

# STAFF PAY POLICY

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Reviewed by the SLT Board

'The Trustees of Southport Learning Trust are committed to safeguarding and promoting the welfare of children and young people at every opportunity and expect all staff and volunteers to share this commitment'

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## SECTION A – GENERAL INTRODUCTION

### 1. Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation<sup>1</sup>, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ('Green Book') and in accordance with the principles of public life – objectivity, openness and accountability.
- 1.2 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

In adopting this pay policy, the aim is to:

- (a) achieve excellent outcomes for all students
- (b) maximise the quality of teaching and learning
- (c) support the recruitment and retention of a high-quality workforce
- (d) complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
- (e) complement the delivery of the statutory appraisal process and make robust decision on teacher and leadership pay
- (f) enable us to recognise and reward staff appropriately for their contribution to the Schools in the Trust
- (g) help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process
- (h) ensure that there is no pay discrimination in decision making and that decisions on pay are based on evidence and can be justified

- 1.3 Pay decisions at a Trust School are made by the Local Governing Body advised by the Headteacher or CEO based on evidence, which will be linked to appraisal outcomes and other indicators.
- 1.4 Pay decisions at Trust Central Level are made by the Central Team Committee advised by the CEO or Chair of the Trust Board based on evidence, which will be linked to appraisal outcomes and other indicators.
- 1.5 This policy has been agreed following consultation with staff and the recognised trade unions. The Trust Board adopted this policy on 8<sup>th</sup> October 2025.

### 2. Monitoring The Impact of the Policy

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

### 3. Review Of Policy

- 3.1 This policy is reviewed annually by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

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<sup>1</sup> Including 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.

## **SECTION B – DETERMINING TEACHERS’ PAY**

### **4. Basic Pay Determination on Appointment**

4.1 The Trust will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

4.2 In making such determinations, the Trust may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider Trust context and strategic priorities

4.3 A teacher joining the school will be paid at the same rate of pay as at their previous school subject to proof of salary.

### **5. Pay Reviews**

5.1 The Governing Body will ensure that each teacher’s salary is reviewed annually by no later than 31 October each year or by no later than 31<sup>st</sup> December each year for Headteachers. Pay increases will be backdated to 1 September of the same academic year.

5.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and Headteachers.

5.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

### **6. Assessment Of Pay Progression**

6.1 The pay policy sets out how we will recognise and reward performance to support continuous performance. In this Trust, all teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.

6.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with paragraph 2 above, except that the outcome will be that they are not eligible for progression due to their length of service.

6.3 Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence whilst being proportionate to support robust decisions. Evidence should be readily available from day to day practice in school and be considered in the context of minimising bureaucracy.

6.4 In this Trust, judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their objectives and the Teachers’ Standards. Their contribution to the school or Trust may be taken into account.

6.5 The evidence we will use may include, but not be limited to appraisals, peer review, tracking pupil progress, lesson observations, the views of pupils and parents.

6.6 Teachers’ appraisal reports will contain pay recommendations. These recommendations will be reviewed by the Headteacher and will be moderated across the Trust.

6.7 Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee of the Trust, having regard to the appraisal report containing the pay recommendation and the moderation exercise by the Headteacher.

6.8 Additional progression may be considered in accordance with the criteria set out in this policy.

6.9 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

6.10 Where teaching, progress or compliance with the Teachers' Standards is not meeting expectations the Headteacher will determine support and if necessary, the capability procedure will be used. In such situations, there would be no progression during that year.

6.11 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.

## **7. Main Pay Range and Progression for Teachers**

7.1 The main pay range within the Trust is from £32,916 to £45,352 per annum. The Trust has six reference points which are as follows:

Scale point	Per annum
Main 1	£32,916
Main 2	£34,823
Main 3	£37,101
Main 4	£39,556
Main 5	£42,057
Main 6	£45,352

### Pay progression for main pay range teachers

7.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy.

7.3 Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Headteacher they can demonstrate, and the Local Governing Body is satisfied that there is evidence of:

- 7.3.1 All objectives being met.
- 7.3.2 The quality of the teaching throughout the year being effective.
- 7.3.3 The Teachers' Standards being met in full.

7.4 Additional progression may be considered for those teachers who in the professional judgement of the Headteacher that they can demonstrate, and the Local Governing Body is satisfied that there is evidence of:

- 7.4.1 All objectives being met and exceeded.
- 7.4.2 The quality of teaching throughout the year being very effective.
- 7.4.3 Progress targets being exceeded in the majority of groups or pupils.
- 7.4.4 Successful leadership of a whole school initiative where impact can be evidenced.

