



Houlton
CofE Academy Trust

Pay Policy

Communicating Love;
Inspiring Communities to Flourish

2022

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Appendix 1 Trust Staffing Structure

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1 Introduction

- 1.1 The Trust Board 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 Trust.
- 1.2 The Trust Board is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Trust Board recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole Trust approach to pay issues. Pay decisions will take account of the resources available to the Trust. The Trust staffing structure will support school improvement plans. The Trust Board will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in Trust pay decisions.
- 1.5 The Trust Board accepts that adjustments will need to be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis (with HR advice as necessary) and will depend on the individual teacher's circumstances and the school / Trust's circumstances.
- 1.6 The Trust Board recognises the requirement that all pay progression decisions for all teaching staff must be determined by the Trusts' Appraisal Policy. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way. The Trust Board also recognises the importance of annual appraisal of performance for support staff and how this may determine pay.
- 1.7 The Pay Committee will have full authority to take decisions on behalf of the Trust Board on pay matters as defined in this policy. Terms of reference for this Committee are outlined in the TOR document for Trust committees.

- 1.8 The Trust staffing structure will be published as an appendix to this policy. **(Appendix 1)**
Significant changes to the staffing structure will be subject to consultation.

2 Policy Aim

In adopting this pay policy the aim is to:

- achieve excellent outcomes for all pupils
- support the recruitment and retention of a high quality workforce
- complement the Trust's appraisal policy which is supportive and developmental and ensures staff have the skills and support to do their job effectively
- enable the Trust to recognise and reward staff appropriately for their contribution to the Trust
- help to ensure that decisions on pay are managed in a fair, just and transparent way
- ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified

See later 'Trust Board obligations' in relation to monitoring the impact of this policy.

3 Job Descriptions

The head teacher will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trust Board. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the Trust. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

4 Access to Records

The head teacher will ensure reasonable access for individual members of staff to their own employment records.

5 Appraisal

The Trust Board will comply with The Education (Trust Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on a use of evidence as

outlined in the Trust's appraisal policy. Although the Trust will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting the performance criteria of their objectives, so that such evidence can be taken into account at the review.

The Trust Board may delegate to the *head teacher* the role of moderating objectives to ensure consistency and fairness; the *head teacher* may be asked by the Trust Board to moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

6 Trust Board Obligations

6.1 The Trust Board will fulfil its obligations to:

- **Teachers:** as set out in the Trust Teachers' Pay and Conditions Document (the Document also known as STPCD) and the Conditions of Service for Trust Teachers in England and Wales (commonly known as the 'Burgundy Book').
- **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).

6.2 The Trust Board will consider advice offered by the Local Authority (LA) before making any decisions on pay discretion and will be sensitive to the impact of its decisions on our own and other Trusts. The Trust Board will ensure that all staff are made aware of the existence of this policy and have ready access to a copy of it.

6.3 The Trust Board will need to consider any updated pay policy and assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

6.4 The Trust Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures') and the Trust's spending plan.

6.5 The Trust Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of teachers and to assess its effect and the Trust's continued compliance with equalities legislation. In order to assist with the

development of the Pay Policy and associated best practices, the Trust Board through the Head teacher will ensure a transparent and informed monitoring process.

7 Head Teacher Obligations

The head teacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and union representatives on the appraisal and pay policies;
- submit any updated appraisal and pay policies to the Trust Board for approval;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- submit pay recommendations to the Trust Board and ensure the Trust Board has sufficient information upon which to make pay decisions;
- ensure that teachers are informed about decisions reached; and that records are kept of recommendations and decisions made.

8 Teachers' Obligations

A teacher will:

- engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made;
- keep records of their objectives and review them throughout the appraisal process;
- share any evidence they consider relevant with their appraiser;
- take reasonable steps to ensure they have an annual review of their performance.

9 Differentials

The statutory requirement for appropriate differentials to be created and maintained between posts within the Trust has now been removed from the STPCD since 2014. However, governing bodies should still have a consideration of recognising accountability and job weight, so as to assist in attracting and recruiting good candidates and retaining and motivating sufficient employees of the required quality at all levels. The Trust Board also recognises the impact their decisions may have on other Trusts.

