

Pay Policy

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1. Definitions

Academy means a constituent academy of DEMAT.

Central Team means Staff who are not employed within an Academy.

Central Leadership Team means any Director or Head of a Function in the Central Team.

CEO means the Chief Executive Officer of DEMAT, or any officer or other person exercising relevant authority delegated by the Chief Executive Officer to them.

DEMAT means the Diocese of Ely Multi-Academy Trust.

Headteacher has the meaning provided in the STPC Document and, in any Academy that has an Executive Headteacher, it means Executive Headteacher.

Pay Committee has the meaning set out in Paragraph 7.3.2 below.

Relevant body as referred to in the STPCD (School Teachers Pay and Conditions Document) is the Trust Board: this applies to teaching and supportstaff. The Trust Board delegates its decision-making powers in line with the policy through the Scheme of Delegation.

Scheme of Delegation means the Scheme of Delegation for DEMAT as adopted by the Trust Board from time to time.

Staff means any person employed by DEMAT, temporarily or permanently.

STPCD means the School Teachers' Pay and Conditions Document 2023/24.

Teaching days means those days when the Academy conducts at least one full teaching session, including those days when there may be partial closures. 'Teaching days' exclude Academy holidays, planned closures, unplanned closures, and those days when teaching is available only on a voluntary basis, for example, for revision or 'catch up/intervention' work.

Trust Board means the Board of Trustees of DEMAT

Save as set out above, words and expressions defined in the STPCD shall have the same meaning when used in this Policy.

2. Application of this Policy

The policy is applicable to all Staff.

3. Relationship with DEMAT Values

The application of this policy must be applied at all times in a way that reflects the values of DEMAT and our Christian Ethos:

Love – We engender love and tolerance between and for our staff, pupils, and others to foster an inspiring atmosphere of mutual support.

Community – We are committed to ensuring our schools are a living part of the community and contribute positively to its needs.

Respect – We do everything to provide a caring, safe, and secure place for our staff and pupils to be happy and respected in our schools so they may achieve their potential.

Trust – We acknowledge accountability and responsibility for our actions and ensure that we encourage each other to make brave decisions and then learn from any mistakes.

Ambition – We are determined that our schools offer a place for the joy of learning, enabling those of all abilities to thrive and go on to lead rewarding lives.

4. Associated Policies and Documents

This Policy/Procedure should be read in conjunction with the following relevant documents and/or DEMAT Policies/Procedures:

- STPCD
- Performance Management Policy

DEMAT HR policies can be accessed via our website at: <https://demat.org.uk/policies>

5. Version control

No.	Status of document/changes	Prepared by	Reviewed by	Approved by	Date of approval	Review Date
1.	Revisions to reflect new pay rates	H Rothwell	Adrian Ball	Personnel	March 23	March 24
2.	Revision to remove reference to COO and update pay scales	S Hill	Adrian Ball	Personnel	September 23	March 24

This document will be reviewed annually.

For all questions in relation to this policy please contact the HR team on hrteam@demat.org.uk

6. Purpose and Scope

6.1 Purpose

The purpose of this policy is to set a framework for the following:

- To maximise the quality of teaching and learning at the Academies.
- Support the recruitment and retention of a high quality (teaching support and central) staff.
- To ensure that all decisions on pay are managed in a fair, just and transparent manner.
- To ensure that any pay decisions are in line with the budget and affordability criteria.

This is to ensure that pay decisions are based on objective criteria, such that there is no discriminatory effect on any Staff, including those with a protected characteristic under the Equality Act 2010.

This policy complies with current legislation and has been consulted on with the recognised trade unions.

6.2 Scope

This policy applies to any pay decisions made between 1st September 2023 and 31st August 2024.

This procedure applies to all staff. It does not apply to agency workers or contractors.

7. Pay Structures

7.1 Pay determination

7.1.1 Headteacher Positions

For the purposes of determining the Headteacher Pay Range (HTPR) group for the academy, DEMAT Head of HR will calculate annually the unit total of the Academy as outlined in the latest STPCD.

DEMAT Head of HR will assign the Academy to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such other occasions as required. The Headteacher may, at any time, make representations to the CEO in the first instance, to consider assigning the academy to a new HTG.

