The Rosary Trust
A Catholic Education Trust

Pay Policy

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1.	INTRODUCTION
1.1	This Policy sets out the framework for making decisions on staff pay.
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give Trust Boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.
1.3	The objective of the policy is to: • ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans; • support the recruitment and retention of high-quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately.
2.	ROLES AND RESPONSIBILITIES
	This Policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.
2.1	Individual roles and responsibilities are as set out in this Policy. Pay Appeals will be heard by a Pay Appeals Committee established as required from members of the Local Governing Body and/or Trust Board. The terms of reference for the Committee(s) is at Appendix A.
2.1.1	Trustees and Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed. The Trust will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes for pupils.

2.2	**Performance Management** Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the school to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by: -The Head Teacher for Main Pay Range teachers and support staff -The Head Teacher for Upper Pay Range and Leadership Range teachers -The Head Teachers' Performance Management Review Panel for the Head Teacher -The CAO's Performance Management Review Panel for the CAO
2.2.1	**Application for the Upper Pay Range** The Head Teacher* will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Local Governing Body on whether the teacher should progress to the Upper Pay Range.
2.3	**Staffing Structure** The Local Governing Body will, having regard to the advice and recommendation of the Head Teacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix C and D.
2.4	**CAO** The *Trust Board* will be responsible for determining the pay range and starting salary of the CAO. The CAO's Performance Management Review Panel will be responsible for making pay progression recommendations for the CAO. Where requested, members of the Trust Board can be present on the CAO's Performance Review Panel. Such recommendations will be subject to approval by the *Trust Board* **Head Teachers/Executive Head Teachers** The *Recruitment Panel* will be responsible for determining the pay range and starting salary of head teachers. The Head Teachers' Performance Management Review Panel will be responsible for making pay progression recommendations for head

	teachers. Where requested, members of the Trust Board can be present on the Head Teacher's Performance Review Panel. Such recommendations will be subject to approval by the *Trust Board*.
2.5	**Other Leadership Group and Lead Practitioners** The *Head Teacher* will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the head teacher). The *Head Teacher* will be responsible for making pay progression recommendations for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the head teacher). Such recommendations will be subject to approval by the *Trust Board*
2.6	**Other teachers** The Head Teacher will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be subject to approval by the *Local Governing Body*.
2.7	**Support Staff** The *Head Teacher* will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for all support staff. Such decisions will be reported to the *Local Governing Body*.
2.8	**Central Trust Staff** The *CAO* will be responsible for determining the pay range and starting salary, for making pay progression decisions, for centrally employed staff. Such decisions will be reported to the *Trust Board/FRAC*.

3. PAY TIMETABLE

	Date	External	Internal
	April	Budget set (schools)	Complete PM review for support staff.
		Inflationary Pay Award for support staff	Pay Progression decision effective for support staff
	September	Inflationary Pay Award for teachers	Pay Progression decision effective for teachers
		Budget set (academies)	

	Sept/Oct		Complete PM review for teachers
	31 October (last day of half term)		Notify teachers of annual pay review decision
	31 Dec. (last day of term)		Notify head teacher/CAO of annual pay review decision
3.1	**Setting and Reviewing Pay**		
	Salaries will be determined only in the circumstances set out below.		
3.1.1	An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.		
3.1.2	The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.		
3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9, makes such a review necessary to maintain consistency and fairness.		
	The salary, within the established range, of individual staff will be reviewed annually on or after: 1 September, but no later than 31 October (teachers) 1 September, but no later than 31 December (head teachers/CAO) 1 April (support staff)		
3.2	**Inflationary increases**		
3.2.1	**CAO**		
	The Trust will determine the level of any inflationary increases to be applied to the salary of the CAO each year. In determining any increase, the Trust will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.		

3.2.2	**Teachers' and Leadership Pay Ranges**
	The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.
	The salaries of individual teachers will increase accordingly.
3.2.3	**Inflationary increases – Teacher Allowances**
	The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding allowances set out in the Teachers' Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Trust Board. In making its determination, the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions. The Trust Board will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.
3.2.4	**Support Staff**
	The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Trust Board. In making its determination, the Trust Board will have regard to any national pay award
3.3	All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.
4.	TEACHERS' PAY
4.1	Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range. The Pay Ranges in this school have been divided into pay points. Teachers on the Main Pay Range will be paid on the six-point scale on the Main Pay Range as set out below. Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out overleaf.

