



East Midlands  
Education Trust

## Pay Policy

*Autumn 2021*

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## Contents

1	Introduction.....	3
2	Equal Opportunities.....	3
3	Duties of Staff.....	3
4	Teaching staff .....	4
5	Executive Pay.....	5
6	Leadership Pay.....	5
7	Pay Scale for classroom teachers .....	7
8	Upper Pay Range .....	8
9	Teaching and Learning Responsibility Payments (TLRs).....	10
10	Leading Practitioner Posts .....	11
11	Supply Teachers employed by the school .....	11
12	Unqualified teachers .....	11
13	Pay Progression timescales and process .....	11
14	Additional Payments .....	12
15	Pay Deductions.....	12
16	Safeguarding (Pay Protection).....	12
17	Associate staff.....	13
18	Senior Leadership Pay .....	13
19	Salary Progression .....	14
20	Responsibilities.....	15
21	Safeguarding (Pay Protection).....	16
22	Pay progression timescales and process.....	16
23.	Apprenticeships.....	16
	Appendix 1a Pay Appeals Procedure .....	17
	Appendix 1b Pay Appeals Form .....	18
	Appendix 2 Upper Pay Range Teachers .....	19
	Appendix 3 Evidence to be considered for progression .....	20
	Appendix 4 National Pay Spine - Associate Staff (April 2020) .....	21
	Appendix 5 Pay Scales And Allowances – Teachers (September 2020) .....	23
	Appendix 6 Pay spine for the Leadership Group .....	24
	Appendix 7 Individual School Ranges (ISRs) .....	25

## 1 Introduction

- 1.1 The Trustees recognise the requirements placed upon them to ensure that the Trust has a clear and fair policy for the determination of remuneration for staff employed by the Trust, which meets relevant statutory requirements and agreed conditions of service.
- 1.2 All staff who join the Trust by way of a TUPE transfer will continue to be employed under the terms of their existing contract at the point of transfer for so long as they remain in the same post in the Trust. Any staff moving to a new post, including posts with additional responsibility or those paid at a higher level will transfer to the East Midlands Education Trust contract and will be subject in full to the provisions contained within this policy.
- 1.3 The Trustees delegate to the Local Governing Body (LGB) the responsibility for decisions relating to pay points of staff within the appropriate pay grade, and performance pay progression, as determined by the principles of this policy.
- 1.4 This policy is based on a 'whole school' approach to pay issues with pay decisions taken in the full consideration of the resources available. Pay decisions relating to all staff will be taken in the context of the Trust as a whole. The Trustees, under the advice of the Head Teachers and Governors, will use the School Improvement Plans as the starting point for its consideration of Trust pay issues. The Trustees will exercise their discretion on pay issues using fair, transparent and objective criteria in order to secure a consistent approach in Trust pay decisions.
- 1.5 Head Teachers and LGBs will ensure that sufficient budget provision is made within each school's budget to take account of decisions of annual pay reviews arising from the application of this policy.
- 1.6 The Trustees will review this policy on an annual basis in September and will also consider any recommended pay awards agreed nationally, in the context of the whole Trust, and will decide whether or not these should be applied.
- 1.7 A copy of the policy will be available for all staff within their school.

## 2 Equal Opportunities

- 2.1 The Trustees recognise their responsibilities under the Equality Act 2010 and any other relevant employment legislation to ensure that staff employed in the Trust are, in the application of this policy, treated equitably and fairly regardless of race, colour, nationality, ethnic or national origin, sex, marital status, disability, age or sexual orientation.
- 2.2 The Trustees are also aware of their responsibilities in respect of the Equal Pay Act 1970 which requires that men and women have a right to equal treatment and equal pay for work of equal value.

## 3 Duties of Staff

- 3.1 The Head Teacher of each school will ensure that each member of staff is provided with an agreed job description in line with the staffing structure. The job description will identify the appropriate grade and duties of the post. The job description will be reviewed when necessary to ensure that it reflects the current role. The job description will make clear the reason for any additional allowance or payment.

3.2 Normally new duties and responsibilities or changes in existing duties and responsibilities will be introduced by agreement. The governing body of an individual Academy, under the advice of that Academy's Head Teacher, may determine that the staffing structure of that Academy should be changed to meet the needs of the Academy more effectively. Where such a change requires changes to individual job descriptions, every attempt will be made to secure the agreement of the member of staff concerned prior to the changes being implemented. In the case of whole significant staffing restructures, consultation with staff and the recognised trade unions will be undertaken by the Head Teacher.

## 4 Teaching staff

### Recruitment

4.1 Advertisements for teaching posts will be considered by the Head Teacher and, if appropriate, the Governors and Trustees, and then placed as appropriate.

4.2 The advertisement will indicate the pay range including details of any Teaching and Learning Responsibility Payments or additional allowances allocated to the post.

4.3 In determining starting salaries, the Head Teacher or LGB may consider the following factors:

- previous points given for teaching experience in previous appointments, together with any recognition of relevant experience outside of teaching that may be appropriate. The Trustees do not guarantee that on appointment the Trust will automatically appoint at a salary equivalent to the teacher's previous salary; decisions will be taken in the context of the school and level of post advertised;
- progression to the Upper Pay Range following a successful assessment;
- any requirements for additional incentives to recruit and retain staff of an appropriate calibre (see section 4.4);
- the appropriate teaching and learning responsibility payments (TLRs) (see section 8) or range on the leadership spine as determined by the LGB with reference to section 6 and Appendix 6;
- the value of any appropriate SEN allowance;
- for the Head Teacher, a review of the Trust's individual salary range (ISR) as determined in Appendix 6;
- consideration of pay differentials within the existing structure.

4.4 The Governing Body and Trustees, upon the advice of the Head Teacher, reserve the right to make recruitment and retention payments. However, any such payments will only be allocated in the following circumstances:

- for posts in known shortage subjects;
- for posts which have previously been difficult to fill;

- to an applicant for a post where the Trust's policy on pay on appointment would not secure that teacher's appointment;
- to retain existing staff where the Governing Body / Trustees consider that the loss of the teacher would result in the recruitment difficulties set in (a) and (b) above.

