



Pay Policy

Version 7.4

<p>Important: This document can only be considered valid when viewed on the school website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p> <p>Name and Title of Author:</p>	<p style="text-align: center;">Lisa Longstaff, Director of HR and Governance</p>
Name of Responsible Committee/Individual:	Trust Board
Implementation Date:	November 2023
Review Date:	November 2024
Review:	This policy will be reviewed by the relevant body in conjunction with trade unions via the JCNC on an annual basis.
Target Audience:	Employees
Related Documents:	<p>School Teachers' Pay and Conditions Document (STPCD)</p> <p>National Agreement on Pay and Terms and Conditions for Teachers (Burgundy Book)</p> <p>National Agreement on Pay and Terms and Conditions for Local Government Services (Green Book)</p> <p>Capability Policy</p>
References:	<p>Equality Act 2010</p> <p>Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000</p> <p>Teachers' Standards</p> <p>Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002</p>

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POLICY STATEMENT

We are here to make great schools and happier, stronger communities so that people have better lives. We do this by:

- Always doing what is right
- Trusting in each other and standing shoulder to shoulder
- Doing what we know makes the difference

Doing what is right means always acting with integrity, in the interests of others and being honest, open and transparent.

The trust aims to offer pay and benefits that are fair, transparent and sustainable, with the aim of rewarding, recognising, attracting and retaining our workforce. We acknowledge that employees are attracted, retained and engaged by a range of financial and non-financial rewards and motivations. It is vital that the trust is able to recognise and reward the level of knowledge and skill required to undertake the diverse range of roles that exist in the organisation in a fair and transparent way.

1. PURPOSE AND SCOPE

This Pay Policy applies to employees of the trust, recognising that different national and local terms and conditions apply to the diverse range of careers and roles that exist in the trust.

The trust recognises the legal obligations it has as an employer and is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. It takes its responsibilities under the Equal Pay Act 1970, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Data Protection Act 2018 and the Human Rights Act 1998 very seriously and regularly reviews pay across the organisation to ensure pay decisions adhere to legislation. The trust is also required to adhere to its statutory obligations under the School Standards and Framework Act (SSFA) 1998.

The trust applies a range of local and national terms and conditions and the School Teachers' Pay and Conditions Document (STPCD), the National Agreement on Pay and Terms and Conditions for Teachers (Burgundy Book) and the National Agreement on Pay and Terms and Conditions for Local Government Services (Green Book) have been considered in the review of this policy.

2. ROLES AND RESPONSIBILITIES

The **CEO** is expected to attend Trust Board meetings but must withdraw when their own pay is being considered or discussed. The CEO is responsible for ensuring the trust's Recruitment and Retention Premia Procedure and the Relocation Assistance Procedure are accessed only when necessary and that payments are made and reviewed in line with those procedures.

The **Trust Board** is responsible for ensuring that the trust adheres to the principles of public life established by the Nolan Committee (objectivity, openness and accountability), alongside legal and statutory requirements. The Board will also ensure that pay decisions and reviews follow the correct processes (e.g. local pay frameworks and associated documentation, policies and procedures) and that due regard is given to national frameworks, fairness, equity and sustainability. The Trust Board is responsible for approving this policy.

The **Chairs** of the Local Governing Bodies will ensure that staff governors are not present when confidential employee pay is being discussed or considered.

Any trustee or governor with a direct or indirect pecuniary interest will be asked to withdraw when pay issues are being discussed (unless the Trust Board determines otherwise) and must not, in any case, participate in such discussions or vote on any such issue. All appointments, with the exception of those relating to the CEO, Executive Principal and Headteachers, have been formally delegated to the CEO, who may further delegate as per the Scheme of Delegation. Starting salaries will remain within the parameters of the pay scales detailed within this policy and use of recruitment and retention premia and relocation assistance will be monitored and reviewed on an annual basis.

The **CEO, Executive Principal and Headteachers** will ensure that appointments and pay decisions that sit within their delegated powers adhere to trust policies and procedures.