## 8. Upper Pay Range Application and Progression For Teachers

8.1 The upper pay range within the Trust is from £47,472 to £51,048 per annum, within this range there are three reference points which are as follows:

Point	Annual FTE salary
Upper 1	£47,472
Upper 2	£49,232
Upper 3	£51,048

### Application to be paid on the upper pay range

8.2 Any qualified teacher may apply to be paid on the upper pay range, and any such application must be assessed in line 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.

8.3 Applications may be made once a year by no later than 31st October.

8.4 Applications should contain evidence from the last two years, should be made in writing and submitted to the Headteacher.

8.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In the Trust this means that to achieve progression to this pay range, the Local Governing Body must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance over two years:

- (a) All objectives are met and exceeded
- (b) Quality of teaching throughout the year is exceptional and consistently exceeds expectations
- (c) Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice
- (d) Acting as a role model for Teaching & Learning, playing a critical role in the life of the school
- (e) Enhanced and demonstrable contribution to raising pupil standards
- (f) A commitment to personal development and CPD focused on improving outcomes for students
- (g) Highly competent in all areas of the Teachers' Standards.

8.6 The application will initially be assessed by the Headteacher who will moderate all applications. The Headteacher will then make recommendations to the Pay Committee who will make the final decision.

8.7 The assessment will usually be made by 31 October.

8.8 If successful, applicants will move on to the upper pay range and will be backdated to the start of that academic year.

8.9 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Headteacher may recommend a higher salary based on:

- (a) the nature of the post and the responsibilities it entails
- (b) the level of qualifications, skills and experience of the teacher
- (c) market forces

8.10 If unsuccessful, feedback will be provided in writing by the Headteacher along with confirmation of the process for appeals.

## Pay progression for teachers within the upper pay range

- 8.11 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every two years and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 8.12 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Local Governing Body is satisfied that there is evidence from the required period of continuing to meet the criteria at 8.5.
- 8.13 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at 8.5 and where all objectives have been exceeded.

## **9. Unqualified Teachers Pay Range and Progression**

- 9.1 The unqualified teacher pay range within the Trust is from £22,601 to £35,259 per annum, the range has six reference points which are as follows:

Scale point	Per annum
1	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6	£35,259

## Pay progression for unqualified teachers

- 9.2 Eligible unqualified teachers will be automatically considered for further progression, and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.
- 9.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
  - 9.3.1 all objectives are met
  - 9.3.2 the quality of the teaching throughout the year is good
  - 9.3.3 pupil progress targets achieved for all groups.
- 9.4 Additional progression will be considered for unqualified teachers who demonstrate:
  - 9.4.1 all objectives are met and exceeded
  - 9.4.2 the quality of teaching throughout the year is considered exceptional and exceeds expectations
  - 9.4.3 progress targets exceeded in the majority of groups or pupils.

## **10. Leading Practitioner Posts Pay Ranges and Progression**

- 10.1 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within this Trust, they will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:

- be an exemplar of teaching skills
- lead the improvement of teaching skills in a School/s in the Trust
- carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.

The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

#### Pay progression for leading practitioners

Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.

10.3 Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Local Governing Body is satisfied that they continue to effectively carry out the purpose of the role as set out at 10.1 and there is evidence of:

- all objectives are met
- the quality of teaching throughout the year is exceptional and exceeds expectations
- evidence of coaching and supporting colleagues to achieve improved student outcomes
- acting as a role model for Teaching & Learning
- a commitment to personal development and CPD focused on improving outcomes for students
- highly competent in all areas of the Teachers' Standards.

10.4 Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria at 10.3 and where all objectives have been exceeded.

### **11. Leadership Group Pay Range And Progression**

11.1 Pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if the Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

#### **11.2 Leadership Pay Scale**

Point	Per Annum
1	£51,773
2	£53,069
3	£54,394
4	£55,747
5	£57,137
6	£58,569
7	£60,145
8	£61,534
9	£63,070
10	£64,691
11	£66,368
12	£67,898
13	£69,596

14	£71,330
15	£73,105
16	£75,049
17	£76,772
18	£78,702
19	£80,655
20	£82,654
21	£84,699
22	£86,803
23	£88,951
24	£91,158
25	£93,424
26	£95,735
27	£98,106
28	£100,540
29	£103,030
30	£105,595
31	£108,202
32	£110,892
33	£113,646
34	£116,456
35	£119,350
36	£122,306
37	£125,345
38	£128,447
39	£131,578
40	£134,860
41	£138,230
42	£141,693
43	£143,796
44	£147,389
45	£151,073
46	£154,851
47	£158,722
48	£165,810
49	£166,757
50	£170,926

