



Inspire Partnership

Inspire Partnership Academy Trust

Pay Policy

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2021-22 v1	16.09.2021	Approved	Trust Board

1. Policy & Purpose

The overall aim of the pay policy is to ensure that all staff are valued and receive recognition for their work and contribution to the Trust and its schools.

The purpose of the policy is to:

- a) Enable the Trust Board to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and Trust policy on the fair and equal treatment of employees and with the principles of public life, namely objectivity, openness and accountability.
- b) Maintain and improve the quality of education provided for pupils in the Trust by having a whole Trust pay policy that supports the Trust development plan and reflects the agreed aims of the Trust.
- c) Support the equitable and objective determination of appropriate pay for staff under the Trust's performance management policy.
- d) Provide for a staffing structure that will enable the Trust to achieve its aims and objectives under the Trust development plan.

The Trust Board is committed to:

- e) Reviewing the pay policy annually against the targets set under the Trust development plan, the confines of the agreed budget and the Trust Board's spending priorities.
- f) Taking account of framework documents referred to in staff contracts or formally adopted by the Trust Board, specifically:
 - **For teachers:** The Trust Teachers' Pay and Conditions Document, to the extent recognised by the Trust, and statutory regulations affecting the employment and conduct of teaching staff, insofar as they apply to a multi academy trust.
 - **For support staff:** The National Joint Council for Local Government Services terms and conditions, to the extent adopted by the Trust Board and locally adopted terms governing pay and conditions which are specific to staff employed by the Trust in the LA area that the school is situated
 - **For staff transferred to the Trust under TUPE:** Members of staff who transferred to the Trust by way of a TUPE transfer may be subject to different terms and conditions. In such cases, where any terms of this pay policy differ from an individual employee's contractual terms, the contractual terms will take precedence.
- g) Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

2. Delegation of decision making

Pay decisions are made in line with the Trust's Scheme of Delegation. Relevant committees and individuals will have delegated day to day management of the policy as set out in the tables below.

Those with delegated responsibilities under this policy will be appropriately trained and / or advised by trained persons

Salary Range Determination

The determination of the salary range for a role will be delegated to the determining body for each group of staff as set out below. Within the agreed range the determination of the starting point at initial appointment will be made by the selection panel.

Employee Group	Determining Body
Trust Leadership Group	Trust Board Pay Committee
Regional Education Leaders	Trust Board Pay Committee
Executive Headteachers, Headteachers & Associate Headteachers	Trust Board Pay Committee
School Senior Leadership	Trust Executive Committee
Regional Operational Roles	Trust Executive Committee
Trust Central Team -non-executive	Trust Executive Committee
Teaching Staff – school based	Trust Executive Committee + Headteacher
Support Staff – school based	Trust Executive Committee + Headteacher

Pay Progression and Appeals

Employee pay progression will be determined by the "decision-maker" set out below. Any appeal on pay progression will be heard by the Appeal Panel set out below.

Employee Group	Decision - Maker	Appeal Panel
Trust Leadership Group	Trust Pay Committee	Separate committee of Trustees
Regional Education Leaders	Trust Executive Team	Trust Pay Committee
Executive Headteachers, Headteachers & Associate Headteachers	Trust Executive Team	Trust Pay Committee
School Leadership scale posts below Headteacher level	Regional Education Leader + Headteacher	Trust Executive Team
Regional Operational Roles	COO & Trust Education Leader	CEO & alternative Trust Education Leader
Trust Central Team -non-executive	COO	CEO
Teaching Staff – school based	Headteacher	Regional Education Leader & Trust Education Leader
Support Staff – school based	Headteacher	Regional Education Leader & COO

3. Determination of Salary Ranges and Initial Appointments

3.1 Trust Executive Team and Regional Leaders (the Trust Leadership group)

In determining the appropriate salary range for Trust Leadership Group posts the Trust will ensure that an appropriate assessment is undertaken to consider the role scope and responsibilities and other relevant factors such as

- i. market forces
- ii. recruitment and retention related issues
- iii. the context, degree of complexity and challenges of the role
- iv. experience required

The determination will include a benchmarking exercise to consider comparable roles both within and outside the education sector.

The Trust Leadership group salary ranges will be a four-point range of consecutive salary points approved by the Trust Pay Committee.