The **Human Resources Department** is responsible for overseeing the development, review, implementation, communication, monitoring and evaluation of this policy and associated policies and procedures and will report to the CEO, the Trust Board and Local Governing Bodies as required. The Human Resources Department will ensure that the Pay Policy is implemented fairly and consistently.

The Human Resources Department will monitor pay across the organisation and will report to the Trust Board on an annual basis, completing national pay reports as required.

The Human Resources Department is responsible for distributing the annual salary statements normally by October 31st annually.

Managers must ensure that they adhere to the policies and procedures of the trust and the associated pay and performance development frameworks.

Staff are expected to familiarise themselves with the trust's policies and procedures.

3. EQUALITY AND DIVERSITY

The Education Alliance is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

Long term absence (such as maternity leave or sickness absence) has no bearing on pay progression.

4. PRINCIPLES

The Education Alliance is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. As part of its commitment to equal opportunities, the trust believes that its employees should receive equal pay for:

- The same or similar work;
- Work rated as equivalent under a job evaluation; or
- Work of equal value

The trust aims to ensure that it operates a fair and transparent pay system based on objective criteria and free from gender bias. The trust will do this by:

- Monitoring pay and benefits for existing workers and initial pay benefits for new workers within the organisation.
- Evaluating associate staff job roles and pay grades.
- Using benchmarking information where applicable and appropriate.
- Informing employees how their pay has been determined.
- Treating appeals against pay decisions as a priority.

5. TEACHING PAY

5.1 Teaching Pay Scales

As per the national pay award for teachers 2023, main pay scale 1 has been uplifted by 7.1% to achieve a starting salary for qualified teachers of £30,000. Other pay points and allowances have increased by 6.5% for 2023-24 (Appendix 1).

The trust merged the main pay scale (MPS) and upper pay scale (UPS) for teachers in 2022, creating a 9-point pay scale for teachers. This has removed the need for MPS teachers to apply for UPS, however, the standards for UPS will apply to points 7-9 of the pay scale, and a teacher can choose to remain on MPS if they wish.

New starters are normally placed at the first point of the pay scale that provides them with a salary increase. Where this is a minimal increase, the trust may opt to start them at the next point on their salary scale. Where appointing leaders wish to pay new starters above the first point of the pay scale that provides a salary increase, they must seek approval from the CEO or Executive Principal.

5.2 Pay Progression

It is expected that teaching staff (including leaders, senior leaders, Headteachers, Executive Headteachers, Executive Principals and the CEO) will automatically progress, with the new salary becoming effective from 1 September of that year. It is not anticipated that those staff who are in pre-capability or formal capability (as detailed in the trust's Capability Policy) would receive pay progression that year. Teachers failing to progress have a right of appeal to the Headteacher (see the appeals procedure – Appendix 3).

Teachers who are on point 6 of the pay scale must notify the HR Department if they do not wish to progress to point 7 the following year, and the HR Department will seek to understand their rationale for this, liaising with the Headteacher. Teachers on points 7-9 will work to the UPS standards.

The Executive Principal and the CEO have 7-point salary scales, which takes into consideration the job weight, benchmarking data, market forces, any recruitment and retention issues and the complexity of the strategic plan. The basic salary of the Executive Principal (L44 – L50) and the CEO (L55 – L61) includes all aspects of the role; therefore, there are no allowances or bonus payments attached to either role.

5.3 CEO

For new appointments, the Trust Board may decide to review the CEO's salary scale prior to advert. The Trust Board, with support and advice from the Director of HR and Governance, will review job weight, benchmarking data, market forces, any recruitment and retention issues and the complexity of the strategic plan. The Trust Board may review the CEO's salary scale at any time during the year if there is a significant reason (including an increase in the depth and breadth of the role).

The CEO will progress through their pay scale on an annual basis unless they are in pre-capability or formal capability (as detailed in the trust's Capability Policy).