	Main Pay Range	
	Point 1	£34,069
	Point 2	£36,042
	Point 3	£38,400
	Point 4	£40,941
	Point 5	£43,529
	Point 6	£46,940
	Upper Pay Range	
	Point 1	£49,134
	Point 2	£50,956
	Point 3	£52,835
4.2	**Unqualified Teachers** will normally be paid on the Unqualified Pay Range. The Pay Range for Unqualified teachers in this school has been divided into pay points as follows:	
	Point 1	£23,732
	Point 2	£26,075
	Point 3	£28,758
	Point 4	£31,124
	Point 5	£33,811
	Point 6	£36,494
4.2.1	Where an unqualified teacher is on a recognised “route into teaching” programme, the head teacher may exercise its discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.	

4.3	Where a **Lead Practitioner** post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners. In setting the specified Range, the Local Governing Body will determine the number and value of performance pay progression stages within that range. Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.
5.	PAY ON APPOINTMENT
5.1	The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of: - • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the Teachers' Pay & Conditions Document; • the employee's current salary level; Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range. There is no assumption that an employee will be paid the same rate they were being paid in a previous school.
6.	PAY PROGRESSION
	Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges
6.1	The Trust Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. All teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay. <u>Main Pay Range and Unqualified Pay Range</u> Following an individual teacher's annual appraisal and subject to them having completed a year of service, (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression

	to the next point within the relevant ranges unless they are subject to capability procedures. Upper Pay Range Progression on the Upper Pay Range is biannual. Following two annual appraisals, teachers on the Upper Pay Range should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures during that period. Early Career Teachers subject to Statutory Induction, whose appraisal arrangements are different, should expect to receive pay progression after their first and second years of Induction unless they are identified through that process as failing to meet the relevant standards
7.	MOVEMENT TO THE UPPER PAY RANGE
7.1	Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must: • be made on the appropriate application and submitted to the Head Teacher; • be submitted by 31 October* in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).
7.2	**The Criteria** An application will be successful, if the Head Teacher and the Local Governing Body are satisfied that: • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school are substantial and sustained. In this Trust, this means that the teacher has consistently • demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period: • been assessed as meeting their performance management objectives over a sustained period; and in addition that; teaching has been rated as good overall, with some outstanding, over a sustained period; the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;

	the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning; the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include: demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; contributing to policy and practice which has improved teaching and learning across the school; Sustained means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school. The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.
7.3	**The Assessment** The Head Teacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Local Governing Body. The Head Teacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment. A teacher who has not been at the school for all of the 3-year assessment period, should provide their performance management review statement(s) from their previous employment with their application. A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.
7.4	**Procedure** The Head Teacher will discuss their recommendation with the teacher and the Local Governing Body will confirm the decision by 31 December. Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September. Once a teacher is placed on the Upper Pay Range, further progression will be in accordance with paragraph 6.1. Where the application is not successful, the Head Teacher will provide feedback and the teacher will be provided with advice and support though the performance management process to develop their skills with a view to them making a future successful application.

	Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.
8.	ADDITIONAL ALLOWANCES
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:
8.1.1	**Teaching and Learning Responsibility (TLR) Payments**
	There are 3 TLR levels: TLR1, TLR2 and TLR3 TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently. The FTE number and values of TLR1 and TLR2 Allowances are set out in the staffing structure (see Appendix C). The value of any new TLR1 and TLR2 payment to a teacher assigned TLR responsibilities will be based on the proportion of the FTE TLR responsibility the teacher is undertaking. The proportion of assigned TLR responsibilities for existing TLR post holders will be reviewed by 1 September 2026, if not before. TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure. TLR3 Allowances are a fixed sum paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project. The Head Teacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility. The Head Teacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project. In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money. Where a TLR is awarded, written notification will be given to the teacher of: • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end.

8.1.2	**Special Needs Allowances**
	There is one special needs allowance consisting of a minimum and maximum amount. The Local Governing Body will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D). Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to: • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.
8.2	**Unqualified Teacher Allowance**
	The Head Teacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has: • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role they are undertaking. The Head Teacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.
9.	LEADERSHIP GROUP PAY (including CAO)
	Inflationary increases will be applied as set out in section 3.2
9.1	**CAO** The Trust Board will determine an appropriate salary for the CAO having regard to:

	• all of the permanent responsibilities, and challenges that are specific to the role • appropriate pay differentials with other staff; • any other relevant considerations.
9.1.1	Progression will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy. Determination of whether there has been "sustained high quality of performance" will be made in accordance with the criteria outlined in Appendix C of this Policy.
9.2	**Head Teachers, Deputy Head Teacher (including Head of School), Assistant Head Teachers**
9.2.1	The Pay Range for Leadership Posts at this trust has been divided into pay points as set out in Appendix D and the Salary Range for Head Teachers will be determined as set out in 9.2.2 below and will consist of a range of 7 points and the Salary Range for Deputy and Assistant Head Teachers (and Heads of School) shall consist of 5 points.
9.2.2	**Pay on Appointment** The Trust Board will determine the group size of the school with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size[1]. Where a person is appointed as Head Teacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post. In setting the individual Salary Ranges for Leadership Posts, the Trust Board will: • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; Where the Local Governing Body determine a higher than normal salary is warranted for the headship, the Salary Range of the Head Teacher may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 10.1 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case: • a business case must be approved by the full Trust Board; • the Trust Board must seek external independent advice. [1]The Salary Ranges of Deputy and Assistant Head Teachers must not exceed the Group Size of the school.

9.2.3	**Starting Salary** When determining the starting salary of a newly appointed member of the Leadership Group, the Trust Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.2.2. The starting salary will allow for performance progression over time.
9.2.4	**Pay Progression.** The Trust Board expects all school leaders to perform at the highest possible level and to continue to improve their professional practice year on year. All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisal are set out in the school's appraisal policy. The appraisal statement will include a recommendation in pay. Following an individual leader's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point[2] within the relevant range as determined in 9.2.1 above unless they are subject to capability procedures.
9.3	**Temporary Payments to the Head Teacher**
	The Trust may determine that an additional temporary payment be made to the Head Teacher/CAO* for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting the permanent Salary Range under 9.1/9.2. The total sum of any additional payments paid to a head teacher set out in this section (and in 9.2.2) will not exceed 25% of the value of the Head teacher's point on the Leadership Pay Spine. If the local governing body exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case from the Trust Board before so doing.
10.	ADDITIONAL PAYMENTS TO TEACHERS
10.1	**Other Payments**
	Except where specified, the following payments may **not** be made to a Head Teacher. Where relevant, any additional payments to a Head Teacher must be made as part of their permanent Salary Range (as set out in 9.2 above) or as a temporary payment (as set out in 9.3 above).

10.1.1	**Continuous professional development undertaken outside the school day**
	The Trust Board does not make payments for CPD outside of the school day.
10.1.2	**Activities related to the provision of initial teacher training (ITT)**
	The Trust Board does not make payments for ITT activities.
10.1.3	**Participation in out of school learning activities**
	Where a part-time teacher at the school undertakes 1:1 Tuition during the school day, they shall be paid their normal hourly rate.
10.1.4	**Provision of services to another school(s)**
	The Trust Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school. Where such an agreement is authorised, the Trust Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover. Any payment to the Head Teacher will be made under 9.3 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Local Governing Body considers appropriate under Paragraph 26.1 of TPCD. All such payments are temporary with no entitlement to safeguarding when they cease.
10.1.5	**Recruitment and Retention Payments and Incentive**
	The Trust Board does not make payment for recruitment or retention purposes.
10.2	**Acting Arrangements**
	Where a teacher is assigned and carries out the duties of a Head Teacher, Deputy Head Teacher, or Assistant Head Teacher, but has not been appointed in an acting capacity the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.

10.3	**Non-Consolidated Recognition Payments**
	The Governing Board may make non-consolidated recognition payments to teachers in recognition of exceptional contribution or achievement. Such payments: • will be one-off and non-pensionable; • will not form part of an employee's substantive salary; • will not be used as an alternative to pay progression; • will not replace TLRs, SEN allowances or other responsibility payments; will be awarded in accordance with published criteria and subject to appropriate governance oversight.
11.	PART TIME TEACHERS
11.1	Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows: Teacher's timetabled teaching time ---------- = part-time percentage School's timetabled teaching time Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary and any allowances other than TLRs which will be determined in accordance with the principles set out in paragraph 8.1.1.
11.2	For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.
12.	SHORT NOTICE/SUPPLY TEACHERS
	Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked. Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.