At the appointment of a new Headteacher, the CEO will assign a salary point on the HTPR to be paid, ensuring that there is room for salary progression to be determined by subsequent performance management.

In the event that the Headteacher is also appointed to be the Headteacher of another Academy on a permanent basis, this will change their role to that of Executive Headteacher. Their salary will be determined in accordance with the STPCD provisions applying where Headteachers are accountable for more than one school.

Where such a decision is made, DEMAT will also review the salary ranges of any other teachers affected by the arrangement due to increased responsibilities. Where such arrangements are temporary, the safeguarding provisions in Part 5 of the STPCD will not apply.

The Leadership range for posts at Headteacher level for 2023/24 will be as follows:

Headteacher Posts	
Minimum	£47,185
Maximum	£131,056

The full leadership pay range is given in Appendix E

7.1.2 Deputy Headteacher & Assistant Headteachers Positions

The Headteacher will set the pay level needed to attract a Deputy Headteacher or Assistant Headteacher from within the indicative pay range for the Academy. Prior to advertising the post, the following stages will be undertaken by the DEMAT Head of HR:

- Stage 1: Define the role and determine the HTG (using the pupil unit calculations within the STPCD).
- Stage 2: Set an indicative pay range of which the maximum of the pay range must not exceed the maximum of the headteacher group for the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances

At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the selection panel will determine the starting point on the pay range. The selection panel will have regard to advice available from the DEMAT Head of HR.

7.1.3 Leading Practitioners

The school may decide to appoint Leading Practitioners in accordance with the provisions of the STPCD.

When determining the pay scales for individual Leading Practitioner posts, the Headteacher will do this by seeking guidance from the DEMAT HR team. They will consider the responsibilities of the post and the need to ensure pay equality where posts are equally demanding and fairness between posts of differing levels of responsibility.

Pay ranges for Leading Practitioner roles may be different for each post, depending on the nature and content of the role. In determining the level of salary, the Headteacher will work within the minimum/maximum points as set out in the STCPD:

Leading Practitioner Posts	
Minimum	£47,417
Maximum	£72,085

Where a Leading Practitioner is appointed, they will initially be placed at the bottom point of the pay range (Appendix D).

7.1.4 Teachers

DEMAT will adhere to the pay structures for the Main Pay Range, Upper Pay Range, Leadership Range and Unqualified Teachers, as set out in Appendices C and E. The sections below provide a summary of the minimum and maximum points within each respective pay scale.

When advertising a teaching post, the Headteacher will identify the range of salary within which the post will be advertised, and that range will be one within the budget set for salaries for that Academy and in line with the STPCD.

In making such determinations, the Headteacher will consider the following factors:

- the nature of the post
- the level of qualifications, skills and experience required.
- recruitment and retention benefits if applicable (see Appendix B)

The Headteacher may not agree to match a current or previous salary level without first considering the budget for the Academy, the merits of the application and the salary of teachers employed by the school and consistency across DEMAT. The Headteacher will keep a written statement detailing the reasons the salary has been awarded, together with the position on the appropriate range in the salary structure.

(I) Main Pay Range

A teacher on the main pay range (MPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

Main Pay Range	
Minimum	£30,000
Maximum	£41,333

Note: The full Main Pay Range scale is given in Appendix C.

(II) Upper Pay Range

A teacher on the upper pay range (UPR) will be paid a salary within the minimum and maximum on the main pay range set out below:

Upper Pay Range	
Minimum	£43,266
Maximum	£46,525

Note: The full Upper Pay Range scale is given in Appendix C.

(iii) Unqualified Pay Range

A teacher on the unqualified pay range will be paid a salary within the minimum and maximum on the main pay range set out below:

Unqualified Pay Range	
Minimum	£20,598
Maximum	£32,133

Note: The full Unqualified Pay Range scale is given in Appendix C

(iv) Part Time Teachers

The Headteacher will ensure that part-time teachers employed at the Academy have their total number of specified working hours and salaries calculated in accordance with the STPCD and the 'pro rata principle,' except where a part-time teacher is awarded a TLR 3.

7.1.5 Support Staff

Support staff are appointed on the appropriate NJC pay point within a designated range to be determined on appointment. The NJC pay scales can be found in Appendix F.