5.4 Leadership Pay Scales and Allowances

The trust has a range of leadership roles, including small leadership responsibilities for emerging leaders, and a range of leadership pay scales or payments. Most leadership pay scales align with the national teaching leadership pay scale, with the trust also utilising TLR2a and TLR2b as appropriate, which are paid in addition to the teacher pay scale salaries. Permanent TLRs should be paid on a pro-rata basis for part-time staff (as detailed in the STPCD). The trust also utilise temporary 'TEAL Allowances' (see Appendix 1).

Headteacher salary scales are determined in line with the STPCD and therefore, rather than a set scale, the calculation detailed within the STPCD will be used. This takes into account a variety of factors, including the size and age of the pupil population.

Other school leadership roles are established on a 6-point scale of the leadership pay range or a TLR2a or TLR2b, as appropriate. This range is determined by the size of school, number of staff and/or pupils they are responsible for and the overall level of responsibility.

The salary scale for roles that operate across the trust (e.g. Vice Principals and Assistant Principals) is usually a 7-point range acknowledging that the role operates across several trust schools.

Where leaders take on additional responsibility to support work across the trust (for example, TEAL Subject Leaders) their range will either be extended by two points, or by the equivalent of a TLR2a if the case of main scale teachers. Teaching leadership scales can also provide stretch for staff covering part of a promoted role (e.g. a Deputy Headteacher covering a day per week for a part-time Headteacher).

TEAL Allowances can also be used for time limited opportunities and projects (for example, supporting a strand of the School Improvement Plan) or smaller development roles (for example, emerging leaders opportunities).

Pay scales and allowances are regularly reviewed and evaluated by the HR Department to ensure there is consistency across schools. In summary, a leader doing the same job in a similar sized school should expect the same level of remuneration.

The Resources and Finance Committee will review the application of the Pay Policy annually.

5.5 Safeguarding Arrangements

The trust applies the safeguarding arrangements detailed within the STPCD.

5.6 Supply Teachers

Teachers secured via casual agreements are paid at the pay point they would be paid if they were employed on a temporary or permanent basis. Teachers who work on a daily or other short-term notice basis are paid 1/195th of the amount calculated as their annual salary. Teachers who work less than a full day are paid on an hourly basis (calculated as a proportion of 1/195th of their annual salary – with each day being calculated as 6.5 hours). Supply teachers are automatically enrolled into the Teachers' Pension Scheme, and they are able to opt out if they so wish.

5.7 Unqualified Teachers

There may be times where a school considers appointing an unqualified teacher (e.g. where a trainee teacher has a contract commencing on 1 September in the Education Alliance, and they are required and able to undertake unqualified teacher work between the end of their period of study and the commencement of their teaching contract). The Headteacher is authorised to place any unqualified teacher on appointment on the appropriate

point on the unqualified teachers' scale, taking into account the individual's qualifications and experience (e.g. a recognised overseas or post-16 teaching qualification).

5.8 Part Time Teachers

The trust will ensure that its treatment of part-time employees is consistent with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. Part-time teachers are paid on a pro rata basis. This is calculated in line with the STPCD. The pro rata calculation is also used to determine the appropriate payment for any extra hours that part-time teachers may agree to work from time to time with agreement and approval from the Headteacher.

The percentage that is used to determine the salary of part-time teachers has also been used to calculate the number of hours of directed time as a proportion of 1265 that they may be required to be available for work in any school year. Thus, if a part-time teacher is paid a salary of 60% of their full-time equivalent salary, then they can be required to be available for work for 759 hours (60% of 1265 hours) during the school year. The requirements that a school has of part-time teachers in their allocation of directed time and how they will be deployed within this should relate pro rata, to what would have been expected of them if they were employed full-time. These requirements/expectations should be clearly communicated in writing when such teachers are appointed. The school ensures that all requirements are met, such as:

- teaching
- PPA time
- pastoral duties/responsibilities
- registration
- other timetabled non-contact time
- attendance at assemblies
- attendance at meetings both during and outside school session times
- attendance at parental consultation evenings
- training days

Part-time teachers must work such reasonable additional hours as may be necessary to enable them to discharge their professional responsibilities effectively. The trust does not require teachers employed on a part-time basis to be available for work on any day of the week or part of any day of the week that they are not normally required to be available for work under their contract of employment. However, there may be times where there is a negotiated agreement between the employee and the Headteacher and such matters may attract additional payment or time in lieu.