### Headteachers

11.3 The school will be assigned to a Headteacher group calculated using its total unit score, in accordance with STPCD.

Group 3: Bedford Primary School, Kew Woods Primary School

Group 6: Birkdale High School, Meols Cop High School, Stanley High School

Group 7: Greenbank High School, Maghull High School, Range High School

Group 8:

11.4 A pay range will be determined for the Headteacher, which will not normally exceed the maximum of the Headteacher group, unless the specific exceptional circumstances or candidate warrants it, up to an additional 25%.

11.4 Additional payments may be made to a Headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 11.1-11.3. The total sum of any temporary payments will not normally exceed 25% of the Headteachers annual salary.

11.5 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the Headteacher group, calculated at 11.2, by more than 25%. Where this, or exceeding the limits set out at 11.3 and 11.4 are being considered by the Local Governing Body, there must be wholly exceptional circumstances, and that Body must make a business case to the Trust Board who will seek external independent advice.

#### Deputy Headteachers and Assistant Headteachers

11.6 A pay range will be determined for any Deputy Headteacher and Assistant Headteacher, considering how the role fits within the wider leadership structure of the school and Trust. The pay range will not exceed the maximum of the Headteacher group for the school and will not normally overlap with the pay range of the Headteacher, except in exceptional circumstances.

#### Pay progression for members of the leadership group

11.7 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However, annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.

11.8 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Local Governing Body is satisfied that there is evidence of sustained high quality of performance in leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.

11.9 Additional progression may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the criteria at 11.8 and where all objectives have been exceeded.

## **12. Teaching And Learning Responsibility (TLR) Payments**

12.1 In this Trust we pay TLR 1 or TLR 2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

Current values are as follows in accordance with the staffing structure:

TLR	Amount per annum
TLR 1A	£10,174
TLR 1B	£12,514
TLR 1C	£15,091
TLR 1D	£17,216
TLR 2A	£3,527
TLR 2B	£5,868
TLR 2C	£8,611
TLR3	£702 minimum - £3,478 maximum

In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day, to provide catch-up support on learning lost due to the Covid-19 pandemic. The annual value of a TLR3 will be no

less than £675 and no greater than £3,344. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above.

### **13. Special Educational Needs (SEN) Allowances**

13.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value of between £2,679 and £5,285 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

### **14. Early Career Teachers (ECTs)**

14.1 In the case of ECTs, determination of performance and any pay recommendations will be made by means of the statutory induction process.

14.2 Eligible ECTs will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the ECT's performance with reference to the statutory induction process including the outcome of the formal assessments.

14.3 Eligible ECT's may be awarded pay progression at the end of the first year of their induction period, where eligible in line with the service requirement set out at paragraph 6.2 of this policy.

### **15. Part Time Teachers**

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. The pay of part time teachers will be determined in the same way as full-time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

### **16. Short Notice/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 for the school year beginning in 2024; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process.

16.2 Cover Supervisors and other bank staff will be paid on point 38 of the NJC pay scale.

### **17. Pay Protection**

17.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

### **18. Absence And Pay Progression**

18.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

18.2 The Trust will take into account the criteria set out in this policy but use the period of time prior to the employee commencing their period of absence. In most cases, this will be the preceding year or two years for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

### **19. Appeals**

19.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.

19.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork, they require for the hearing. The teacher should inform the school clerk to governors who their chosen companion is, in good time before the hearing.

#### Informal discussion

19.3 As part of the normal salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied they should first discuss the decision with the Headteacher within five working days of receipt of the notification.

19.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

#### Stage One

19.5 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within five working days of the discussion with the Head teacher to the committee who made the decision. The possible grounds for appeal are:

- 19.5.1 incorrectly applied any provision of the STPCD;
- 19.5.2 failed to have proper regard for statutory guidance;
- 19.5.3 failed to take proper account of relevant evidence;
- 19.5.4 took account of irrelevant or inaccurate evidence;
- 19.5.5 was biased; or
- 19.5.6 unlawfully discriminated against the teacher.

19.6 Appeals against pay decisions should be made in writing and addressed to the Local Governing Body stating the grounds of their appeal in accordance with 19.5 above.