4.5 The Trustees will pay recruitment and retention awards for a defined period, usually up to a maximum of three years, but subject to annual review.

## 5 Executive Pay

5.1 Trustees recognise that the Trust's income comes from public funding and as such have to ensure that robust processes are in place to justify how this money is spent. This is particularly true of executive pay.

5.2 Trustees have identified the CEO, those holding a senior corporate position and all Head Teachers within the Trust as holding 'Executive' posts.

5.3 CEO pay will be set as a 'spot point' by Trustees and reviewed each year in line with paragraph 13. In setting CEO pay, Trustees will take account of the following:

- The outcome of the CEO's annual performance review;
- Benchmarking of similar posts within the local market;
- Pay differentials within the Trust;
- Relative responsibilities of the post, including the number of schools within the Trust;
- Any relevant national guidelines on setting Executive pay.

5.4 The process identified below in section 6, Leadership Pay, will apply to all Head Teachers within the Trust. However, additional processes will be put in place to ensure that pay progression of staff within posts paying £100,000 or more are scrutinised to ensure these are appropriate and value for money, in line with ESFA requirements.

5.5 For any post where the salary is £100,000 or more, or where the salary has the potential to exceed £100,000 due to proposed pay progression, a recommendation for pay progression will be made by the appraiser. This recommendation will be assessed by the Trustee's Pay Sub-Committee, taking into account the pay progression factors listed in paragraph 6.6.

5.6 Decisions by the Trustee's Pay Sub-Committee will be documented, including the rationale behind the decision making process and whether the level of pay reflects value for money in terms of the individual's performance and salary benchmarking within the local area.

5.7 Executive pay will be reviewed by 31 December and be effective from 1 September.

## 6 Leadership Pay

6.1 The Trustees will assign a twelve-point group range within the leadership pay spine for each school within the Trust, as set out in Appendix 6. The group range will be calculated in the same manner as for the group size of a school in the STPCD. However, in order to reflect the need to recruit and

retain the very best Head Teachers, and to reflect the higher demands of running an academy, the top of each EMET group range will sit 4 pay points above that of STPCD group sizes.

- 6.2 Each LGB will set a seven point ISR range from within the twelve-point group range for their Head Teacher, ensuring that there is no overlap of salary bands between the Head Teacher's and other leadership posts within their Academy.
- 6.3 The Trustees will consider an additional discretionary payment to any Head Teacher if they take on additional roles or responsibilities not taken into account in the setting of the seven point pay range.
- 6.4 For all other leadership posts, the LGB will determine a five point pay range from within the leadership pay spine set out in Appendix 5 of this policy. The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts.
- 6.5 To achieve pay progression, all teachers paid on the Leadership Spine, including the Head Teacher, must demonstrate sustained high quality of performance. In addition, they must have completed a successful annual appraisal review.
- 6.6 In assessing and reviewing the salaries of posts on the Leadership Spine, the LGB upon the advice of the Head Teachers and/or external advisor(s) where appropriate, will give due consideration to the following factors:
- The outcome of the annual performance review for each individual;
  - The Individual Salary Range (ISR), which can be reviewed throughout the year for recruitment and retention purposes;
  - Pay differentials within the school and Leadership Group;
  - Relative responsibilities of posts;
  - Advice and guidance from the Head Teacher and/or external advisor(s) as appropriate.
- 6.7 Where the performance of a member of staff paid on the leadership range falls short of the standards expected of them, and subsequently they fail to complete a successful annual appraisal review, there will be no incremental salary progression awarded at the annual review in September.
- 6.8 In addition, Trustees have determined that any annual pay award added to the pay scales by Trustees, will not be awarded to any member of staff paid on the leadership pay range, where there are concerns about the performance of the member of staff as outlined in paragraph 5.5. This means that their pay will be frozen.
- 6.9 In the circumstances outlined in paragraphs 5.5 and 5.6, the performance of the member of staff will be managed through the appropriate arrangements in the Trust's Appraisal policy. Where, as a result of the additional supported appraisal, the performance of the member of staff is subsequently deemed to meet the expected standards, the Trustees may, from that date, apply the annual pay award previously withheld as outlined in paragraph 5.6, but with no backdating. Incremental salary progression on the leadership pay range will not be considered until the next annual pay review in September.
- 6.10 It is recognised that up to two incremental points can be awarded in any one year for members of the leadership group, subject to completion of successful annual appraisal reviews and continuing to meet the relevant East Midlands Education Trust Teacher Standards (Appraising Teacher

Performance Policy, Appendix A). The award of a second point would only normally be in exceptional circumstances.

- 6.11 The pay range for teachers paid on the leadership scale (other than the head teacher) will be reviewed by the LGB on 1 September each year and at any other time during the year where there is a significant permanent change in the duties and responsibilities of the post. Where it is necessary to consider a retention payment for a member of staff on the leadership pay spine, this should be referred to Trustees to make a final decision to ensure consistency of application across the Trust.