Part-time teachers and their managers must ensure when agreeing work goals that they are realistic in relation to the hours the teacher works.

6. ASSOCIATE STAFF PAY SCALE

The National Joint Council for Local Government Services has a National Agreement for Pay and Conditions of Service (the Green Book), which applies to associate staff in schools. Associate staff are paid in line with the national pay scale for local government services. The national pay award for associate staff, backdated to 1 April 2023, provided an increase of £1,925 on all pay points, and an increase of 3.88 per cent on all allowances (as listed in the November 2023 NJC pay agreement circular). Scp1 was deleted following the 2022 national pay agreement. Appendix 3 details the pay scale for associate staff.

7. COMPLAINTS/APPEALS

In the first instance, staff are encouraged to discuss any concerns they may have regarding pay decisions with their line manager or senior leadership link at an informal meeting. This will allow staff to respond to the reasons given for

making the decision and present any evidence or raise any issues they may have. Following the informal discussion, if a member of staff is still dissatisfied with the outcome, they would follow the formal appeal process as detailed below.

An appeal is usually lodged on the following grounds – that those making the pay decisions:

- failed to apply the policy/procedure properly;
- failed to take account of relevant evidence;
- failed to have proper regard for statutory guidance;
- took account of irrelevant or inaccurate evidence;
- were biased; or
- discriminated unlawfully.

An appeal against a pay decision must be submitted in writing within 10 working days of the employee being notified of the decision. Appellants may be accompanied by a colleague or their trade union representative at appeal hearings and appeal decisions will be communicated in writing within 2 working days of the decision being made.

The decision of the appeals committee is final and binding on both parties. Such decisions may not be re-opened under the Trust's Grievance Procedure (which will not be used for appeals against pay decisions).

8. STARTING SALARIES

Starting salaries vary as the trust assesses the appropriate starting salary for employees based on a number of factors, including knowledge, experience, recruitment and retention issues, recognising its legal responsibilities and associated risks. Portability of salary will be honoured; therefore teachers will normally be placed on the next point on the scale, which provides them with a pay increase, or if their current pay matches or exceeds the maximum of the scale, they will be placed on the maximum point on their pay scale.

- First year ECTs are normally placed on point 1 of the Qualified Teacher pay scale.
- The school does not normally recognise any experience other than teaching for the award of an experience point.
- The CEO has delegated powers to negotiate the starting salary of all teachers within the agreed pay scales detailed within this policy.

9. TRANSFER OF UNDERTAKING, PROTECTION OF EMPLOYMENT (TUPE)

When schools and services transfer into the trust, the trust adheres to its TUPE obligations, protecting employees at the point of transfer. If employees wish to apply for roles in the trust following the transfer, they do so on the understanding that they would accept the trust terms and conditions for their new role.

10. CONFIDENTIALITY

The Trust Board regards all matters relating to the pay of individual staff as confidential. When such confidential matters are discussed in trustee and governor meetings, they will be recorded in the confidential Part B section of the minutes.

11. MONITORING COMPLIANCE WITH AND EFFECTIVENESS OF THE POLICY

Effectiveness and compliance of this policy will be monitored by the HR Department. The Trust Board will oversee the application of this policy, via the Resources and Finance Committee.

12. CONSULTATION

The trust's recognised Trade Unions are consulted in the review of this policy via the JCNC.