On recruiting a member of the support staff, the job description determined for the post will be evaluated in accordance with the adopted Job Evaluation scheme (NJC support scheme). Advice will be sought from the Trust HR team on an appropriate application of the evaluation process before information is published.

If, at any time, the Headteacher considers that a member of the support staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be revised and re-evaluated. Where such a change is considered, the Headteacher will consult with the Trust HR team, the employee, and the relevant union that the employee is a member of, to ensure a meaningful consultative process is followed as part of any change in job description.

Any member of support staff may ask for a re-evaluation of their job description, which will be assessed by the Trust HR team in the first instance. No decisions about support staff pay should be taken until the evaluation is complete and the Trust HR Manager has reviewed the outcome.

7.1.6 Central Team

Central team members are appointed on the appropriate NJC pay point within a designated range to be determined on appointment. The NJC pay scales can be found in Appendix F.

On recruiting a member of the central staff, the job description determined for the post will be evaluated in accordance with the adopted Job Evaluation scheme. Advice will be sought from the Trust HR team on an appropriate application of the evaluation process before information is published.

If, at any time, the Head of function considers that a member of the central staff is being asked to undertake increased or decreased responsibilities on a permanent basis, the job description may be revised and re-evaluated. Where such a change is considered, the Head of function will consult with the employee and the relevant union that the employee is a member of, to ensure a meaningful consultative process is followed as part of any change in job description.

Any member of central staff may ask for a re-evaluation of their job description which will be assessed by the Trust HR team in the first instance. No decisions about support staff pay should be taken until the evaluation is complete and the Trust HR Manager has reviewed the outcome.

7.1.7 Central Leadership Team

The Central Leadership Pay Scale, which is in place for all members of the Central Leadership team, can be found at Appendix G. Job roles have been externally benchmarked and appropriate ranges for each role approved by the Trust Board.

7.2 Inflationary Pay Uplifts

7.2.1 Leadership and Teaching Pay Scales

The Trust Board will take into consideration the STPCD's recommendations in determining uplifts to the Leadership and Teaching Pay Scales. Uplifts will not be finalised or applied until the STPCD announces that it has formally agreed the rates to be recommended. The new rates determined by the Trust Board will be applicable from 1 September each year. Should this mean backpay is payable, the Trust Board will apply the new rates and backpay subject to ratification processes and payroll deadlines.

Allowances (as defined in 7.4) will have inflationary increases applied from the 1 September in line with the above.

7.2.2 Support Staff and Central staff

The Trust Board will take into consideration the NJC's recommendations in determining uplifts to Support and Central Staff Pay Scales. Uplifts will not be applied until NJC announces that it has formally agreed to the rates to be recommended. The new rates determined by the Trust Board will be applicable from 1 April (school support) and 1 September (central) each year. Should this mean backpay is payable the Trust Board will apply the new rates and backpay subject to ratification processes and payroll deadlines.

7.2.3 DEMAT Leadership Pay Scale

The Trust Board will consider the NJC's and STPCD's recommendations in determining uplifts to the DEMAT Leadership Pay Scale points affected. Uplifts will not be applied until NJC and STPCD both announce that rates have been formally agreed for recommendation. The new rates determined by the Trust Board will be applicable from 1 September each year. Should this mean backpay is payable the Trust Board will apply the new rates and backpay subject to ratification processes and payroll deadlines.

7.3 Pay Reviews

7.3.1 Headteacher Positions

Each year, the CEO will make recommendations to the Personnel Committee regarding a salary review for Headteachers including the reasons for the recommendation and the recommended level of salary from 1 September. Recommendations for each Headteacher's salary will be considered at the first Personnel Committee meeting in the Autumn term, or as soon as practicable thereafter. Recommendations shall reflect the Headteacher's overall performance during the previous year, including, but not restricted to, the Headteacher's performance against objectives set for that year.

One point of progression will be the expected norm for good and sustained performance. The Headteacher will be informed in writing of the decision within ten teaching days of the Personnel Committee meeting and pay will be backdated as necessary to 1 September.

Headteachers can appeal against any decision made regarding a pay review determination. If they wish to do so they must follow the procedure outlined Appendix A and the Scheme of Delegation.