To ensure that the salary ranges remain appropriate, the benchmarking exercise referred to above will be reviewed in the event of any significant changes to the job role or relevant contextual factors and, in any event, at least bi-annually.

At the time of appointing a new member of the Trust Leadership Group, the selection panel shall determine the starting salary within the determined range, taking account of the following factors:

- i. the successful candidate's level of qualifications, skills and experience
- ii. market conditions
- iii. the wider Trust context
- iv. the successful candidate's current pay

The selection panel should ensure that there is room for salary progression on the range and have regard to advice available from specialists engaged by the Trust for this purpose.

3.2 School Senior Leadership

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

The pay ranges and the differential between roles for the School Senior Leadership team are shown at appendix 1.

The leadership scales to be applied at each school will follow those that are adopted by the LA in which the school(s) are located (inner, outer, national). If an Executive Headteacher is employed across schools in more than one LA area, the higher payscale will apply.

Executive Headteacher

An Executive Headteacher refers to a leader who holds headteacher accountability for more than one school.

The Trust Pay Committee will determine a pay range for the Executive Headteacher by reference to the combined school group size plus an allowance of up to 20% of the maximum scale point for this combined school group size, taking into account all permanent responsibilities of the role, any challenges specific to the role and all other

relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The Trust will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

The Trust Board may determine that additional payments be made to a headteacher for temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been considered when determining salary. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

Headteacher

The Trust Pay Committee will determine a pay range for the headteacher by reference to the school group size and considering all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The Trust will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

The Trust may determine that additional payments be made to a headteacher for temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been considered when determining salary. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

Associate Headteacher

An Associate Headteacher refers to a leader with day-to-day responsibility for a school under the leadership of an Executive Headteacher or Regional Education Leader. The Executive Headteacher or Regional Education Leader would retain overall accountability for the school.

The Trust Pay Committee will determine a pay range for the Associate Headteacher by reference to the school group size and considering all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The Trust will only re-determine the headteacher's pay range in the circumstances specified in the STPCD.

The Trust may determine that additional payments be made to a headteacher for temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been considered when determining salary. Any such payments will be subject to the overall restrictions on headteacher's pay set out within the STPCD.

Deputy Headteacher and Assistant Headteacher

The salary range for a Deputy Headteacher and Assistant Headteacher shall be determined by reference to the STPCD, considering how the role fits within the wider leadership structure of the Trust, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum appropriate to the group size for the school.

The Trust will only re-determine the pay range of a Deputy or Assistant Headteacher the circumstances specified in the STPCD.

Certain additional allowances may be awarded to Deputy and Assistant Headteachers where the Trust deems this to be appropriate (see Section 6).

3.3 Classroom Teachers (All Teachers Other than School Senior Leadership and Trust Leadership)

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Trust may consider a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider Trust context at the time of the application.

For classroom teacher posts on the main pay range or upper pay range, the Trust will not normally restrict the salary range beyond the minimum of the main pay range and the maximum of the upper pay range.

The Trust general policy, when determining the starting salary for a classroom teacher on the main pay range or the upper pay range whose previous appointment was within a maintained school or academy, will be to appoint the teacher on a salary which at least equals the teachers' previous salary, considering any pay progression determinations made but not yet implemented by the previous employer. Notwithstanding this general statement, the Trust reserves the right to depart from this policy where it is deemed justified to do so. In any such cases, which are expected to be exceptional, the fixed pay range for the post will be made clear from the outset of the recruitment process.

The pay scales to be applied at each school will follow those that are adopted by the LA in which the school is located.

Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading development of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Trust Board deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 have been met.

3.4 School Support Staff

Support staff shall be appointed on appropriate salary gradings for posts, based on the job description prepared by the Headteacher or other appropriate person and with regard to the remuneration awarded for similar roles within the Trust.

The Trust currently determines pay for support staff in accordance with [the national rates and conditions agreed by the NJC for Local Government Services ('Green Book') or the LA specific scheme in which the school is located. Where a role covers more than one school location, the pay will be based on the highest scale for the locations covered by the role.

For newly appointed support staff, appointment will normally be on the minimum of the pay range. However, the appointment can be made elsewhere within the range where the Headteacher wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is re-graded, they will normally be placed on the minimum of the relevant pay range unless other assimilation arrangements have been agreed or are appropriate.