10 Advertising arrangements

Full information about vacant or promoted posts, both permanent and where practical temporary posts, will be made known to staff, in accordance with the Trust Appointments Procedures, in time for them to apply for posts for which their experience and qualifications are appropriate.

11 Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

12 Safeguarding (Pay Protection)

Where a pay determination leads or may lead to the start of a period of pay protection (known as safeguarding in STPCD), the Trust Board will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

13 Procedures

- 13.1 The Trust Board will determine the annual pay budget on the recommendation of the pay committee.
- 13.2 The Trust Board has delegated its pay powers to the pay committee. Any person employed to work at the Trust, other than the head, must withdraw from a meeting at which the pay or appraisal of any other employee of the Trust, is under consideration. The head must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.
- 13.3 No member of the Trust Board who is employed to work in the Trust shall be eligible for membership of this committee.
- 13.4 The pay committee will be attended by the head in an advisory capacity. Where the pay committee has invited an external adviser to attend and offer advice on the determination of the head's pay, that person will withdraw at the same time as the head while the committee

reaches its decision. Any member of the committee required to withdraw will do so.

13.5 The terms of reference for the pay committee will be determined from time to time by the Trust Board. As a minimum, the recommended considerations within the terms of reference are:

- to achieve the aims of the whole Trust pay policy in a fair and equal manner;
- to apply the criteria set by the whole Trust pay policy in determining the pay of each member of staff at the annual review;
- to observe all statutory and contractual obligations;
- to minute clearly the reasons for all decisions and report the fact of these decisions to the next meeting of the full Trust Board;
- to recommend to the Trust Board the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Trust Board when the Trust's pay policy needs to be revised;
- to work with the head in ensuring that the Trust Board complies with the Appraisal Regulations 2012 (teachers).

13.6 The report of the pay committee will be placed in the confidential section of the Trust Board's agenda and will either be received or referred back. Reference back may occur only if the pay committee has exceeded its powers under the policy.

14 Annual determination of pay

14.1 All teaching staff salaries, including those of the head, deputy head(s) and assistant head(s) will be reviewed annually to take effect from 1 September. The Trust Board will endeavour to complete teachers' annual pay reviews by 31 October and the head teacher's annual pay review by 31 December. They will, however, complete the process without undue delay.

15 Notification of pay determination

Decisions will be communicated to each member of staff by the head in writing in accordance with paragraph 3.4 of the STPCD and will set out the reasons why decisions have been taken. Decisions on the pay of the head will be communicated by the pay committee, in writing, in accordance with paragraph 3.4 of the STPCD. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

16 Appeals procedure

The Trust Board has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of the STPCD. Appeals against pay decisions should be made in writing and addressed to the Pay Committee of the Trust Board. Upon receipt a panel of governors will convene a meeting to consider the appeal. Employees have the right to be represented by a recognised trade union or colleague. A written invitation and a minimum of ten working days' notice will be given. The decision of the panel will be confirmed in writing. There is no further right of appeal.

17 Head Teacher Pay

17.1 Pay on appointment

For new appointments, the Trust Board will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the head teacher in accordance with paragraph 9 of STPCD <https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers->

pay and p27-32 of the following link to the DfE guidance (also covered in the Pay Policy Guidance document:

<https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>

- the pay committee will determine the school's head teacher group and the head's Individual pay range in accordance with STPCD paragraphs, 6.
- if the head teacher takes on permanent accountability for one or more additional schools, the pay committee will set a pay range in accordance with the provisions of STPCD paragraphs 7,9.
- whilst no longer a statutory requirement, in setting pay on appointment the pay committee will also take consideration of any other permanent payments made to staff within the Trust between posts of differing responsibility and accountability;
- the pay committee will exercise its discretion under STPCD paragraph 9.2 to 9.4 in determining the headteachers pay range, in order to secure the appointment of its preferred candidate.
- the pay committee will consider exercising its discretion to award a discretionary payment under STPCD paragraph 10 where the Trust Board consider the Trust would have difficulty recruiting to the vacant head teacher post;
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD paragraph 10.2. However, before agreeing to do so, it will seek the agreement of the Trust Board which in turn will seek external independent advice before providing such agreement.