## 7 Pay Scale for classroom teachers

- 7.1 In line with the Trust's Appraising Teacher Performance Policy, the designated appraiser will make recommendations about the annual determination of pay to the Head Teacher who will be responsible for making final recommendations to the LGB.
- 7.2 The Trustees have established a nine point pay scale for Main Scale and Upper Pay Range Teachers as set out in Appendix 5 of this policy. Consideration for progression on the Main Scale will be undertaken on an annual basis in September of each year.
- 7.3 The Trustees have established two pay bands for the Main Scale. Progression within a pay band will be considered on an annual basis, subject to the teacher demonstrating through performance appraisal that they meet all of the appropriate East Midlands Education Trust Teacher Standards (Appraising Teacher Performance Policy, Appendix A) and that they have developed their performance through successful completion of their appraisal objectives. Where on that basis a teacher's performance is deemed to meet the expectations set by the school at the start of the appraisal cycle the teacher will move to the next point within the relevant band.
- 7.4 Movement from pay band 1 to pay band 2 will be subject to a review of the teacher's performance over the previous two years to ensure that the quality of their teaching over time is consistently good when measured against the relevant Ofsted criteria and that they have demonstrated an on-going and sustained development of their professional practice against the relevant standards. Where a teacher was appointed to the Trust on M3, they may move to M4 in pay band 2 after just one year, if they can show a development of professional practice against the relevant standards.
- 7.5 Where in exceptional circumstances a teacher's performance is considered to be exceeding the normal expectations of the Trust, the LGB may consider awarding a second incremental point, up to the maximum of the pay band.
- 7.6 Where a teacher's performance has been considered not to show a development of professional practice against the relevant standards, and in particular where the teacher's performance is judged to be 'requiring improvement', the teacher may not receive any incremental salary progression or annual pay award in that annual review cycle.
- 7.7 Where there are on-going concerns about a teacher's performance they will be addressed through the appropriate arrangements set out in the Trust's Appraising Teacher Performance policy. Where as a result of the additional supported appraisal, the performance of the member of staff is subsequently deemed to meet the expected standards required for their pay range, the local governing body may, from that date, apply the annual pay award previously withheld, but with no backdating. Incremental progression on the relevant pay range will not be considered until the next annual pay review in September.

7.8 Similarly, a teacher will not progress to the next pay point where the teacher has not worked in at least 26 weeks in the previous year. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case by case basis, in discussion with HR, depending on the individual teacher's circumstances.

7.9 As a teacher moves up the main pay range, evidence should show:

- an increasing positive impact on pupil progress;
- an increasing impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning;
- an increasing involvement in professional development and sharing best practice across the Academy and/or Trust;
- an increasing impact on the effectiveness of staff and colleagues.

## 8 Upper Pay Range

8.1 The Trustees recognise their legal responsibilities for the process and as a result of this, delegate to the LGB and in turn each Head Teacher the responsibility for the assessment and feedback of eligibility for progression to the Upper Pay Range.

8.2 Any classroom teachers will be eligible to apply for assessment for progression to the Trust's Upper Pay Range, regardless of their position on the Trust's main scale for classroom teachers, at any time between 1 June and 30 September but only once in any one cycle.

8.3 The Trustees also recognise that an application for assessment for progression to the Trust's Upper Pay Range is a voluntary process and entirely a matter of choice for individual teachers.

8.4 To be successful, a teacher will need to be able to demonstrate that they meet the East Midlands Education Trust Teacher Standards including those for the Upper Pay Range (Appraising Teacher Performance Policy, Appendix A) and that they have demonstrated sustained and substantial performance as evidenced by their last two performance appraisal review statements.

8.5 The Trustees have adopted the following definitions of substantial and sustained in the context of this policy:

**Substantial:** Performance at a level that is consistent with the standards established within the East Midlands Education Trust criteria for the Upper Pay Range. The teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

**Sustained:** The teacher must have had two consecutive appraisal reports in this trust and have made good progress towards completing their objectives during this period. They are expected to have shown that their teaching expertise has grown over the relevant period and is consistently good with many features outstanding.

- 8.6 The Head Teacher will notify teachers of the outcome of the assessment following completion of the annual appraisal review process and normally at the latest by 31 October. Any appeals against the decision will be dealt with in accordance with the Trust's pay appeals procedure, as described in Appendix 1a.
- 8.7 If successful the teacher will move to the first point on the Trust's Upper Pay Range on 1 September falling within the application period, in accordance with the provisions of this policy.
- 8.8 Consideration for further progression on the Upper Pay Scale is automatic and not by application from the individual teacher. However, progression is at the discretion of the LGB upon the advice of the Head Teacher, and there needs to be evidence of a substantial and sustained performance and contribution to the school combined with evidence of on-going successful annual appraisal reviews with objectives set against the East Midlands Education Trust Teacher Standards. A successful performance review as prescribed by the School Teachers Appraisal Regulation 2012 will involve an appraisal process of:
- appraisal objectives
  - classroom observations
  - other evidence (see Appendix 3)
  - review statements
  - evidence of meeting the relevant East Midlands Education Trust Teacher Standards
- 8.9 To ensure that the achievements and contribution have been substantial and sustained following a move to the Upper Pay Range, evidence should show:
- an increasing depth of knowledge and understanding of their subject / curriculum area
  - an increasing contribution to the development and well-being of pupils
  - a deepening of knowledge and understanding of assessment requirements and suitability of qualifications to meet learners' needs
  - an increasing contribution to advising the wider leadership team about areas of development and best practice in specific curriculum areas and wider areas of activity in the Trust
  - an increasing proactive involvement in leading and promoting collaborative working and professional development of colleagues
  - an increasing proactive involvement in coaching and mentoring and wider CPD provision for colleagues
  - a sustained and deepening role model of best practice, providing on-going advice and feedback to colleagues.
- 8.10 Incremental progression on the Upper Pay Range will not normally be awarded annually other than in exceptional circumstances. Normally at least two years will elapse between a teacher being appointed to the first point on the Trust's Upper Pay Range and progression to the next point, with a further two years before progression to the top of the Trust's Upper Pay Range. This will be subject to successful completion of successive annual appraisal reviews and the teacher demonstrating that they have continued to develop and deepen their teaching expertise with significant elements which are outstanding, and their wider contribution to school improvement.
- 8.11 In cases where two consecutive appraisal cycles have not been completed, but the teacher has two consecutive years' service (eg due to maternity leave or long term sickness) a discussion should be sought with HR to discuss eligibility for progression.