3.5 Trust Central Team (non-executive)

In determining the appropriate salary range for non-executive central team posts the Trust will ensure that an appropriate assessment is undertaken to consider the specific role scope and responsibilities and other relevant factors such as

- v. market forces
- vi. recruitment and retention related issues
- vii. the context, degree of complexity and challenges of the role
- viii. experience and qualifications required

The determination will include a benchmarking exercise to consider comparable roles both within and outside the education sector.

The central team salary ranges will be a five-point range of consecutive salary points approved by the decision panel in table A.

To ensure that the salary ranges remain appropriate, the benchmarking exercise referred to above will be reviewed in the event of any significant changes to the job role or relevant contextual factors and, in any event, at least bi-annually.

At the time of appointing a new member of the Trust central team, the selection panel shall determine the starting salary within the determined range, taking account of the following factors:

- v. the successful candidate's level of qualifications, skills and experience
- vi. market conditions
- vii. the wider Trust context
- viii. the successful candidate's current pay

The selection panel should ensure that there is room for salary progression on the range and have regard to advice available from specialists engaged by the Trust for this purpose.

4. Secondments and transfers

4.1 Secondments

Where employees are seconded to another location at the request of the Trust, they will be paid at the higher of the payscale* appropriate to the school location of their substantive role or the payscale* appropriate to the school location of their seconded role. On return to their substantive post employees will revert to the payscale appropriate to their substantive role.

4.2 Transfers

Where employees transfer to a new substantive post at a school with a different payscale*, they will move to the appropriate payscale* for their new role.

*payscale refers to inner London, outer London, national etc.

5. Pay Reviews and Progression

No pay progression will be awarded to any employee who is subject to formal capability procedure or under a performance support plan.

5.1 All Teachers (Including Leadership Roles)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Executive Team or Trust Board (dependant on role).

All eligible teaching staff will have their pay reviewed annually. The Trust Board will complete annual pay reviews for all eligible teachers, other than the headteacher, by 31st October. The school senior leadership annual pay reviews will be completed by 31st December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual performance review that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher performance review are set out in the Trust's performance management policy which should be read in conjunction with this pay policy.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post at the Trust for at least 26 weeks in aggregate during the previous academic year (including periods of absence for Trust closures, sickness or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to consider special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

5.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers', for the purposes of this paragraph, includes all teachers other than the leadership group.

All decisions regarding pay progression will be made with reference to teachers' performance review reports and the pay recommendations contained within them. In the case of early career teachers (ECTs), pay decisions will be made by means of the statutory induction process.

The Trust's scheme for determining pay progression for classroom teachers is contained within Appendix 2. This scheme will be applied to pay determinations made with effect from 1st September 2021, resulting from evidence collected during the previous appraisal

cycle. If the Trust determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2021), these will be inserted into this pay policy and will be made available to all teachers to inform the 2020/21 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

5.3 Determining Pay Progression (School Senior Leadership Group)

All decisions regarding pay progression for the school senior leadership group will be made with reference to performance management reports and the pay recommendations contained within them.

Salary determinations effective from 1st September 2021 shall be made in accordance with the Trust's scheme for determining pay progression for the school senior leadership group, which is contained within Appendix 3, resulting from evidence collected during the previous appraisal cycle. If the Trust Board determines that amendments to the scheme are required after the publication of this pay policy (to apply to decisions effective from September 2021), these will be inserted into this pay policy and will be made available to the leadership group to inform the 2020/21 appraisal cycle. Any material amendments will be subject to consultation before they are finalised.

5.4 Determining Pay Progression (Support Staff) and Trust Central Team (non-executive)

Employees will receive their first increment on either 1st April or 1st September following appointment, subject to at least 6 months employment and annually thereafter until the maximum of the range has been reached.

Increments may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Trust's disciplinary/capability procedure.

Wherever a single point salary grade exists, or the postholder is at the maximum of the range, only cost of living increases will apply, where these are awarded at the discretion of the Trust Board.

6. Movement to the Upper Pay Range

6.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Applications should be made by the published date in each academic year.

If a teacher is simultaneously employed at another Trust(s), he/she may submit separate applications if he/she wishes to apply to be paid on the upper pay range in that Trust or Trusts. This Trust will not be bound by any pay decision made by another Trust.