19.7 The panel who made the decision (or a representative from) will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of ten days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

19.8 The teacher will have the opportunity to make representations to the panel or their representative and a school representative will also attend to present the management case. A note taker will also be present.

19.9 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within five days.

#### Stage Two

19.10 If a teacher wishes to appeal against the decision made at Stage One, they may do within five working days of the written decision on the grounds that the committee who made the decision:

- 19.10.1 incorrectly applied any provision of the STPCD;
- 19.10.2 failed to have proper regard for statutory guidance;
- 19.10.3 failed to take proper account of relevant evidence;
- 19.10.4 took account of irrelevant or inaccurate evidence;
- 19.10.5 was biased; or
- 19.10.6 unlawfully discriminated against the teacher.

19.11 Appeals against the decision at Stage One should be made in writing and addressed to the Trust Governance Professional, stating the grounds of their appeal in accordance with 19.10 above.

19.12 Upon receipt an appeals panel of three different trustees who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of five days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

19.13 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present. The decision of the panel will be confirmed in writing to the teacher within five days. The appeal panel's decision is final; there is no further right of appeal.

## **SECTION C – DETERMINING SUPPORT STAFF PAY**

### **20. Pay Reviews**

20.1 Support staff's salary will be in line with the agreed National Joint Council (NJC) pay scales any increases will be applied automatically once agreed and backdated to 1 April as appropriate.

### **21. Salary Scales**

21.1 The salary scales used will be in accordance with the Green Book pay scales.

### **22. Job Descriptions**

22.1 The Headteacher in conjunction with the line manager of the role will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

22.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed, and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

### **23. Basic Pay Determination on Appointment**

23.1 The Trust will determine the grade for a vacancy prior to advertising it, which will be identified on the job description. On appointment, the Headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take into account a range of factors, including:

- (a) the nature of the post
- (b) the level of qualifications, skills and experience required
- (c) market conditions
- (d) the wider School and Trust context and strategic priorities

### **24. Incremental Progression**

24.1 If the employee has more than 6 months' service in their role at 1<sup>st</sup> April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1<sup>st</sup> April until the employee reaches the top of their scale.

24.2 If the employee has less than 6 months' service in their role at 1<sup>st</sup> April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 23.1 of this policy.

24.3 Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

### **25. Enhancements in relation to unsocial hours and weekend working**

25.1 For those employees in receipt of basic pay at or below NJC point 22 who are required to work beyond the full-time equivalent hours for the week in question (36 hours) they will be paid basic rate up to and including 39 hours, any hours worked over 39 hours (40 and over) will be paid at time and a half.

For those employees required to work on (a) Saturday or Sunday or (b) at night or (c) on public holidays will be compensated in line with the arrangements set out below.

#### Saturday and Sunday Working

Employees who are required to work on Saturday and / or Sunday are entitled to an enhancement.

Saturday      Time and a half

Sunday      Double time (minimum 2 hours)

#### Night Work

Employees who work at night as part of their normal working week are entitled to receive an enhancement of time and one third for all hours worked between 8.00 pm and 6.00 am.

#### Public and Extra Statutory Holidays

Employees required to work on a public or extra statutory holiday shall, in addition to the normal pay for that day, be paid at plain time rate for all hours worked within their normal working hours for that day. In addition, at a later date, time off with pay shall be allowed as follows:

Time worked less than half the normal working hours on that day      Half Day

Time worked more than half the normal working hours on that day      Full Day

### **26. Honoraria**

26.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

26.1.1 undertake higher level work in addition to their normal duties

26.1.2 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave.

26.2 The Headteacher will determine the amount of this payment. Where the employee is undertaking higher-level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

26.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.

26.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

### **27. Recruitment and retention incentive benefits**

27.1 We value the importance of having a Trust, which is a safe, secure, and attractive place to work and where staff feel valued and supported. Retaining, developing, and motivating the Trust's workforce is key to providing the best education for our pupils.

27.2 We believe in a consistent and equitable approach to the appointment of all staff. The purpose of the allowance is for recruitment and retention, not for carrying out specific responsibilities or to supplement pay in other ways.

27.3 When determining Recruitment and Retention awards, the Trust will take into consideration:

- the nature/requirements of the post.
- the level of qualifications, skills, experience, and specialist knowledge.
- the ability to recruit (for example poor response to adverts and the need to re-advertise)
- the Equality Act 2010.

- market conditions.
- recognising other teaching or non-teaching experience.
- the wider Trust context.

