Teacher.

22.3 This approach and these principles however will only be applicable if pay setting for the leadership group has changed to reflect the new provisions, i.e. after 1st September 2022. In this Trust these changes have not yet been necessary and as such discretionary allowances and payments will continue until such changes are implemented.

Note: Additional payments may be made to a Head Teacher in specified circumstances as set out in STPCD 2022 (provided the Governing Body have not previously taken such circumstances into account when determining the ISR under an earlier Document).

23. Honoraria

23.1 The Document, and therefore this Trust's pay policy, does not provide for the payment of bonuses or so-called 'honoraria' in any circumstances.

24. Salary Sacrifice Arrangements

24.1

The Trust will provide for salary sacrifice arrangements as identified below:

- *A child care voucher or other child care benefit scheme;*
- *a cycle or cyclist's safety equipment scheme;*
- *car leasing scheme for 'green' vehicles*
- *Wider Tech – purchase of electrical products*

24.2 Teachers participating in any such arrangements will likely see their gross salary being reduced accordingly for the duration of such participation in a scheme, and in line with the agreements required for the salary sacrifice arrangement.

24.3 Participating in such arrangements will have no effect on the determination of any safeguarding sum to which the teacher is entitled.

25. Additional Information

25.1 **Written Notification of Allowances and Other Payments.** The Trust will advise employees in writing of the determination of any allowance or other payment or amendment to such. The written notification will advise, as appropriate, on the date of commencement, termination, review, the value of any such award and whether it is to be safeguarded or not.

25.2 **Pay changes by mutual consent.** Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the Trust.

25.3 **Monitoring the impact of the Policy.** The Trust (Pay Committee) will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers to assess its effect and the Trust's continued compliance with equalities.

Appendix A: Teachers Pay & Staffing Structure

Ashby Hastings

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£30,172

Main Pay Range	M1	£28,000
	M6	£38,810

Upper Pay Range	U1	£40,625
	U3	£43,685

	Scale Point	Salary
Lead Practitioner	L1	£44,523
	L18	£67,685

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values:
- We do not currently have any TLR1 posts in the structure

TLR 1	Minima	£8,706
	Maxima	£14,732

- b. TLR2s will be awarded to the following values:
We do not currently have any TLR1 posts in the structure

TLR 2	Minima	£3,017
	Maxima	£7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)
We do not currently have any TLR3 posts in the structure

TLR 3	Minima	£600
	Maxima	£2,975

Ashby Hill Top

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£30,172

Main Pay Range	M1	£28,000
	M6	£38,810

Upper Pay Range	U1	£40,625
	U3	£43,685

	Scale Point	Salary
Lead Practitioner	L1	£44,523
	L18	£67,685

The values of the TLRs that currently exist within this School are set out below:

d. TLR1s will be awarded to the following values:

- We do not currently have any TLR1 posts

TLR 1	Minima	£8,706
	Maxima	£14,732

e. TLR2s will be awarded to the following values:

- We do not currently have any TLR2 posts

TLR 2	Minima	£3,017
	Maxima	£7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

f. TLR3's will be awarded to the following value(s)

- We do not currently have any TLR3 posts

TLR 3	Minima	£600
	Maxima	£2,975

Ashby Willesley

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£30,172

Main Pay Range	M1	£28,000
	M6	£38,810

Upper Pay Range	U1	£40,625
	U3	£43,685

	Scale Point	Salary
Lead Practitioner	L1	£44,523
	L18	£67,685

The values of the TLRs that currently exist within this School are set out below:

- g. TLR1s will be awarded to the following values:
- We do not currently have any TLR1 posts in the structure
 - £8,706 to the holder of TLR 1 post

TLR 1	Minima	£8,706
	Maxima	£14,732

- h. TLR2s will be awarded to the following values:
- £3,017 to the holder of 1x TLR2 post

TLR 2	Minima	£3,017
	Maxima	£7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- i. TLR3's will be awarded to the following value(s)
- £1,100 x 2

TLR 3	Minima	£600
	Maxima	£2,975

Donisthorpe

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£30,172

Main Pay Range	M1	£28,000
	M6	£38,810

Upper Pay Range	U1	£40,625
	U3	£43,685

	Scale Point	Salary
Lead Practitioner	L1	£44,523
	L18	£67,685

The values of the TLRs that currently exist within this School are set out below:

- j. TLR1s will be awarded to the following values:
- We do not currently have any TLR1 posts in the structure

TLR 1	Minima	£8,706
	Maxima	£14,732

- k. TLR2s will be awarded to the following values: None

TLR 2	Minima	£3,017
	Maxima	£7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- l. TLR3's will be awarded to the following value(s) - None

TLR 3	Minima	£600
	Maxima	£2,975

Fairfield

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values: N/A

TLR 1	Minima	£ 8,706
	Maxima	£ 14,732

- b. TLR2s will be awarded to the following values:

- £4524 to the holder of TLR2 post x 1
- £3017 to the holder of TLR2 post x 1
- £1207 to the holder of TLR2 posts x 1 40%
- £1299 to the holder of TLR2 posts x 1 40%

TLR 2	Minima	£ 3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)

- N/A

TLR 3	Minima	£ 600,
	Maxima	£ 2,975

Glen Hills

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values: None

TLR 1	Minima	£ 8,706
	Maxima	£ 14,732

- b. TLR2s will be awarded to the following values:

- £3077 to the holder of TLR2 post x 1
- £3319 to the holder of TLR2 post x2
- £3317 to the holder of TLR2 post x 2
- £3017 to the holder of TLR2 post x 2
- £2958 to the holder of TLR2 post(s) x 1

TLR 2	Minima	£ 3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)

- N/A

TLR 3	Minima	£ 600
	Maxima	£ 2,975

The Meadow Community

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values: N/A There are no TLR1 post holders

TLR 1	Minima	£ 8,706
	Maxima	£14,732

- b. TLR2s will be awarded to the following values:
Meadow has 1x TLR2a posts paid at £3,017

TLR 2	Minima	£ 3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)

There are no TLR3 posts

TLR 3	Minima	£ 600
	Maxima	£ 2,975

Newcroft

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values: N/A There are no TLR1 post holders

-

TLR 1	Minima	£ 8,706
	Maxima	£ 14,732

- b. TLR2s will be awarded to the following values:

- £3,017 to the holder of TLR2 post(s)
Newcroft has 3x TLR2 posts

TLR 2	Minima	£3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)

- There are no TLR3 posts

TLR 3	Minima	£ 600
	Maxima	£ 2,975

Old Mill

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

The values of the TLRs that currently exist within this School are set out below:

- a. TLR1s will be awarded to the following values: None

TLR 1	Minima	£ 8,706
	Maxima	£ 14,732

- b. TLR2s will be awarded to the following values:

- £3,017 to the holder of TLR2 post x1

TLR 2	Minima	£ 3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- c. TLR3's will be awarded to the following value(s)

- £2,400 for a TLR3 post

TLR 3	Minima	£ 600
	Maxima	£ 2,975

Orchard

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

The values of the TLRs that currently exist within this School are set out below:

- d. TLR1s will be awarded to the following values: None

TLR 1	Minima	£ 8,706
	Maxima	£ 14,732

- e. TLR2s will be awarded to the following values:

- £3,017 to the holder of TLR2 post x3

TLR 2	Minima	£ 3,017
	Maxima	£ 7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- f. TLR3's will be awarded to the following value(s) – None

TLR 3	Minima	£ 600
	Maxima	£ 2,975

Thornton

		Salary
Unqualified Teacher Pay Range	UQ1	£19,340
	UQ6	£ 30,172

Main Pay Range	M1	£ 28,000
	M6	£ 38,810

Upper Pay Range	U1	£ 40,625
	U3	£ 43,685

	Scale Point	Salary
Lead Practitioner	L1	£ 44,523
	L18	£ 67,685

The values of the TLRs that currently exist within this School are set out below:

- TLR1s will be awarded to the following values: N/A There are no TLR1 post holders

TLR 1	Minima	£ 8,706
	Maxima	£14,732

- TLR2s will be awarded to the following values:
Thornton has no TLR2 posts

TLR 2	Minima	£3,017
	Maxima	£7,368

NOTE: The Trust can choose to increase the number of TLR post ranges, so long as this remains within the minima and maxima of the values. There are no differentials required between TLR values.