7.3.2 Pay Committee

The Pay Committee for an Academy has delegated authority in respect of pay decisions for all posts below that of Headteacher. Consistent with the Scheme of Delegation, the Pay Committee for an Academy will consist of the Hub Director, the DEMAT Head of Finance, and the Chair of the Academy Committee. The Pay Committee for the Central Team (other than the Central Leadership Team) will be the CEO, Chair of Personnel committee, and Head of HR. The Pay Committee for the Central Leadership team (including the CEO) will be the Remuneration committee.

The Pay Committee must elect a chair from among its members and it will do so at its first meeting each academic year and it must be clerked by a person appointed for that purpose by the Pay Committee. The Pay Committee must meet at such times as is necessary to discharge its responsibilities effectively and, in any case, within 20 teaching days of receiving a request to make a determination.

7.3.3 Academy Teaching & Leadership Positions

On or before 30 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy and Assistant Headteachers, Leading Practitioners and Unqualified Teachers employed in the school.

Pay progression for staff who were working at the school during the preceding appraisal year and who continue to hold the same role will be based on an assessment of performance, as determined under the Performance Management Policy. The 'same role' shall be taken to include a Teacher or Headteacher who remains a teacher but who has now undertaken additional duties and/or different duties as a teacher.

At the time of the annual assessment of teachers' salaries, the Pay Committee for each Academy will consider any written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' Main Pay Range, or the Upper Pay Range or the Unqualified Teacher Pay Range, depending on which range the teacher is currently paid. The Headteacher will provide written reasons why any teacher should not progress on either range.

Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance against their objectives as measured against the performance review under the Performance Management Policy, with particular reference to the achievement of objectives. In the case of teachers on the Upper Pay Range, the Headteacher will also have regard to their overall contribution to the school. One point of progression will be the expected norm for good and sustained performance.

Before the Headteacher makes written recommendations, the Pay Committee will expect that the Headteacher has had due regard to the criteria for determining whether a teacher shall progress. Where a teacher has been absent through long-term leave including maternity or adoption leave, the Headteacher will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to work, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher a higher salary in the appropriate pay range, the award will be backdated to the date on which the award would normally have been paid.

The Pay Committee will receive the pay recommendations from the Headteacher by 31 October of the year to which this policy applies at the latest, and awards for accepted recommendations will be backdated to 1 September of the same year.

Final decisions about whether to accept a pay recommendation will be made by the Pay Committee, considering the individual's Performance Management report.

7.3.4 Support Staff and Central Team (excluding the Central Leadership Team)

On or before 30 September of each year, or as soon as possible thereafter, the Headteacher (support staff) or Central Team line manager (Central Team) will carry out an annual assessment of salary for each member of their non-teaching teams.

Pay progression for Staff who were employed during the preceding appraisal year and who continue to hold the same role will be based on an assessment of performance, in accordance with the Performance Management Policy.

Any recommendations for progression to a higher salary shall be based on the employee's performance against their objectives as measured against the performance review under the Performance Management Policy. The Pay Committee for the Central Team will expect that the line manager has had due regard to the criteria for determining whether an employee shall progress. One point of progression will be the expected norm for good and sustained performance.

Where an employee has been absent through long-term leave including maternity or adoption leave, the line manager will ensure that a performance review has been conducted. If a review cannot be conducted until the employee returns to work, the line manager will conduct a review following their return.

The Pay Committee will receive the pay recommendations by 31 October of the current year at the latest, and awards for accepted recommendations will be backdated to 1 September of the current year.

Final decisions about whether to accept a pay recommendation will be made by the Pay Committee, considering the individual's Performance Management report.

7.3.5 Central Leadership Positions

On or before 30 September of each year, or as soon as possible thereafter (and no later than 31st October), the relevant line managers will carry out an annual assessment of salary for each member of their team.

Pay progression for staff who were employed during the preceding appraisal year and who continue to hold the same role will be based on an assessment of performance, as determined under the Performance Management Policy.

Any recommendations for progression to a higher salary shall be in respect of the employee's performance against their objectives as measured against the performance review under the Performance Management Policy. One point of progression will be the expected norm for good and sustained performance.