27.4 The payment of recruitment and retention incentives and benefits may be considered in respect of individual non-leadership posts for which specific recruitment/retention difficulties have been identified. Any use of such payments will be applied on a non-discriminatory basis and based on clearly defined criteria.

27.5 The Trust will consider exercising its powers under Section 2. paragraph 27 of the STPCD where they consider it is appropriate to do so 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.

27.6 The Trust can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive (Section 2. paragraph 27 of the STPCD).

27.7 Where it is determined to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the teacher concerned.

27.8 For non-teaching staff, the Trust will review the level of payment on a case-by-case basis, whilst considering the nature of the role. The Trust will make clear at the outset if the allowance is a one-off payment or the review date after which it may be withdrawn.

## 28. Appeals

28.1 A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 19) however, the Green Book replaces STPCD at 19.5(a) and 19.10(a).

## 29. Support Staff –Pay Spine

1 <sup>st</sup> April 2025			
BAND	New SCP	£ per annum	£ per hour*
A	1	Deleted 1/4/23	Deleted 1/4/23
B	2	£24,413	£13.01
C	3	£24,796	£13.21
C	4	£25,185	£13.42
D	5	£25,583	£13.63
D	6	£25,989	£13.85
E	7	£26,403	£14.07
E	8	£26,824	£14.29
E	9	£27,254	£14.52
E	10	£27,694	£14.75
E	11	£28,142	£14.99
F	1	Deleted 1/4/23	Deleted 1/4/23
F	13	£29,064	£15.48
F	14	£29,540	£15.74
F	15	£30,024	£15.99
F	16	£30,518	£16.26
F	17	£31,022	£16.53

F	18	£31,537	£16.80
F	19	£32,061	£17.08
G	20	£32,597	£17.37
G	21	£33,143	£17.66
G	22	£33,699	£17.95
G	23	£34,434	£18.34
G	24	£35,412	£18.87
G	25	£36,363	£19.37
H	26	£37,280	£19.86
H	27	£38,220	£20.36
H	28	£39,152	£20.86
H	29	£39,862	£21.24
H	30	£40,777	£21.72
I	31	£41,771	£22.25
I	32	£42,839	£22.82
I	33	£44,075	£23.48
I	34	£45,091	£24.02
I	35	£46,142	£24.58
J	36	£47,181	£25.13
J	37	£48,226	£25.69
J	38	£49,282	£26.25
J	39	£50,269	£26.78
K	40	£51,356	£27.36
K	41	£52,413	£27.92
L	42	£53,460	£28.48
M	43	£54,495	£29.03
	44	£55,801	£29.73
	45	£57,140	£30.44
	46	£58,524	£31.18
	47	£59,923	£31.92
	48	£61,199	£32.60
	49	£62,853	£33.48
	50	£64,374	£34.29
	51	£65,926	£35.12
	52	£68,054	£36.25
	53	£70,176	£37.38
	54	£72,307	£38.52
	55	£74,454	£39.66
	56	£76,572	£40.79
	57	£78,719	£41.94
	58	£80,822	£43.06
	59	£82,816	£44.12
	60	£84,853	£45.20
	61	£86,939	£46.31
	62	£89,082	£47.46

Hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 36 hours (the standard working week)

## **SECTION D – DETERMINING EXECUTIVE PAY**

### **30. Executive Pay**

Executive pay will follow the STPCD percentage increases even though some of those roles sit outside of STPCD.

Pay arrangements for Headteachers working in the Trust will be as per the provisions of STPCD.

When setting pay and terms and conditions for the Executive team, the following documents may be taken into consideration and used for reference purposes:

- School Teachers Pay and Conditions (STPCD)
- Academy Trust Handbook and any relevant Education and Skills Funding Agency guidance
- 'Green and Burgundy Books'

For those posts where the salary arrangements are likely to fall outside the scope of STPCD consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the Trust Board and include justification for the level of remuneration.

Pay for Executives will be reviewed on an annual basis and the pay review will be completed by December. Any pay increase will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. All Executives are given challenging performance management objectives, and these are managed and assessed under the Trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement.

In determining starting salaries or increases for Executives, the Trust consider the following and include such information in the justification:

- Level of educational challenge to the Trust
- Level of financial challenge to the Trust (including any financial constraints)
- Level of geographic challenge to the Trust
- External pay reports and evaluation
- Any relevant contractual changes to protect the Trust – extending notice periods, restrictive covenants etc.
- Media/ESFA and parental scrutiny