18 Serving head teachers

18.1 The Trust Board will determine the salary of a serving head teacher in accordance with paragraph 6 of the STPCD.

- the pay committee will review the head teacher's pay in accordance with paragraph 6.2(b) of the STPCD and award one or more performance points (no longer a limit of two) where there has been a sustained high quality of performance having regard to the results of the most

recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.

- the pay committee may determine the head's pay range, within the group range for the Trust, as at 1 September or at any time if they consider it is necessary under STPCD (paragraph 8 of section 3 guidance);
- if the head teacher takes on temporary accountability for one or more additional Trusts, the pay committee will consider awarding a discretionary payment under STPCD paragraphs 10.
- the pay committee will consider the use of discretionary payments, as per the provisions of STPCD paragraphs 10.1 to 10.4.
- The pay committee will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD paragraph 10.4. However, before agreeing to do so, it will seek the agreement of the Trust Board which in turn will seek external independent advice before providing such agreement.

19 Deputy/Assistant Head Teachers

19.1 Pay on appointment

The Trust Board will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the pay committee will determine a pay range in accordance with paragraph 9.2 to 9.4 of the STPCD, taking account of the role of the deputy/assistant head teacher set out at paragraph 48.1 and 48.2 of the STPCD;
- the pay committee will record its reasons for the determination of the deputy/assistant head pay range.
- the pay committee will exercise its discretion under paragraph 27 of STPCD where there are recruitment issues.

19.2 Serving deputy/assistant head teachers

- the pay committee will review pay in accordance with STPCD paragraphs 11.1 to 11.2 and award one or more points (no longer a limit of two) where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report;
- the pay committee will review and, if necessary, re-determine the deputy/assistant head pay range where there has been a significant change in the responsibilities of the serving deputy/assistant head teacher (STPCD paragraph 9.2);
- the pay committee may determine the deputy head pay range at any time but should have regard to the effects on recruitment and retention where pay differentials are not maintained.

19.3 Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head in accordance with paragraph 23 of the STPCD. The pay committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting postholder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's, deputy head or assistant head range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

20 Classroom Teachers

20.1 Pay on appointment

The Trust Board will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range, (see Pay Policy Guidance Document 3.1) having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;

- the experience required to undertake the specific duties of the post;
- the wider school context.

The Trust Board will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, but in any event the Trust Board will address the issue of pay portability in the appointment.

20.2 Pay determinations for existing main pay range teachers

The pay committee will use the reference points from the Main Scale Teacher pay range that is current at the point of the pay determination.

Appraisal objectives will become more challenging as the teacher progresses up the main pay range.

20.2.1 To move up the main pay range, one annual increment point at a time, teachers will need to have met their Appraisal objectives (taking into account the whole role performance) and be competent in all elements of the Teachers' Standards. Where performance has not satisfied the required standards as the result of a formal capability procedure or whilst a teacher is being supported under the Appraisal Policy, the pay committee has discretion to restore a withheld point at the conclusion of these procedures where satisfactory performance has been demonstrated.

If the evidence shows that a teacher has exceptional performance, the Trust Board will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of 2 points.

20.2.2 Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, there should be evidence of improvement, for example in:

- an increasing positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning
- an increasing contribution to the work of the school/Trust
- an increasing impact on the effectiveness of staff and colleagues

20.2.3 Subject to moderation by the Head teacher / Pay Committee, Classroom teachers will be awarded pay progression on the Main Pay Range following each successful performance

management/appraisal review. Reviews will be deemed to be successful unless specific concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and these concerns have not been sufficiently addressed by the teacher through support provided by the Trust by the conclusion of that process.

20.2.4 Early Career Teachers will be entitled to receive pay progression as part of their appraisal cycle taking into account successful progression through their induction years.

20.2.5 The pay committee will be advised by the head teacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

20.2.7 An unsuccessful performance award (pay progression) will not necessarily mean a teacher is in formal capability proceedings; a teacher may just have not satisfied their overall objectives to a sufficient standard. Where a teacher is in formal capability proceedings, the Appraisal process ceases and an annual performance award cannot be awarded.

21 Applications to be Paid on the Upper Pay Range

Any qualified teacher can apply to be paid on the Upper Pay Range. If a teacher is simultaneously employed at another Trust(s), they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that Trust(s). This Trust will not be bound by any pay decision made by another Trust or school.