- 8.12 As part of the annual determination of pay for all teaching staff, the appraiser will make initial recommendations to the Head Teacher for each post-holder. The Head Teacher will be responsible for making any formal recommendations on pay to their Academy's Governing Body.
- 8.13 Where there are concerns about the performance of a teacher paid on the upper pay range, the arrangements for managing performance through appraisal, and decisions on pay progression outlined in paragraphs 6.5 and 6.6 of this policy for classroom teachers will be applied.
- 8.14 East Midlands Education Trust will not be bound by any pay decision made by another school outside of the Trust. If a teacher is simultaneously employed at another school within the trust under separate contracts, they may submit separate applications to each school.

## 9 Teaching and Learning Responsibility Payments (TLRs)

- 9.1 TLR payments will be awarded where a teacher is required to undertake a sustained additional responsibility for ensuring the continued delivery of high quality teaching and learning for which they are accountable.
- 9.2 In establishing roles for which TLR payments are awarded, the LGB will take account of the responsibilities of the post including those relating to SEN.
- 9.3 The Trustees have determined the value of TLR payments as specified in Appendix 5.
- 9.4 The level at which a TLR is paid will take account of the size and complexity of the role. Payment of a TLR may be on either a permanent or temporary basis according to specific circumstances.
- 9.5 The LGB may award a temporary TLR3 payment of between £500 to £2,500 to a post requiring additional duties for a time limited period for a specific project, identified as a priority within the school development plan or other substantial school improvement projects or exceptional one off externally driven responsibilities.
- 9.6 The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role. The initial duration of the temporary TLR3 will be identified at the commencement of the post and will be reviewed regularly and at least annually.
- 9.7 Where there are concerns about the performance of a teacher with a TLR, the arrangements for managing performance through appraisal and decisions on pay outlined in paragraphs 6.5 and 6.6 for classroom teachers will be applied. Any decision not to grant pay progression will include incremental pay progression on the teacher's relevant pay scale and the annual pay award relating to both the pay scale and the TLR payment unless the trustees have deemed otherwise.
- 9.8 For part time staff, all TLRs will be paid pro rata in accordance with the individuals' contracted hours of work. Where a single TLR is shared between two or more members of staff, the proportion of TLR awarded will not be pro rata'd further for part time staff, as long as the proportion of the TLR they receive does not exceed the proportion of full time hours that they are contracted to work.
- 9.9 There will be no safeguarding (pay protection) of any temporary TLR payments.

## 10 Leading Practitioner Posts

- 10.1 The Trustees recognise their power to appoint Leading Practitioner posts. Any such appointments will be made in the light of advice from the Head Teacher of each Academy and further consideration of the implications for their Academy.

## 11 Supply Teachers employed by the school

- 11.1 Teachers employed on a supply basis will have their pay determined in line with the statutory pay arrangements consistent with other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.
- 11.2 Teachers who work less than a full day will have their salary calculated as in paragraph 14.1 but also divided by the length of the school day (i.e. six and a half hours) and multiplied by the number of hours worked.

## 12 Unqualified teachers

- 12.1 The Trustees have set a pay scale for unqualified teachers as detailed in Appendix 5. The LGB, upon the advice of the Head Teacher, will, when determining which point to place newly appointed unqualified teachers on the pay scale, take account of any relevant qualifications and experience. Progression on the unqualified teacher scale will be subject to performance and successful appraisal review as set out for other teachers covered by this policy. There will be no automatic salary progression for unqualified teachers.

## 13 Pay Progression timescales and process

- 13.1 The LGB, upon the advice of the Head Teacher, will review every teacher's salary by 31 October with any pay progression being effective from 1 September each year. Where through external factors this has not proved possible, the process will be completed as soon as possible. In respect of the review of the Head Teacher's and other leadership posts salaries salary this will be completed by 31 December, again effective from 1 September.
- 13.2 The appraiser will make appropriate recommendations to the Head Teacher who will be responsible for all pay recommendations to the LGB which will determine the appropriate pay structure on behalf of the Trustees. Each member of the teaching staff will be notified of their assessments in writing and will detail:
- the pay points assessed for qualifications and experience;
  - any safeguarding (pay protection) either of pay points or salary;
  - the basis on which the total salary has been determined, i.e. teaching and learning responsibility, SEN, recruitment allowances, upper pay range etc.;
  - the safeguarded (pay protected) allowances where one is held by the teacher concerned;
  - financial benefits.

- 13.3 It is recognised that reviews may need to take place at other times of the year to reflect changes in circumstances or job descriptions that impact on an individual's pay. A written statement will be given after any review and where applicable will give information on the basis on which the decision was made.

## 14 Additional Payments

- 14.1 Teachers who undertake agreed voluntary learning activities outside the normal school day may be entitled to an additional payment. Upon the advice of the Head Teacher, if payment is recommended, each case is to be considered by the LGB, before the activity takes place, ensuring the activity is equitable. These activities may include:

- Easter Revision School
- Summer Schools
- Saturday morning Booster Classes

- 14.2 The Trustees, upon the advice of the LGB and Head Teacher of each Academy, recognise their discretionary power to make additional payments where appropriate to teachers in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.

- 14.3 Any approved payments for such activities will be based on the hourly rate of the individual at the point the work was carried out, in accordance with Appendix 5.

- 14.4 Where a member of staff is required to 'act up' to a higher graded post, the LGB may consider an appropriate agreed additional payment to that member of staff up to a maximum of the higher graded post.

## 15 Pay Deductions

- 15.1 Where there are instances of staff having been paid for work which they have not undertaken, the Head Teacher reserves the right to stop this payment. Such instances would include, for example, a sickness absence which has not been self-certificated, where compassionate leave has been taken without approval, or where time off from school has been taken without permission and without regard to procedures. In such instances the member of staff concerned would have the right of appeal against the decision to make a pay deduction as described in the Pay Appeals procedure in Appendix 1.