13.	SUPPORT STAFF PAY
	The salary scales applicable to support staff are set out in Appendix E. The salary of support staff is determined through job evaluation and is as set out in individual contracts of employment.
13.1	**Starting salary** The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of; • the skills, experience and relevant qualifications of the individual; • market conditions.
13.2	**Pay Progression** Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.
13.3	**Part-time staff** Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows: Hours per week x paid weeks per year ---------- 37 x 52.14
13.4	**Casual Workers** Casual support staff who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the relevant grade of the work undertaken. Pay will be calculated on an hourly basis for hours worked as follows: FTE salary ---------- 37 x 52.14* Holiday pay of 12.07% is also payable on casual hours.

14.	SALARY SACRIFICE SCHEMES
	The Trust Board operates a Salary Sacrifice Scheme in relation to: • Cycles/cycle safety equipment. Staff choosing to participate in a Scheme will have their gross pay reduced according to the terms of the Scheme for the duration of their participation.
15.	PENSIONS
15.1	All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable. Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (e.g. 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.
15.2	The Trust Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.
16.	SALARY SAFEGUARDING/PROTECTION
	The Trust Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-Organisation Procedure. Employees in receipt of safeguarding will be expected to undertake commensurate work.
17.	STAFFING BUDGET
	The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Trust Board will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.

18.	EQUALITIES AND TRANSPARENCY
	The Trust Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels. All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decision are consistent with those that would have been made had they not been absent. In accordance with the Academies Financial Handbook, the Trust will publish number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.
19.	OVER/UNDER PAYMENTS
	The Trust Board shall be entitled to deduct from your salary any money which you may owe to the school at any time. Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employee will be notified in advance of any adjustment. Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement. Recovery of overpayments will be pursued in the case of former employees. In the case of underpayments, the Trust Board will apply appropriate refunds as soon as possible.

	Employees are expected to draw to the attention of the Head Teacher any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.
20.	MONITORING
	The Trust Board will monitor the outcome and impact of this policy, annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils. The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.
21.	APPEALS PROCEDURE
21.1	Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution. Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.
21.2	An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision. The grounds of appeals are that the decision maker(s): • incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; • were biased; or • otherwise unlawfully discriminated against the employee.
21.3	Appeals will be heard by the Pay Appeals Committee. The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be

	accompanied by a work colleague or a member of a recognised Trade Union. The procedure for the conduct of the appeal meeting is at Appendix B. Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting. The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision. The decision of the Trust Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure. The Head Teacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of his/her own salary), all proceedings of the Pay Appeals Committee. The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.
22.	DATA PROTECTION
22.1	A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes. The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential. Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.

APPENDIX A: TERMS OF REFERENCE PAY COMMITTEE

Delegation of Function

The Trust may establish a Pay Committee for each Academy or across all Academies to set the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for some or all staff.

Clerking

The meeting of the Pay Committee should be minuted.

Membership

The Pay Committee shall consist of at least three named members of the Trust Board/Board of Trustees, none of whom shall be employees.

The head teacher and CAO may attend all proceedings of the Pay Committee for the purpose of providing information and advice but must withdraw when their own salary is being discussed.

Quorum

Three

Meetings

The Pay Committee shall meet at least once annually, in the Autumn term.

Chair

The Pay Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Trust Board (Board of Trustees)/Finance Committee on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy.
- To approve annual pay progression for the head teacher (by 31 December at the latest), taking account of the recommendation made by the Head teacher's Performance Review Panel, following the annual review.
- To note/approve pay progression for other staff in accordance with the Pay Policy (amend as applicable – see 2.4 and 2.5)
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trust Board/Board of Trustees on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.
- To monitor equality impact of the Pay Policy and take actions as required.

NB Trusts may want to refer to Managing teachers and leaders pay

PAY APPEALS COMMITTEE

Delegation of Function

The Trust Board shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least three named members of the Trust Board/Board of Trustees, none of whom shall be employees or members of the Pay Committee.

The head teacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case).

Quorum

Three

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Local Governing Body and the Pay Appeals Committee. The Head Teacher should attend to provide information and advice (except where they are the appellant).

1. Introductions and opening remarks

2. Member of staff and/or representative to present case

3. School representative to ask questions

4. Pay Appeals Committee to ask questions

5. School to respond

   This may include calling on the Performance Management Reviewer and/or a member of the Local Governing Body/head teacher where they are not presenting the case to add any relevant information / answer question (where applicable)

6. Member of staff and/or representative to ask questions

7. Pay Appeals Committee to ask questions

8. Employee or representative to make closing statement

9. School to make closing statement

10. Both parties withdraw to allow Pay Appeals Committee to consider their decision

11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: STAFFING STRUCTURE

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Trust Board considers appropriate, following consultation and as set out in the school's Redundancy and Re-Organisation Policy.