The Pay Committee will expect that the line managers have had due regard to the criteria for determining whether an employee shall progress.

Where an employee has been absent through long-term leave including maternity or adoption leave, the line manager will ensure that a performance review has been conducted. If a review cannot be

conducted until the employee returns to work, the line manager will conduct a review following their return.

The Pay Committee will receive the pay recommendations by 31 October of the current year at the latest, and awards for accepted recommendations will be backdated to 1 September of the current year.

Final decisions about whether to accept a pay recommendation will be made by the Pay Committee, considering the individual's Performance Management report.

7.3.6 Movement to and on the Upper Pay Range

Any qualified teacher may apply to be paid in the upper pay range and any such application must be assessed in line with this policy. A teacher wishing to access the Upper Pay Range for the first time in their role must apply to the Headteacher by 31 October if any determination is to be backdated to 1 September.

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

- a) the teacher is highly competent in all elements of the relevant standards; and
- b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy:

- **'highly competent'** means *'performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Academy, in order to help them meet the relevant standards and develop their teaching practice.'*
- **'substantial'** means *'of real importance, validity or value to the Academy; play a critical role in the life of the Academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and'*
- **'sustained'** means *'maintained continuously over a lengthy period, being at least two school years.'*

The application will be assessed robustly, transparently, and equitably by the Headteacher who will make the initial assessment and recommendation to the Pay Committee as to whether that teacher should access the Upper Pay Range with effect from the 1 September and, if so, at what point on that range. It is the policy of DEMAT that a successful applicant will access the Upper Pay Range at the minimum point.

The applicant must be informed of the proposed recommendation at least five teaching days before the date of the meeting of the Pay Committee considering the recommendation. During those five teaching days, the applicant may make written representations to the Pay Committee.

Where an application is successful, the Headteacher must provide oral feedback to the applicant on the application and applicants will move to the Upper Pay Range and, other than in exceptional circumstances, will be placed at the first point of that pay range with the award backdated to the 1 September of that school year.

Where an application is unsuccessful, the Headteacher must provide written feedback to the applicant. Feedback in either case must include advice on aspects of performance that would benefit from further development.

An applicant is entitled to appeal against the decision in accordance with para 7.3.7.

7.3.7 Representations about Pay Committee decisions.

If, following notification of the determination of salary a member of Staff wishes to appeal against the decision then they must write to governance@demat.org.uk setting out the grounds for appeal.

Provided that:

- a. they do so within five teaching days of receiving notification of the decision made by the Pay Committee; and provided that
- b. the reason(s) stated are one or more of those that qualifies for consideration as set out in Appendix A

The procedure for pay appeal reviews is set out in Appendix A.

Decisions of the Appeal Panel will be final.

7.4 Discretionary Allowance and Payments

7.4.1 Teaching and Learning Responsibilities (TLR's)

The Headteacher may award a TLR payment to a classroom teacher for undertaking a substantial additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which that teacher is made accountable. Unqualified teachers may not be awarded TLRs.

Before awarding any TLR payment, the Headteacher should ensure that confirmation of consistency across the Trust is sought from the HR Team. For a teacher to receive a TLR payment, their duties must include a significant responsibility that is not required of all classroom teachers and that it is:

- a) is focused on teaching and learning
- b) requires the exercise of a teacher's professional skills and judgment
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils
- e) involves leading, developing and enhancing the teaching practice of other staff.

TLR 1 and 2 payments to teachers must be awarded within the bands indicated below, in accordance with the pay ranges specified within the STPCD:

STCPD 2023 – TLR Ranges		
Band	Minimum	Maximum
TLR Band 1	£9,272	£15,690
TLR Band 2	£3,214	£7,847
TLR Band 3	£639	£3,169

The Headteacher may award a fixed-term third TLR (TLR 3) payment to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities.

The fixed term's duration must be established at the outset and payment made monthly for the fixed term. The value of the TLR payment must be within the range specified in the table above.

7.4.2 Special Educational Needs (SEN) Allowances

The Headteacher will award SEN allowances in accordance with the criteria and provisions set out in the STPCD. The value of SEN allowances to be paid must be within the ranges specified below:

STCPD 2023 – SEN Allowance Ranges	
Minimum	Maximum
£2,539	£5,009

7.4.3 Temporary Payments for Headteachers

On the recommendation of the CEO, temporary payments may be made by an Academy to the Headteacher for temporary responsibilities and duties.