All applications must include the results of appraisals under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build an evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application, from this Trust and other Trusts, in support of their application.

21.1 Process:

The Trust may determine its own application process and teachers will be made aware of this. One application may be submitted annually. The closing date for applications is normally 31st May each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the Trust's application form;
- Submit application and supporting evidence to the head teacher.
- The appraiser will assess the application, which will include a recommendation to the pay committee;
- The application, evidence and recommendation will be passed to the head teacher for moderation purposes, if the head teacher is not the appraiser;
- The pay committee will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application by 30th June. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback which will be provided by the appraiser. Oral feedback will be given within 10 Trust working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the Upper Pay Range on 1 September of the following year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

21.2 Assessment:

The teacher will be required to meet the criteria set out in paragraph 15.2 of the STPCD, namely that:

- **the teacher is highly competent in all elements of the relevant standards; and**
- **the teacher's achievements and contribution to the Trust are substantial and sustained.**

At Houlton CofE MAT this means:

“highly competent”: the teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working.

“substantial”: the teacher’s achievements and contribution to the Trust are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to Trust improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained”: the teacher must have had two consecutive successful appraisal reports in this Trust and have met their objectives during this period (see exceptions in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

22 Upper Pay Range

22.1 Pay determinations

The pay committee will determine that one point be awarded to a teacher on the upper pay spine whose achievements and contribution to the Trust, throughout the relevant period have been substantial and sustained.

. In making such a determination the pay committee will take into account:

- the criteria set out in paragraph 15.2 of the STPCD 2017;
- the evidence base, which should show in this Trust that the teacher has had two consecutive successful appraisal reviews and has made good progress towards objectives;
- evidence that the teacher has maintained the criteria set out in paragraph 15.2, namely that the teacher is highly competent in all elements of the relevant standards; and that the teacher’s achievements and contribution to the Trust are substantial and sustained.

22.2.1 Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

22.2.2 Where it is clear that the evidence shows the teacher continues to maintain the criteria set out above, and has met their objectives, the teacher will move to the second point on the Upper Pay Range; or if already on the mid-point, will move to the top of the Upper Pay Range.

22.2.3 Subject to moderation of the Head teacher / Pay Committee, Classroom teachers will be awarded pay progression on the Upper Pay Range following two consecutive successful performance management/appraisal reviews. Reviews will be deemed to be successful unless specific concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and these concerns have not been sufficiently addressed by the teacher through support provided by the Trust by the conclusion of that process.

22.2.4 Further information, including sources of evidence is contained within the Trust's appraisal policy.

22.2.5 The pay committee will be advised by the head teacher in making all such decisions.

23 Leading Practitioner Posts- 'Pay Policy Section 23 not applicable for this academic year'

24 Unqualified Teachers

24.1 Pay on appointment

The pay committee will pay any unqualified teacher in accordance with paragraph 17.1 of the STPCD. The pay committee will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value. The pay committee will consider whether it wishes to pay an additional allowance, in accordance with paragraph 22.1.

24.3 Pay determinations effective from 1 September 2022

In order to progress up the unqualified teacher range, unqualified teachers will need to show that they have met their objectives.

If the evidence shows that an unqualified teacher has exceptional performance, the Trust Board will award enhanced pay progression.

24.3.1 Judgments will be properly rooted in evidence. As unqualified teachers move up the scale, this evidence should show:

- an improvement in teaching skills
- an increasingly positive impact on pupil progress
- an increasing impact on wider outcomes for pupils
- improvements in specific elements of practice identified to the teacher
- an increasing contribution to the work of the Trust
- an increasing impact on the effectiveness of staff and colleagues

24.3.2 Subject to moderation of the Head teacher / Pay Committee, Unqualified classroom teachers will be awarded pay progression on their pay scale following each successful performance management/appraisal review. Reviews will be deemed to be successful unless specific concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and these concerns have not been sufficiently addressed by the teacher through support provided by the Trust by the conclusion of that process.

24.3.3 The pay committee will be advised by the head teacher in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions. Where performance has not satisfied the required standards as the result of a formal capability procedure or whilst a teacher is being supported under 8.4 of the Appraisal Policy, The pay committee has discretion to restore a withheld point at the conclusion of these procedures where satisfactory performance has been demonstrated.