All applications will include the results of recent performance reviews, including any recommendation on pay. The evidence should usually cover at least the previous two-year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

If information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence he/she wishes to have considered.

6.2 Assessment

An application from a qualified teacher will be successful where the Assessment panel, consisting of the Headteacher and two members of the Trust Senior Leadership team is satisfied that:

- a) The teacher is highly competent in all elements of the Teachers' Standards; and
- b) The teacher's achievements and contribution to the Trust are substantial and sustained.

For the purposes of this pay policy,

- "highly competent in all elements of the Teachers' Standards" means:
 - that the teacher's practice is secure, well-informed and consistently good or outstanding;
 - that the teacher can contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.
- "substantial and sustained" achievements and contribution means:
 - That the teacher contributes at a strategic level to policy initiatives;
 - That the teacher makes a distinctive contribution to the raising of pupil standards;
 - That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
 - That the teacher contributes more broadly to the life of the Trust;
 - That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind his/her working hours commitment.

The headteacher will consult with the teacher's performance manager as appropriate when considering the evidence.

6.3 Notification and Feedback

After completing the assessment, the headteacher will notify the Assessment panel of their recommendation. Once the Assessment panel has determined the final decision, the headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than one month after the deadline for applications in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the Trust's pay appeals procedure (see Section 8).

6.4 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range from 1st September following the application. It is the Trust's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

7 Allowances & Other Payments (Teaching Staff)

7.1 Teaching and Learning Responsibility Payments (TLRs)

TLR1s and TLR2s

TLR1s and TLR2s may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable. Structure and definition of TLR responsibilities is delegated to the Trust Executive Team and TLRs are awarded where the Executive Team is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people. Headteachers will award TLRs within the structure set out by the Trust Executive team.

The annual value of TLRs for the academic year will be in line with the values published in the STPCD for that year

In setting the values of TLR1s and TLR2s the Trust Board will have regard to the relative weight of different TLR posts, considering the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Trust Board deems to be relevant. Where posts are deemed to be of equal weight, they will be allocated the same value. TLRs may not be awarded to leadership group postholders or unqualified teachers.

TLR3s

The Executive Team may award a fixed-term TLR3 to a classroom teacher who has been given a time-limited Trust development project or one-off externally driven responsibilities. To award a TLR3, the Executive team must be satisfied that the significant responsibility is one not required of all classroom teachers, and which is focussed on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year will be in line with those published in the STPCD for that year.

The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group postholders or unqualified teachers.

7.2 Recruitment and Retention Allowances

The Trust Board will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Trust anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Trust Board will consider the following factors:

- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Trust Board believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded the Trust Board will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g., cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the senior leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be considered when determining the leadership pay range.

The Trust Board will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

7.3 Special Educational Needs Allowances

A SEN allowance will be paid to a teacher at a rate in line with the STPCD for that year.

When deciding on the amount of the allowance to be paid, the Trust Board will delegate responsibility to the Executive Team who will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post. The Executive Team will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

7.4 Additional Payments

The Trust Board may make such payments as it sees fit to a teacher, other than a senior leadership teacher, regional leader or executive team member, in respect of:

- a) Continuing professional development undertaken outside the Trust day;
- b) Participation in out-of-Trust hours learning activity agreed between the teacher and the headteacher;
- c) Additional 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 Trusts.

7.5 Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Trust Board may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused 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.

8. Allowances & Other Payments (Support Staff)

The Trust Board reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

9. Pay Appeals

In the event of an employee seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (as per table below) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put his/her concerns in writing to the Appeal Panel (as per table A) within 10 working days of the original decision, or the outcome of the informal discussion. The Appeal Panel should convene a hearing within 10 working days to consider the employee's concerns and afford the opportunity for him/her to make representations in person, accompanied by a trade union representative or work colleague if desired. The employee should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

The decision of the Appeal Panel is final and binding.

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

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD (teaching staff only)
- Incorrectly applied a provision of this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the member of staff.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of his/her appeal, then he/she must do so at least 5 working days prior to the appeal hearing.

An agenda for hearing a pay appeal is included as appendix 4 to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected, then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure and therefore pay decisions cannot be reopened under the general grievance procedure.

10. Data Protection

The Trust has in place arrangements with its payroll provider to ensure that it takes appropriate measures to process employees' personal data safely and securely.