Temporary payments will not be made in respect of temporary responsibilities or duties already accounted for within the Headteacher's job description and commensurate with the current salary.

Temporary payments will not exceed 25% of the Headteacher's salary and temporary payments plus other payments will not exceed 25% above the maximum for the respective Headteacher group.

7.4.4 Exercise of Discretion under the STPCD

Where a Headteacher, advised by the recruitment selection panel, regards a teacher as having relevant teaching experience, or non-teaching experience that is directly relevant to the post being offered, it may determine an appropriate salary to offer is higher than that which is within the advertised range and may have due regard to the following factors:

- Years of service as a qualified teacher in maintained school, Academy or independent school;
- Years of service as a qualified teacher in higher education or further education including sixth form colleges, or in countries outside England or Wales in a school in the maintained sector of the country concerned;
- Years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people;
- Years of other remunerated or unremunerated experience including caring for young children during a career break.

The Headteacher may not agree to match a current or previous salary level without first considering the merits of the application and the salary of teachers employed by the academy and across DEMAT. The Headteacher will keep a written statement detailing the reasons the salary has been awarded, together with the position on the appropriate range in the salary structure.

7.4.5 Recruitment and Retention Allowances

Appendix B outlines recruitment and retention allowances available to all staff that may be applied as a discretionary payment. Should these be required, the individual's Line manager must seek

advice from the Trust HR Head of HR before proposing any such payments to the relevant Pay Committee, or in the case of a Head Teacher, to the CEO.

APPENDIX A

PROCEDURE FOR AN APPEAL OF A SALARY DETERMINATION OR PAY DECISION

This procedure applies to all Staff

The grounds of the appeal must meet the following:

- a) A provision of the Pay Policy or Appraisal Policy has been applied incorrectly
- b) In the case of a teacher, there has been a failure to have proper regard for the statutory/contractual guidance of the STPCD
- c) There has been a failure to take proper account of relevant evidence
- d) Irrelevant or inaccurate evidence has been taken into account
- e) The recommendation is biased
- f) The recommendation otherwise unlawfully discriminates against a member of staff.

The member of staff is entitled to be accompanied by a representative of their trade union or a workplace colleague.

Panel

The Appeal Panel will be convened in accordance with the Scheme of Delegation.

Procedure

1. The member of staff or representative:
 - a. introduces the member of staff's written reasons for the appeal and the members of the Appeal Committee may ask questions of the member of staff.
 - b. may call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Appeal Committee.
2. The representative of the Pay Committee:
 - a) explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Pay Committee previously provided to the member of staff, and the member of staff or representative and then members of the Appeal Committee may ask questions of the representative of the Pay Committee.
 - b) may call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the member of staff or their representative and then by the Appeal Committee.
- g) Summing up and withdrawal
 - a) the representative of the Pay Committee has the opportunity to sum up if they wish.
 - b) the member of staff, or representative, has the opportunity to sum up their case if they wish.
 - c) all persons other than the Appeal Committee and its HR adviser (see note 4 below) are then required to withdraw.
- h) Review Appeal Committee decision
 - a) the Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
 - b) the Chair of the Appeal Committee will announce the decision to the member of staff, which will be confirmed in writing within 5 working days.

Notes:

1. For the purposes of the appeal, the Appeal Committee will have the following documents:
 - the written statement of reasons for the Pay Committee decision previously provided to the member of staff.
 - the written statement of reasons for the appeal from the member of staff.
 - any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the appeal, the Pay Committee representative may call the Headteacher as a witness for the Pay Committee.
3. The Appeal Committee may appoint an adviser who may not be a member of staff of the Pay Body.

APPENDIX B

RECRUITMENT AND RETENTION ALLOWANCES OR BENEFITS

This appendix identifies the circumstances under which the payment of allowances and/or reimbursement of expenditure for the purposes of recruiting and retaining key staff may be considered.

Allowances

Recruitment or Retention allowances will be considered as a method of attracting or retaining staff where the Academy or Trust would be adversely affected by not recruiting or retaining them.