25 Teaching and Learning Responsibility Payments

The pay committee may award a TLR to a classroom teacher in accordance with paragraph 20 of the STPCD and paragraphs 47 to 54 of the section 3 guidance. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the Trusts staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out at paragraph 20.

The pay committee may award a TLR3 for clearly time-limited Trust/school improvement projects, or one-off externally driven responsibilities as set out in paragraph 20.3. The Trust Board will set out in writing the criteria for the award, the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

26 Special Needs Allowance

The pay committee will award an SEN spot value allowance to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD.

When deciding on the amount of the allowance to be paid, the Trust Board will take into account the structure of the Trust'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 (paragraph 21.3 of the STPCD). The Trust Board will also establish differential values in relation to SEN roles in the Trust 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. The Trust Board will take account of paragraphs 54 to 58 of the section 3 guidance.

27 Support Staff

The pay committee notes its powers to determine the pay of support staff in accordance with paragraph 17 and 29 of the Trust Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The pay committee will determine the pay grade of support staff on appointment in accordance with the scale of grades, which the pay committee consider appropriate for the post. In reaching its determination, the pay committee will consider the scope and responsibility of each role and equivalent roles paid elsewhere.

27.1 Grading

An appropriate salary grade will be allocated to all support staff posts at the Trust. A job description and person specification shall be prepared for each post.

Existing posts will be reviewed where there is a significant increase in the duties and responsibilities attached to that post or where a serious grading anomaly with a substantially similar post is alleged to exist. Responsibility for the grading of support staff posts is delegated to the CEO /Headteacher and Pay committee.

27.2 Starting salary for new appointments

Appointments will normally be made at the first point of the appropriate agreed scale.

However, where the qualifications and experience of the successful applicant merits consideration of a higher entry point, this will be examined and, if appropriate, a higher starting salary may be paid.

27.3 Accelerated increments

The Trust Board believes that all staff should progress by normal incremental credit to the maximum of their salary grade (where applicable.) Discretionary provision for accelerated increments will only be used on the grounds of special merit or ability, e.g. where specific qualifications or additional skills are acquired and utilised which will have a significant effect on an individual's ability to perform within the job currently held.

27.4 Temporary additional duties

The Trust Board will allocate higher salary payments where the duties of a more highly graded post are undertaken in whole or in part as a result of staff absence, a recruitment gap or a short-term project.

27.5 Honoraria payments

The Trust Board may apply honoraria payments for NJC (green book) staff where clearly defined and sustained additional responsibility in the context of the Trusts staffing structure. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a payment is awarded. The Trust Board will set out in writing the criteria for the award, the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a Honoraria payment.

28 Part-Time Employees

Teachers: The Trust Board will apply the provisions of the STPCD in relation to part-time teachers' pay and working time, in accordance with paragraphs 38 to 42 and 79-86 of the section 3 guidance.

All staff: The head and Trust Board must ensure that all part-time employees are treated no less favourably than a full-time comparator.

29 Recruitment And Retention Incentive Benefits

The Trust Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (paragraph 27.2 of the STPCD).

The pay committee will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Trust Board will, nevertheless, conduct an annual formal review of all such awards.

In relation to a head teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Trust Board choose to use the 'wholly exceptional circumstances' discretion. The Trust Board will not award a recruitment or retention payment under paragraph 27.2 if they have already made an award under paragraph 11.1 or have taken such reason (recruitment or retention) into account when determining the heads' individual pay range.