## 16 Safeguarding (Pay Protection)

- 16.1 The arrangements for the safeguarding of salaries (pay protection) for teaching staff paid on the East Midlands Education Trust contract will be determined according to the circumstances of the case up to a maximum period of two years. For those teachers paid under the School Teachers' Pay and Conditions Document, safeguarding (pay protection) will be applied in accordance with the relevant sections of that document.

## 17 Associate staff

### Recruitment

- 17.1 The arrangements for advertising vacancies for associate staff will mirror those for teachers. Advertisements will indicate the appropriate annual salary and grade determined by the Trust's job evaluation scheme.
- 17.2 Normally the Trustees will expect staff to be appointed to the minimum of the scale, unless there are good reasons for not doing so, i.e. previous relevant experience, exceptional qualifications or present salary.
- 17.3 In exceptional circumstances, the LGB, upon the advice of their Head Teacher, may make recruitment and retention payments. Any such payments will only be allocated where the following can be proven:
- for posts in known shortage areas;
  - for posts which have previously been difficult to fill in recent years;
  - to an exceptional applicant for a post in cases where there are no other appointable candidates and where the Trust's policy on pay on appointment would not secure that appointment;
  - to retain existing staff where the LGB can demonstrate that the loss of the staff member would result in the recruitment difficulties set in (a) and (b) above.
- 17.4 The Trustees will pay recruitment and retention awards for a defined period, usually up to a maximum of three years, but subject to annual review.

## 18 Senior Leadership Pay

- 18.1 Trustees recognise that the Trust's income comes from public funding and as such have to ensure that robust processes are in place to justify how this money is spent. This is particularly true of senior leadership pay.
- 18.2 Within the GLPC Job Evaluation Scheme, organisations have discretion to set their own paycales for posts which are evaluated higher than PO6. These posts are determined as Senior Leadership posts.
- 18.3 Senior Leadership pay will be set as a five point pay range from within the leadership pay spine set out in Appendix 5 of this policy. The range for individual posts will be determined according to the duties and responsibilities of the post and will take account of the following:
- The job evaluation score as determined by the Trust's job evaluation scheme;
  - Benchmarking of similar posts within the local market;
  - Pay differentials within the Trust;
  - Relative responsibilities of the post, including the number of schools within the Trust;
  - Any relevant national guidelines on setting Senior Leadership pay for associate staff.

## 19 Salary Progression

- 19.1 Consideration of incremental progression for Associate staff will be undertaken on an annual basis in September each year subject to the maximum of the scale. Progression on the scale will be subject to the member of staff demonstrating through performance appraisal that they meet all the elements of their job description and person specification and that they have developed their performance through successful completion of their appraisal objectives. Where on that basis the performance of a member of staff is deemed to meet the expectations set by the school at the start of the appraisal cycle the member of staff will move to the next point within the relevant scale.
- 19.2 Where in exceptional circumstances the performance of a member of staff is considered to be exceeding the normal expectations of the Trust, the LGB may consider awarding an additional pay point, up to the maximum of the pay scale.
- 19.3 Where the performance of a member of staff has been considered not to meet the criteria set out in paragraph 17.1 and in particular where their performance is judged to be 'requiring improvement', the member of staff may not receive any salary progression in that annual review cycle. This will include both incremental pay progression within the scale and any annual pay award agreed by the Trustees. Where there are on-going concerns about their performance they will be addressed through the appropriate arrangements set out in the Trust's Appraising Associate Staff Performance Policy.
- 19.4 Where as a result of the additional supported appraisal the performance of a member of staff is subsequently deemed to meet the expected standards required for their pay range, the local governing body may, from that date, apply the annual pay award previously withheld, but with no backdating. Incremental progression on the relevant pay scale will not be considered until the member of staff's next annual pay review.
- 19.5 Similarly, where a member of staff has not completed six months' service at the normal review date, progression on the pay scale will not be considered until the completion of six months' service. Future progression will then be considered in the normal annual cycle. Adjustments will be made to take account of special circumstances, e.g. an absence due to on maternity or long-term sick leave. The exact adjustments will be made on a case by case basis, in discussion with HR, depending on the individual's circumstances.
- 19.6 As a member of staff moves up their pay scale, evidence should show, as appropriate to the role:
- an increasing positive contribution to impact on pupil progress;
  - an increasing contribution to impact on wider outcomes for pupils;
  - improvements in specific elements of practice identified to the member of staff, e.g. support to the teacher in behaviour management or lesson planning,
  - a deepening of skills and expertise in the specific areas of responsibility for the post;
  - an increasing involvement in professional development and sharing best practice across the Trust;
  - an increasing impact on the effectiveness of staff and colleagues;
  - an increasing contribution to the work of the Trust outside the specific area of specialism.
- 19.7 Where there are instances of staff having been paid for work which they have not undertaken the Head Teacher reserves the right to stop this payment. Such instances would include, for example, a sickness absence which has not been self-certificated, where compassionate leave has been taken without approval, or where time off from school has been taken without permission and without

regard to procedures. In such instances the member of staff concerned would have the right of appeal against the decision to make a pay deduction as described in the Pay Appeals procedure in Appendix 1a.