11. Status of Policy and Review

This policy will be reviewed annually.

APPENDIX 1

SCHOOL LEADERSHIP PAY RANGES

PROPOSED LEADERSHIP PAY RANGES

SCHOOL GROUP RANGES

		HT RANGE	ASSOC HT RANGE	DHT RANGE	AHT RANGE
GROUP 2	2	16 21	9 14	6 11	1 6
GROUP 3	3	19 24	12 17	9 14	4 9
GROUP 4	4	22 27	15 20	12 17	5 10
GROUP 5	5	26 31	19 24	16 21	7 12

NOTES:
 Executive Headteacher = HT range appropriate to the combined size of the schools under their leadership plus up to maximum of 20% allowance for multi-school responsibilities.
 Headteacher = 6 point range ending at the maximum point recommended for the school group size under STPCD
 Associate Headteacher = 6 point range with max = 2 points below the bottom of the Headteacher range for the school
 Deputy Headteacher = 6 point range with max = 5 points below the bottom of the Headteacher range for the school
 AHT = 6 point range with max = min of DHT for grp 1-3 schools, 2 points below for group 4 and 4 points below for group 5

APPENDIX 2

PAY PROGRESSION FOR CLASSROOM TEACHERS

This appendix explains how pay progression will be determined for classroom teachers.

Pay Structure

The Trust recognises the minimum and maximum of the established pay ranges as outlined in the School Teachers' Pay and Conditions Document (STPCD).

For the purposes of determining pay progression, the Trust will adopt the advisory pay points on the main pay range and upper pay range published in the STPCD for the relevant year. Teachers currently on the main or upper pay range will be assimilated onto these pay points **after** pay progression has been determined based on the pay policy appropriate to the assessment year. The Trust uses reference points within the minimum and maximum for the other pay ranges, as outlined in the tables below.

The actual pay ranges will be published to all staff when the STPCD for the relevant year has been published.

Performance Management Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual performance management review and a written report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the Trust's Performance Management Policy. The report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

Pay Recommendations

Final decisions about whether to accept a pay recommendation will be made by the Trust Executive Team, having regard to the appraisal report and taking into account advice from the school senior leadership team. No pay recommendation should be considered final until it has been ratified by the Trust Executive Team.

Review

The Trust Board will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers will be notified of any changes which may affect their future pay progression. The Trust Board will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX 3

PAY PROGRESSION FOR TRUST LEADERSHIP GROUP & SCHOOL SENIOR LEADERSHIP GROUP

This appendix explains how pay progression will be determined for members of the leadership group.

Pay Structure

For school staff the Headteacher and Regional Education Leader will consider annually whether to increase the salary of members of staff on the leadership pay scale, who have completed a year of employment since the previous determination. Pay decisions will be attributable to the performance of the individual.

Performance Management Reports

All members of staff on the leadership pay scale can expect to receive an annual performance review and a written report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the Trust's Performance Management Policy. The report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Performance Management Policy.

All pay awards are subject to available headroom within each individual's defined pay range.

Pay Recommendations

Final decisions about whether to accept a pay recommendation will be made by the relevant decision-maker in accordance with Table A, having regard to the appraisal report. No pay recommendation should be considered final until it has been ratified by the relevant decision-maker.

Review

The Trust Board will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression. The Trust Board will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

APPENDIX 4
AGENDA FOR PAY APPEAL HEARING

1. Introduction of all those present.
2. The appellant and/or his representative to present his/her reasons for appeal with any supporting evidence and calling witnesses* if applicable.
3. The representative of the decision-maker (Table A) to ask questions of the appellant and witnesses* if applicable.
4. The Appeal panel to ask questions of the appellant and witnesses* if applicable.
5. The representative of the decision-maker (Table A) to respond to the appellant's appeal and calling witnesses* if applicable.
6. The appellant and/or his/her representative to ask questions of the representative of the decision-maker (Table A).
7. The Appeals Committee to ask questions of the representative of the decision-maker (Table A).
8. The appellant and/or his/her representative to summarise.
9. The representative of the decision-maker (Table A) to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Panel, their adviser and the Clerk, leave the room.
12. The parties will be recalled and if the Appeals Panel has reached a decision this will be confirmed.

*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called