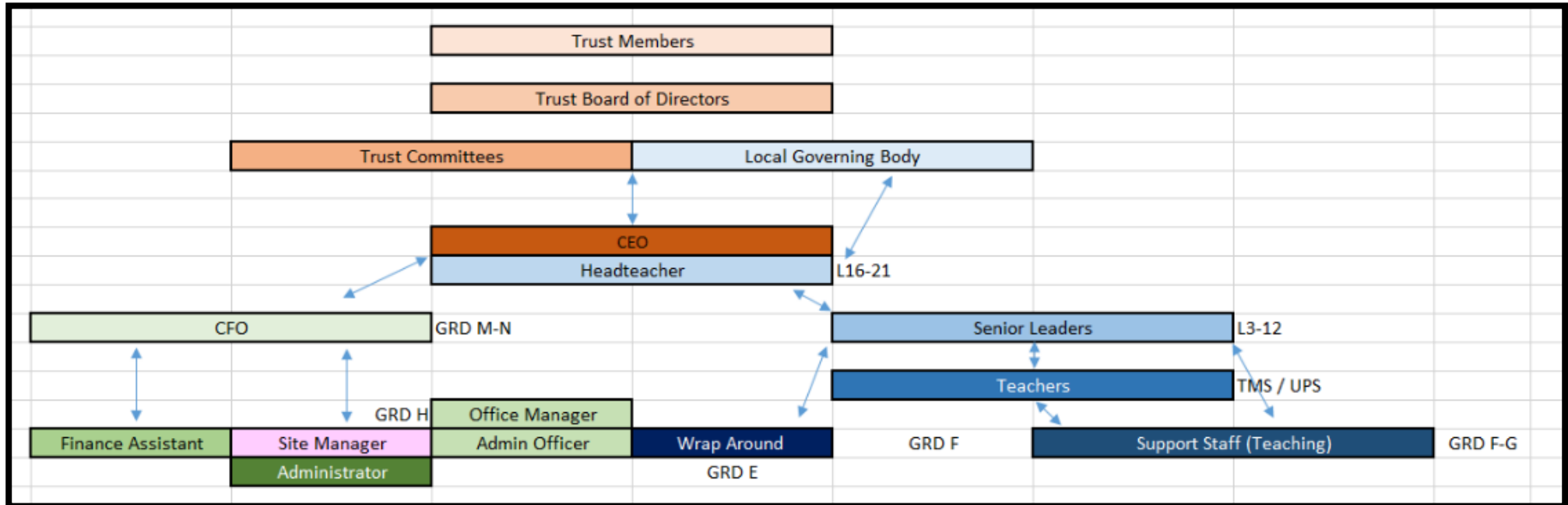
A salary advance scheme for a rental deposit may be one of a number of tools that Trusts may wish to consider using to support recruitment and retention.

30 Salary Sacrifice Arrangements

Where the employer operates a salary sacrifice arrangement, a teacher may participate in any arrangement and his gross salary shall be reduced accordingly, in accordance with the provisions of paragraph 28 of the STPCD.

Appendix 1

Trust Structure 2022-2023



Appendix 2

Staff Positions 2022-2023

Headteacher Mr A Taylor – Safeguard lead, Trust Lead

Deputy Headteacher Mr M McCormick – Curriculum, Standards, Teaching & Learning, Humanities,

Assistant Headteachers

Mrs B Garner – Reception, Assessment lead, Deputy Safeguard Lead, Maths

Mrs R Roberts – Special Educational Needs Coordinator, Inclusion and vulnerable group lead, English

Teachers

Mrs B Dowler – EYFS Lead

Miss A Chand – Nursery, Music

Mrs J Bemrose – Reception, Languages

Miss M Ponter – Reception

Miss A Magowan – Year 1, Art & DT

Miss K Randle – Year 1, PE

Miss G Bailey – Year 2, Phonics, Key Stage 1 Lead

Miss M Pearce – Year 3, Science

Mr K Grafton – Year 4, Computing

Miss R Coulson – Year 5, RE, PSHE, Key Stage 2 Lead

Miss C de Kock – Year 6, Christian Distinctiveness

Additional Teachers and Teaching

Assistants

Miss G Shinner – Year 6

Miss H Wright – Year 5

Mr R Healey – Year 4

Mrs L Fuller – Year 3

Miss A Aust – Year 2

Mrs C Black – Year 1

Miss S Rukovanska – Year 1

Miss G Roberts – Reception

Ms C Bale – Reception

Mrs F Osiatynski - Reception

Mrs E Gould - Nursery

Miss H Fiddes – Nursery

Miss K Taylor-Foster - Nursery

Office

Miss S Roberts – Business Manager

Mrs H Wilmot – Office Manager

Mrs H Maloyd – Admin Officer

Mrs S Grundy – Finance Assistant

Mrs K Hunt – Receptionist, Admin Assistant

Premises

Mr M Marshall – Site Manager

Wrap Around

Miss H Sharpe

Miss L Worster