## 20 Responsibilities

- 20.1 All associate staff roles are job evaluated using a nationally recognised and approved job evaluation scheme. The scheme assigns roles to a scale within the National Pay Spine which is shown in Appendix 4.
- 20.2 Where the Head Teacher considers that the duties and responsibilities of an individual member of associate staff have evolved to a different level, this will be considered as part of the annual review process, or at any other time in the year when the changes become apparent. The job description will be amended and re-evaluated through the job evaluation scheme. If a salary change is necessary, the structure plan will be amended accordingly. The Trustees recognise the right for any member of staff to raise the issue of their grading with the Head Teacher if that member of staff feels it to be appropriate.
- 20.3 Once a grading has been determined for a particular post, it will not be changed unless the duties and responsibilities of that post change substantially.
- 20.4 The Trustees recognise the need to include provision for associate staff who undertake additional responsibilities on a temporary basis. The mechanism which will be used to meet this situation will be one of the following:
- “acting up” to a higher grade where the grade of the role being covered is higher than the individual’s substantive grade;
  - a one-off honorarium payment based on a calculation of additional workloads or responsibilities undertaken to meet a particular requirement;
  - an additional increment (subject to the maximum of the grade) to recognise additional workload where the grade of the tasks is the same as the individual’s substantive grade;
  - overtime with prior approval of the Head Teacher to meet short-term and excessive workloads where it is essential that the task needs to be undertaken within a defined timescale. Overtime will only be paid to staff at spinal column point 28 and below according to the following table:

Hours worked	Pay level
Up to 37 hours per week	Plain time
Over 37 hours per week	Time and a half
Weekends and Bank Holidays	Double time

- 20.5 Re-gradings, additional increments, honoraria or planned overtime will only be approved on the basis of duties and responsibilities undertaken.

## 21 Safeguarding (Pay Protection)

21.1 The arrangements for the safeguarding of salaries of associate staff will be determined according to the circumstances of the case up to a maximum period of two years.

## 22 Pay progression timescales and process

22.1 The LGB, upon the advice of the Head Teacher, will review every member of associate staff's salary by 31 October with any pay progression being effective from 1 September each year. Where through external factors this has not proved possible, the process will be completed as soon as possible.

22.2 The appraiser will make appropriate recommendations to the Head Teacher who will be responsible for all pay recommendations to the LGB. Each member of staff will be notified of their assessments in writing which will detail:

- the pay point assessed;
- any safeguarding (pay protection) either of pay points or salary.

22.3 It is recognised that reviews may need to take place at other times of the year to reflect changes in circumstances or job descriptions that impact on an individual's pay. A written statement will be given after any review and where applicable will give information on the basis on which the decision was made.

## 23. Apprenticeships

23.1 Where an existing member of staff undertakes an Apprenticeship funded through the Apprenticeship Levy, the member of staff will remain on the pay scale as stated in their contract and be subject to the normal pay progression process as set out in section 18 of this policy.

23.2 Where a new member of staff is engaged on an Apprenticeship Agreement, which will end at the conclusion of the Apprenticeship, pay will be made at the statutory hourly rate relevant to the individual's age.

## Pay Appeals Procedure

The following pay appeals procedure applies to both teaching and associate staff.

Any member of staff may appeal against any determination in relation to their salary progression or any other decision taken that affects their pay.

### 1 Stage One – Informal Stage

- 1.1 If the member of staff is not satisfied with the outcome after receiving written confirmation of any pay decision, they should seek to resolve this matter informally, initially through the Head Teacher, within ten working days of the date on the letter.

### 2 Stage Two – Formal Stage

- 2.1 Following Stage One, if the member of staff continues to be dissatisfied, they are entitled to submit a formal appeal.
- 2.2 Within 10 working days of notification of the outcome of the informal discussions, the member of staff should submit their written appeal on the Pay Appeals Form in Appendix 1b to the Head Teacher. In the case of a Head Teacher submitting an appeal, this should be made to the CEO for Secondary Head Teachers and the Deputy CEO (Primary) for Primary Head Teachers.
- 2.3 In accordance with normal school procedures the appeal will be heard by a panel of three Governors who were not involved in the original pay determination and will be held normally within 15 working days of the receipt of the written appeal notification, or as soon as possible thereafter with the agreement of all parties.
- 2.4 The hearing will provide an opportunity for the individual to make representations in person and they will be entitled to be accompanied by a colleague or their Trade Union. Following the hearing the individual will be informed in writing of the decision within five working days.
- 2.5 Any member of staff has the right to be accompanied at the formal meeting. The right to be accompanied means:
- a) They may be accompanied by a work colleague or trade union representative (the 'companion').
  - b) Subject to the following paragraph, the companion shall be entitled to address the hearing to put the employee's case; sum up that case; and respond on the employee's behalf to any view expressed at the hearing. The companion may also confer with the employee during the hearing.
  - c) The companion shall not be entitled to use the above entitlements in a way that prevents the employer from explaining its case or prevents any other person at the hearing from making their contribution to it.
  - d) The companion shall not be entitled to address the hearing if the employee indicates during the hearing that they do not wish the companion to do so, or answer questions on behalf of the employee.

## Pay Appeals Form

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Appeal Grounds: <i>Please tick one or more of the following statements.</i>	
The person(s) who made the decision:	
<input type="checkbox"/>	Incorrectly applied any provision of the Trust's Pay Policy or, where relevant, the School Teachers' Pay and Conditions Document or NJC Conditions of Service
<input type="checkbox"/>	Failed to have proper regard for statutory guidance
<input type="checkbox"/>	Failed to take proper account of relevant evidence
<input type="checkbox"/>	Took account of irrelevant or inaccurate evidence
<input type="checkbox"/>	Was biased
<input type="checkbox"/>	Unlawfully discriminated against the member of staff

<p>Reasons in Support of the Grounds  <i>Continue on the reverse if necessary</i>  <i>State each reason relied upon. The reason(s) must be in full and support the grounds of appeal</i>  <i>Do not submit any evidence at this stage, but you may like to start gathering your evidence together</i></p>
---

Signed \_\_\_\_\_

Date \_\_\_\_\_

Please submit to the Head Teacher within 10 working days of the date on the outcome letter from the informal stage of the appeal process

## Upper Pay Range Teachers

### 1 Application of Upper Pay Range Progression Criteria – Clarification

- 1.1 Upper Pay Range teachers play a critical role in the life of the school. They provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards and contribute effectively to the work of the wider team. They take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- 1.2 The following paragraphs refer to all teachers seeking to progress on the Upper Pay Range:
- 1.3 To achieve progression, the achievements of Upper Pay Range teachers and their contribution to the Trust should have been substantial and sustained. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.
- 1.4 Progression on UPS should be based on two successful consecutive appraisal reviews other than under exceptional circumstances.
- 1.5 A successful performance review as prescribed by the appraisal regulations involves an appraisal process of:
  - a) performance objectives;
  - b) classroom observations;
  - c) other evidence (see Appendix 3);
  - d) performance criteria;
  - e) review statements;
  - f) continuing to meet all the relevant East Midlands Education Trust Teacher Standards.
- 1.6 To ensure that the achievements and contribution have been substantial and sustained, the performance review will need to assess that the teacher has:
  - a) continued to meet the relevant East Midlands Education Trust Teacher Standards; and
  - b) grown professionally by developing their teaching expertise post threshold.