- TLR3's will be awarded to the following value(s)

There is 1x TLR3 post - value £1,000

TLR 3	Minima	£ 600
	Maxima	£ 2,975

Appendix B – Terms of Reference for the Pay Committee

It is the responsibility of the pay committee to:

- To agree and recommend the Staff Pay Policy to the full Local Governing Body.
- To ensure the application of the Pay Policy in a fair and consistent way.
- To ensure all statutory and contractual requests are applied.
- To record all decisions and report back to the full Local Governing Body.
- To recommend to the Local Governing Body the total amount of funding needed for pay progression.
- To ensure up to date knowledge about pay issues and to make relevant recommendations to the full Local Governing Body

Appendix C – Trust’s Appeal Procedure

The arrangements for considering appeals are as follows:

At the formal stage of the appeals procedure the teacher has the right to put their case to the Governing Body appeal panel and is entitled to be accompanied by a colleague / trade union representative.

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

- *Incorrect application any provision of the STPCD;*
- *Failure to have proper regard for statutory guidance;*
- *Failure to take proper account of relevant evidence;*
- *Irrelevant or inaccurate evidence taken into account;*
- *Bias; or*
- *Otherwise unlawful discrimination against the teacher.*

The order of proceedings is as follows:

1. *The teacher is informed of the pay recommendation to be made to the pay committee and, where applicable, the basis on which the decision was made;*
2. *If the teacher is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Head Teacher;*
3. *Pay recommendations should be made to the pay committee to make pay determinations;*
4. *Pay decision is confirmed in writing;*
5. *Where the teacher is still dissatisfied, they may follow a formal appeal process;*
6. *The teacher should set down in writing the grounds for appeal and send it to the individual (or committee) who made the determination, within 10 working days of the notification of the decision of the pay committee or of the outcome of the discussion referred to above*

7. *The appeal will be considered by an appeals committee in accordance with the Trust's Appeals Policy. Local Governors involved in the original pay decision shall not be a member of the appeal panel*

Appendix D -Teachers Pay Award- 1st September 2022

Main Pay Range	
Point	01/09/2022
M1 (01)	£28,000
M1.5 (01.5)	£29,107
M2 (02)	£29,800
M2.5 (02.5)	£31,001
M3 (03)	£31,750
M3.5 (03.5)	£32,971
M4 (04)	£33,850
M4.5 (04.5)	£35,184
M5 (05)	£35,990
M5.5 (05.5)	£37,412
M6 (06)	£38,810
M6.5 (206)	discontinued

Upper Pay Range	
Point	01/09/2022
P1	£40,625
P1.5	£41,378
P2	£42,131
P2.5	£42,908
P3	£43,685

Leading Practitioner Pay Spine	
Point	01/09/2022
Minimum	£44,523
Maximum	£67,685

Unqualified Teacher Pay Range	
Point	01/09/2022
P1	£19,340
P1.5	£20,450
P2	£21,559
P2.5	£22,669
P3	£23,777
P3.5	£24,899
P4	£25,733
P4.5	£26,844
P5	£27,954
P5.5	£29,061
P6	£30,172

Allowances		
Allowance		01/09/2022
TLR1	Minima	£8,706
TLR1	Maxima	£14,732
TLR2	Minima	£3,017
TLR2	Maxima	£7,368
TLR3	Minima	£600
TLR3	Maxima	£2,975
SEN	Minima	£2,384
SEN	Maxima	£4,703

Leadership Pay Spine	
Point	01/09/2022
L1	£44,305
L2	£45,414
L3	£46,548
L4	£47,706
L5	£48,895
L6	£50,122
L7	£51,470
L8	£52,659
L9	£53,973
L10	£55,360
L11	£56,796
L12	£58,105
L13	£59,558
L14	£61,042
L15	£62,561
L16	£64,225
L17	£65,699
L18*(01)	£66,684
L18	£67,351
L19	£69,022
L20	£70,733
L21*(02)	£71,765
L21	£72,483
L22	£74,283
L23	£76,122

Leadership Pay Spine	
Point	01/09/2022
L24*(03)	£77,237
L24	£78,010
L25	£79,949
L26	£81,927
L27*(04)	£83,126
L27	£83,956
L28	£86,040
L29	£88,170
L30	£90,365
L31*(05)	£91,679
L31	£92,597
L32	£94,898
L33	£97,256
L34	£99,660
L35*(06)	£101,126
L35	£102,137
L36	£104,666
L37	£107,267
L38	£109,922
L39*(07)	£111,485
L39	£112,601
L40	£115,410
L41	£118,293
L42	£121,258
L43	£123,057

**Leadership Max in Range*