Recruitment allowances are time limited and will not continue after the end date unless following a review, it is deemed appropriate to make it a retention allowance.

A retention allowance should have a review date after which the allowance will cease.

Allowances may include (but are not limited to):

- reimbursement of removal and relocation costs and expenses
- travel allowances and supplements
- salary advances and rental deposit assistance
- enhanced salary ranges with market supplement
- funding/part-funding of training and CPD costs
- salary sacrifice and member of staff wellness programmes
- membership fees and subscriptions.

Process

Decisions on the use of recruitment allowances/benefits and retention allowances will be proposed by the Line manager of the employee and approved by the relevant Pay Committee.

Prior to considering such an allowance the Line manager will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The recruitment and/or retention difficulties which have led to the allowance being proposed. This will include an assessment of the expected consequences of failing to recruit or losing a key member of staff, experience of hard-to-fill vacancies, area skill shortages etc.
3. The proposed start and end dates of the allowance and the reasons for them.
4. The amount of the allowance and its percentage of substantive salary (which will not exceed 20% without the prior advice from the Trust Head of HR and approval by CEO.
5. The structure of the allowance to be paid and the schedule of payments.

Reporting

Once approved, the decision to award a recruitment or retention allowance will be communicated to the member of staff in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance.

APPENDIX C

THE SALARY POINTS ON THE UNQUALIFIED, MAIN UPPER AND LEADERSHIP PAY RANGES

This Appendix sets out DEMAT's policy regarding progression on the Main and Upper Pay scales and on the Unqualified Teachers scale.

THE MAIN PAY RANGE FOR 2023/24

The salary points for the Main Pay Range 2023/24 are:

Point	Annual Salary
M1	£30,000.00
M2	£31,737.00
M3	£33,814.00
M4	£36,050.00
M5	£38,329.00
M6	£41,333.00

THE UPPER PAY RANGE FOR 2023/24

Point	Annual Salary
UPS 1	£43,266.00
UPS 2	£44,870.00
UPS 3	£46,525.00

THE UNQUALIFIED TEACHERS RANGE FOR 2023/24:

Point	Annual Salary
UQT 1	£20,598.00
UQT 2	£22,961.00
UQT 3	£25,323.00
UQT 4	£27,406.00
UQT 5	£29,772.00
UQT 6	£32,133.00



APPENDIX D

TEACHERS: THE APPOINTMENT OF LEADING PRACTITIONERS

An Academy may decide to appoint Leading Practitioners.

Specific job requirements as set out in the specific job description for each Leading Practitioner role will include:

- A leadership role in developing, implementing, and evaluating policies and practices in the academy which contributes to academy improvement.
- The improvement of teaching and learning at the Academy and/or within other DEMAT Academies or local partnership arrangements that have a significant impact on pupil attainment and progress.
- Improving the effectiveness of staff and colleagues through coaching, mentoring and induction arrangements.
- Pay ranges for Leading Practitioner roles may be different for each post, depending on the nature and content of the role. In determining the level of salary, the Headteacher will work within the minimum/maximum points as set out in the STCPD.

Leading Practitioners may be expected to work across more than one DEMAT Academy. Although the requirement to do so will form a clear part of the advertising and recruitment / contractual documentation for the post.

APPENDIX E

SALARY RANGES AND ARRANGEMENTS FOR TEACHERS PAID ON THE LEADERSHIP GROUP RANGE

The Leadership range within which salaries for posts at Headteacher level and below within the leadership team for 2023/24 will be as follows:

Minimum	£47,185
Maximum	£131,056

No posts at Academy level will exceed the maximum level of the Leadership Pay Range.

The maximum of the Headteacher or Deputy or Assistant Headteacher range(s) will not exceed the maximum of the Headteacher Group in accordance with the STPCD 2023/24.

The pay range for a Deputy or Assistant Headteacher will only overlap with the Headteacher pay range in exceptional circumstances and will be considered a temporary arrangement.

Changes to the determination of leadership group pay under the STPCD will only be applied to individuals appointed to a leadership post after 1 September 2023, or whose responsibilities have significantly changed after that date.