Each school to input their own staffing structure.

Insert staffing structure.

This must include all posts, including salary ranges where appropriate and for TLRs the value and nature of significant responsibility.

Governors may find it helpful to record the percentage of teachers paid in each of the Pay Ranges each year for monitoring purposes.

APPENDIX D: LEADERSHIP PAY STRUCTURE

Leadership Group

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
L1	£51,773
L2	£53,069
L3	£54,394
L4	£55,747
L5	£57,137
L6	£58,569
L7	£60,145
L8	£61,534
L9	£63,070
L10	£64,691
L11	£66,368

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
L12	£67,898
L13	£69,596
L14	£71,330
L15	£73,105
L16	£75,049
L17	£76,772
L18	£78,702
L19	£80,655
L20	£82,654
L21	£84,699
L22	£86,803
L23	£88,951
L24	£91,158

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
L25	£93,424
L26	£95,735
L27	£98,106
L28	£100,540
L29	£103,030
L30	£105,595
L31	£108,202
L32	£110,892
L33	£113,646
L34	£116,456
L35	£119,350
L36	£122,306
L37	£125,345

SPINE POINT	1 SEPT 2025 TO 31 AUG 2026
L38	£128,447
L39	£131,578
L40	£134,860
L41	£138,230
L42	£141,693
L43	£143,796

Ranges for Head Teachers

GROUP	RANGE OF SPINE POINTS	1 SEPT 2025 TO 31 AUG 2026
1	**L6-L18**	£58,569 - £77,924
2	**L8-L21**	£61,534 - £83,860
3	**L11-L24**	£66,368 - £90,255
4	**L14-L27**	£71,330 - £97,136

GROUP	RANGE OF SPINE POINTS	1 SEPT 2025 TO 31 AUG 2026
5	**L18-L31**	£78,702 - £107,131
6	**L21-L35**	£84,699 - £118,169
7	**L24-L39**	£91,158 - £130,274
8	**L28-L43**	£100,540 - £143,796

APPENDIX E: SUPPORT STAFF PAY STRUCTURE

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
3	£25,614	£13.28
4	£26,016	£13.49
5	£26,427	£13.70
6	£26,847	£13.92
7	£27,274	£14.14
8	£27,709	£14.36
9	£28,153	£14.59
10	£28,608	£14.83
11	£29,071	£15.07
12	£29,542	£15.31
13	£30,023	£15.56

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
14	£30,515	£15.82
15	£31,015	£16.08
16	£31,525	£16.34
17	£32,046	£16.61
18	£32,578	£16.89
19	£33,119	£17.17
20	£33,673	£17.45
21	£34,237	£17.75
22	£34,811	£18.04
23	£35,570	£18.44
24	£36,581	£18.96
25	£37,563	£19.47

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
26	£38,510	£19.96
27	£39,481	£20.47
28	£40,444	£20.96
29	£41,177	£21.34
30	£42,123	£21.83
31	£43,149	£22.37
32	£44,253	£22.94
33	£45,529	£23.60
34	£46,579	£24.14
35	£47,665	£24.71
36	£48,738	£25.26
37	£49,817	£25.82

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
38	£50,908	£26.39
39	£51,928	£26.92
40	£53,051	£27.50
41	£54,143	£28.07
42	£55,224	£28.63
43	£56,293	£29.18
44	£57,465	£29.79
45	£59,126	£30.65
46	£60,776	£31.50
47	£62,395	£32.34
48	£64,060	£33.21
49	£67,013	£34.74

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
50	£68,685	£35.60
51	£70,361	£36.47
52	£72,047	£37.35
53	£73,712	£38.21
54	£76,424	£39.61
55	£78,344	£40.61
56	£80,265	£41.61
57	£82,170	£42.59
58	£84,078	£43.58
59	£85,571	£44.36
60	£87,717	£45.47
61	£89,853	£46.58

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
62	£91.987	£47.68
63	£94,129	£48.79
64	£101,125	£52.42
65	£103,663	£53.73
66	£106,181	£55.04
67	£108,704	£56.35
68	£111,238	£57.66
69	£114,208	£59.20
70	£117,177	£60.74
71	£120,135	£62.27
72	£123,104	£63.81
73	£126,071	£65.35

SPINE POINT	1 APRIL 2026 TO 31 MARCH 2027 PER ANNUM	1 APRIL 2026 TO 31 MARCH 2027 PER HOUR
74	£129,038	£66.89