## Evidence to be considered for progression

### 1 Teaching Staff

1.1 The following sources of evidence will be used to inform judgements for progression

- a) The Appraisal Review Statement
- b) Evidence generated through established school monitoring procedures. For example:
  - lesson observations;
  - pupil progress data and outcomes;
  - planning, marking of work, feedback to pupils following agreed school policies;
  - development of classroom practice;
  - contribution to curriculum development and writing schemes of work.
- c) School specific information appropriate to the role such as:
  - performance against school monitoring and quality assurance procedures;
  - mentoring and induction for NQTs;
  - leading INSET activities;
  - writing and implementing whole school policies, for example – Behaviour, pastoral etc.;
  - significant contribution to achieving the priorities of the school at classroom, department, Key Stage or whole school level.

1.2 All teaching staff must be able to demonstrate how they meet the relevant East Midlands Education Trust Teacher Standards as set out in the Appraising Teacher Performance Policy, Appendix A.

### 2 Associate Staff

2.1 The following sources of evidence will be used to inform judgements for progression

- a) The annual appraisal review statement
- b) Management review meetings
- c) Feedback from pupils, parents, colleagues etc. gathered and discussed with the member of staff during the cycle
- d) School specific information appropriate to the role such as:
  - evidence that the member of staff has met their performance objectives and expectations set by the school;
  - performance against school monitoring and quality assurance procedures;
  - leading staff development activities;
  - contribution to the development and implementation of relevant whole school policies;
  - contribution to achieving the priorities of the school relevant to the role and responsibilities of the post.

## NATIONAL PAY SPINE - ASSOCIATE STAFF (APRIL 2020)

Scale	Spinal Point	1 April 2020	Hourly Rate 2020
<b>SCALE 1</b>	1	£17,842	£9.27
	2	£18,198	£9.46
	3	£18,562	£9.65
<b>SCALE 2</b>	4	£18,933	£9.84
	5	£19,312	£10.04
<b>SCALE 3</b>	6	£19,698	£10.24
	7	£20,092	£10.44
	8	£20,493	£10.65
<b>SCALE 4</b>	9	£20,903	£10.86
	10	£21,322	£11.08
	11	£21,748	£11.30
	12	£22,183	£11.53
<b>SCALE 5</b>	13	£22,627	£11.76
	14	£23,081	£12.00
	15	£23,541	£12.24
	16	£24,012	£12.48
	17	£24,491	£12.73
<b>SCALE 6</b>	18	£24,982	£12.98
	19	£25,481	£13.24
	20	£25,991	£13.51
	21	£26,511	£13.78
	22	£27,041	£14.05
<b>SO 1</b>	23	£27,741	£14.42
	24	£28,672	£14.90
	25	£29,577	£15.37
<b>SO 2</b>	26	£30,451	£15.83
	27	£31,346	£16.29
	28	£32,234	£16.75

Scale	Spinal Point	1 April 2020	Hourly Rate 2020
PO1	29	£32,910	£17.10
	30	£33,782	£17.56
PO2	31	£34,728	£18.05
	32	£35,745	£18.58
PO3	33	£36,922	£19.19
	34	£37,890	£19.69
	35	£38,890	£20.21
PO4	36	£39,880	£20.73
	37	£40,876	£21.25
	38	£41,881	£21.77
PO5	39	£42,821	£22.26
	40	£43,857	£22.79
	41	£44,863	£23.32
PO6	42	£45,859	£23.84
	43	£46,845	£24.35
	44	£47,846	£24.87
PO7	45	£48,847	£25.39
	46	£49,864	£25.92
	47	£50,888	£26.45
PO8	48	£51,958	£27.01
	49	£53,050	£27.57
	50	£54,130	£28.13
PO9	51	£55,204	£28.69
	52	£56,281	£29.25
	53	£57,355	£29.81
PO10	54	£58,422	£30.36
	55	£59,495	£30.92
	56	£60,584	£31.49
PO11	57	£61,672	£32.05
	58	£62,735	£32.61
	59	£63,818	£33.17

## Appendix 5

### PAY SCALES AND ALLOWANCES – TEACHERS (SEPTEMBER 2021)

#### PAY SCALE FOR CLASSROOM TEACHERS

	<b>Annual Salary 2021</b>	<b>Monthly 1/12</b>	<b>Daily Rate 1/195</b>	<b>Daily Rate 1/365</b>	<b>Hourly Rate 1/1265</b>
M1	£25,714	£2,142.83	£131.87	£70.45	£20.33
M2	£27,600	£2,300.00	£141.54	£75.62	£21.82
M3	£29,664	£2,472.00	£152.12	£81.27	£23.45
M4	£31,778	£2,648.17	£162.96	£87.06	£25.12
M5	£34,100	£2,841.67	£174.87	£93.42	£26.96
M6	£36,961	£3,080.08	£189.54	£101.26	£29.22
U1	£38,690	£3,224.17	£198.41	£106.00	£30.58
U2	£40,124	£3,343.67	£205.76	£109.93	£31.72
U3	£41,604	£3,467.00	£213.35	£113.98	£32.89

#### TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

	<b>Annual Salary 2021</b>	<b>Monthly 1/12</b>	<b>Daily Rate 1/195</b>	<b>Daily Rate 1/365</b>	<b>Hourly Rate 1/1265</b>
2a	£2,873	£239.42	£14.73	£7.87	£2.27
2b	£4,784	£398.67	£24.53	£13.11	£3.78
2c	£6,697	£558.10	£34.34	£18.35	£5.29
1a	£8,291	£690.91	£42.52	£22.71	£6.55
1b	£10,202	£850.17	£52.32	£27.95	£8.06
1c	£12,117	£1,009.78	£62.14	£33.20	£9.58
1d	£14,028	£1,169.04	£71.94	£38.43	£11.09

#### SPECIAL NEEDS ALLOWANCE

	<b>Annual Salary 2021</b>	<b>Monthly 1/12</b>	<b>Daily Rate 1/195</b>	<b>Daily Rate 1/365</b>	<b>Hourly Rate 1/1265</b>
SEN1	£2,270	£189.17	£11.64	£6.22	£1.79
SEN2	£4,433	£369.39	£22.73	£12.14	£3.50

#### PAY SCALE FOR UNQUALIFIED TEACHERS

	<b>Annual Salary 2021</b>	<b>Monthly 1/12</b>	<b>Daily Rate 1/195</b>	<b>Daily Rate 1/365</b>	<b>Hourly Rate 1/1265</b>
UNQ1	£18,419	£1,534.92	£94.46	£50.46	£14.56
UNQ2	£20,532	£1,711.00	£105.29	£56.25	£16.23
UNQ3	£22,644	£1,887.00	£116.12	£62.04	£17.90
UNQ4	£24,507	£2,042.25	£125.68	£67.14	£19.37
UNQ5	£26,622	£2,218.50	£136.52	£72.94	£21.05
UNQ6	£28,735	£2,394.58	£147.36	£78.73	£22.72

## PAYSPINE FOR THE LEADERSHIP GROUP

	Annual Salary 2021	Monthly 1/12	Daily Rate 1/195	Daily Rate 1/365	Hourly Rate 1/1265
L1	£42,195	£3,516.25	£216.38	£115.60	£33.36
L2	£43,250	£3,604.13	£221.79	£118.49	£34.19
L3	£44,329	£3,694.12	£227.33	£121.45	£35.04
L4	£45,433	£3,786.08	£232.99	£124.47	£35.92
L5	£46,565	£3,880.44	£238.80	£127.58	£36.81
L6	£47,731	£3,977.62	£244.78	£130.77	£37.73
L7	£49,018	£4,084.83	£251.37	£134.30	£38.75
L8	£50,149	£4,179.10	£257.18	£137.40	£39.64
L9	£51,401	£4,283.39	£263.59	£140.82	£40.63
L10	£52,721	£4,393.42	£270.36	£144.44	£41.68
L11	£54,090	£4,507.47	£277.38	£148.19	£42.76
L12	£55,336	£4,611.33	£283.77	£151.61	£43.74
L13	£56,719	£4,726.59	£290.87	£155.39	£44.84
L14	£58,134	£4,844.49	£298.12	£159.27	£45.96
L15	£59,581	£4,965.05	£305.54	£163.23	£47.10
L16	£61,163	£5,096.91	£313.66	£167.57	£48.35
L17	£62,570	£5,214.13	£320.87	£171.42	£49.46
L18	£64,143	£5,345.23	£328.94	£175.73	£50.71
L19	£65,732	£5,477.69	£337.09	£180.09	£51.96
L20	£67,364	£5,613.66	£345.46	£184.56	£53.25
L21	£69,028	£5,752.37	£353.99	£189.12	£54.57
L22	£70,743	£5,895.28	£362.79	£193.82	£55.92
L23	£72,495	£6,041.27	£371.77	£198.62	£57.31
L24	£74,293	£6,191.12	£380.99	£203.54	£58.73
L25	£76,140	£6,344.98	£390.46	£208.60	£60.19
L26	£78,022	£6,501.85	£400.11	£213.76	£61.68
L27	£79,957	£6,663.08	£410.04	£219.06	£63.21
L28	£81,940	£6,828.34	£420.21	£224.49	£64.77
L29	£83,969	£6,997.45	£430.61	£230.05	£66.38
L30	£86,059	£7,171.61	£441.33	£235.78	£68.03
L31	£88,184	£7,348.68	£452.23	£241.60	£69.71
L32	£90,376	£7,531.32	£463.47	£247.60	£71.44
L33	£92,623	£7,718.58	£474.99	£253.76	£73.22
L34	£94,912	£7,909.35	£486.73	£260.03	£75.03
L35	£97,271	£8,105.95	£498.83	£266.50	£76.89
L36	£99,680	£8,306.65	£511.18	£273.10	£78.80
L37	£102,158	£8,513.18	£523.89	£279.89	£80.76
L38	£104,686	£8,723.82	£536.85	£286.81	£82.76
L39	£107,236	£8,936.34	£549.93	£293.80	£84.77
L40	£109,914	£9,159.48	£563.66	£301.13	£86.89
L41	£112,658	£9,388.18	£577.73	£308.65	£89.06
L42	£115,482	£9,623.48	£592.21	£316.39	£91.29
L43	£118,367	£9,863.91	£607.01	£324.29	£93.57
L44	£121,325	£10,110.43	£622.18	£332.40	£95.91
L45	£124,359	£10,363.28	£637.74	£340.71	£98.31
L46	£127,468	£10,622.30	£653.68	£349.23	£100.76
L47	£130,655	£10,887.90	£670.02	£357.96	£103.28
L48	£133,921	£11,160.11	£686.78	£366.91	£105.87
L49	£137,270	£11,439.16	£703.95	£376.08	£108.51
L50	£140,702	£11,725.15	£721.55	£385.48	£111.23
L51	£144,220	£12,018.33	£739.59	£395.12	£114.01
L52	£147,823	£12,318.61	£758.07	£405.00	£116.86

INDIVIDUAL SCHOOL RANGES (ISRs)