DEMAT implements a designated range for all Academy leadership staff (Headteacher, Deputy Headteacher and Assistant Headteacher). This range must be within the minimum and maximum of the determined Headteacher Group, and the Assistant/Deputy Headteacher range should not overlap that of the Headteacher. In all cases the decision to award annual pay progression must be related to the individual performance assessment. A recommendation on pay will be made in writing as part of the individual appraisal report.

One point of annual salary progression is to be the normal maximum.

LEADERSHIP PAY RANGE 2023/24

Spine Point	Annual Salary
L1	£47,185
L2	£48,366
L3	£49,574
L4	£50,807
L5	£52,073
L6	£53,380
L7	£54,816
L8	£56,082
L9	£57,481
L10	£58,958
L11	£60,488
L12	£61,882
L13	£63,429
L14	£65,010
L15	£66,627
L16	£68,400
L17	£69,969
L18	£71,729**
L19	£73,508
L20	£75,331
L21	£77,194**
L22	£79,111
L23	£81,070
L24	£83,081
L25	£85,146
L26	£87,252
L27	£89,413**
L28	£91,633
L29	£93,901
L30	£96,239
L31	£98,616**
L32	£101,066
L33	£103,578
L34	£106,138
L35	£108,776
L36	£111,469
L37	£114,239
L38	£117,067
L39	£119,920
L40	£122,912
L41	£125,982
L42	£129,140
L43	£131,056

APPENDIX F

Support Staff pay scales are in line with NJC (National Joint Council for Local Government Services).

Point	Annual Salary 2023 -2024	Hourly Rate 2023 - 2024
01	No Point 1 from April 23	
02	£ 22,366.00	£11.59
03	£ 22,737.00	£11.79
04	£ 23,114.00	£11.98
05	£ 23,500.00	£12.18
06	£ 23,893.00	£12.38
07	£ 24,294.00	£12.59
08	£ 24,702.00	£12.80
09	£ 25,119.00	£13.02
10	£ 25,545.00	£13.24
11	£ 25,979.00	£13.47
12	£ 26,421.00	£13.69
13	£ 26,873.00	£13.93
14	£ 27,334.00	£14.17
15	£ 27,803.00	£14.41
16	£ 28,282.00	£14.66
17	£ 28,770.00	£14.91
18	£ 29,269.00	£15.17
19	£ 29,777.00	£15.43
20	£ 30,296.00	£15.70
21	£ 30,825.00	£15.98
22	£ 31,364.00	£16.26
23	£ 32,076.00	£16.63
24	£ 33,024.00	£17.12
25	£ 33,945.00	£17.59
26	£ 34,834.00	£18.06
27	£ 35,745.00	£18.53
28	£ 36,648.00	£19.00
29	£ 37,336.00	£19.35
30	£ 38,223.00	£19.81
31	£ 39,186.00	£20.31
32	£ 40,221.00	£20.85
33	£ 41,418.00	£21.47
34	£ 42,403.00	£21.98
35	£ 43,421.00	£22.51

36	£	44,428.00	£23.03
37	£	45,441.00	£23.55
38	£	46,464.00	£24.08
39	£	47,420.00	£24.58
40	£	48,474.00	£25.13
41	£	49,498.00	£25.66
42	£	50,512.00	£26.18
43	£	51,515.00	£26.70

APPENDIX G

Central Leadership Pay Scale for 23/24

Point	Annual Salary 2023 -2024 FTE
1	£ 53,388
2	£ 54,799
3	£ 56,208
4	£ 57,617
5	£ 59,773
6	£ 63,819
7	£ 65,509
8	£ 67,200
9	£ 68,893
10	£ 70,397
11	£ 72,899
12	£ 75,882
13	£ 75,331
14	£ 77,194
15	£ 79,111
16	£ 81,070
17	£ 83,081
18	£ 87,252
19	£ 89,413
20	£ 91,633
21	£ 93,901
22	£ 96,239
23	£ 98,616
24	£ 101,066
25	£ 106,138
26	£ 108,776
27	£ 111,469
28	£ 132,499
29	£ 135,811
30	£ 139,206
31	£ 142,686
32	£ 146,252
33	£ 150,449
34	£ 154,211
35	£ 158,066
36	£ 162,017
37	£ 166,068