The Education Alliance

Pay scales and payments for teachers and leaders

Unqualified Teacher Scale		
Scale Point	2022-23	2023-24
1	19,340	20,598
2	21,559	22,961
3	23,777	25,323
4	25,733	27,406
5	27,954	29,772
6	30,172	32,134

Qualified Teacher Scale		
Scale Point	2022-23	2023-24
1	28,000	30,000
2	29,800	31,737
3	31,750	33,814
4	33,850	36,051
5	35,990	38,330
6	38,810	41,333
7	40,625	43,266
8	42,131	44,870
9	43,685	46,525

Teaching & Learning Responsibility (TLR) payments		
TLR	2022-23	2023-24
2a	3,017	3,214
2b	4,855	5,171

TEAL Allowances		
	2022-23	2023-24
TA a	600	639
TA b	1,079	1,150
TA c	1,618	1,723
TA d	2,158	2,298
TA e	2,697	2,873

School Improvement and Curriculum Research Leader Scale		
Scale Point	2022-23	2023-24
S1	40,980	43,644
S2	42,737	45,515
S3	44,494	47,386
S4	46,250	49,257
S5	48,005	51,125
S6	49,763	52,997
S7	52,689	56,114

Leadership group pay range		
Scale Point	2022-23	2023-24
L1	39,023	44,333
L2	41,390	46,193
L3	43,754	48,065
L4	46,120	49,951
L5	48,894	52,072
L6	50,122	53,380
L7	51,470	54,815
L8	52,659	56,081
L9	53,972	57,480
L10	55,359	58,957
L11	56,796	60,487
L12	58,105	61,882
L13	59,557	63,428
L14	61,042	65,009
L15	62,560	66,626
L16	64,224	68,399
L17	65,699	69,969
L18	67,350	71,728
L19	69,022	73,508
L20	70,732	75,330
L21	72,483	77,194
L22	74,282	79,111
L23	76,122	81,070
L24	78,010	83,080
L25	79,949	85,146
L26	81,927	87,253
L27	83,956	89,414
L28	86,040	91,633
L29	88,170	93,902
L30	90,365	96,239
L31	92,597	98,616
L32	94,898	101,067
L33	97,256	103,578
L34	99,660	106,138
L35	102,137	108,776
L36	104,666	111,470
L37	107,267	114,240
L38	109,922	117,067
L39	112,601	119,921
L40	115,410	122,912
L41	118,293	125,983
L42	121,258	129,140
L43	123,057	131,056
L44	125,500	133,658
L45	128,000	136,320
L46	130,500	138,983
L47	133,000	141,645
L48	135,500	144,308
L49	138,000	146,970
L50	140,500	149,633
<i>L51 to L54 not used</i>		
L55	155,000	165,075
L56	158,000	168,270
L57	161,000	171,465
L58	164,000	174,660
L59	167,000	177,855
L60	170,000	181,050
L61	173,000	184,245

SCP	National Pay Scale 2022		national scale 2023	
	per annum	per hour	per annum	per hour
2	£20,441	£10.60	£22,366	£11.59
3	£20,812	£10.79	£22,737	£11.79
4	£21,189	£10.98	£23,114	£11.98
5	£21,575	£11.18	£23,500	£12.18
6	£21,968	£11.39	£23,893	£12.38
7	£22,369	£11.59	£24,294	£12.59
8	£22,777	£11.81	£24,702	£12.80
9	£23,194	£12.02	£25,119	£13.02
10	£23,620	£12.24	£25,545	£13.24
11	£24,054	£12.47	£25,979	£13.47
12	£24,496	£12.70	£26,421	£13.69
13	£24,948	£12.93	£26,873	£13.93
14	£25,409	£13.17	£27,334	£14.17
15	£25,878	£13.41	£27,803	£14.41
16	£26,357	£13.66	£28,282	£14.66
17	£26,845	£13.91	£28,770	£14.91
18	£27,344	£14.17	£29,269	£15.17
19	£27,852	£14.44	£29,777	£15.43
20	£28,371	£14.71	£30,296	£15.70
21	£28,900	£14.98	£30,825	£15.98
22	£29,439	£15.26	£31,364	£16.26
23	£30,151	£15.63	£32,076	£16.63
24	£31,099	£16.12	£33,024	£17.12
25	£32,020	£16.60	£33,945	£17.59
26	£32,909	£17.06	£34,834	£18.06
27	£33,820	£17.53	£35,745	£18.53
28	£34,723	£18.00	£36,648	£19.00
29	£35,411	£18.35	£37,336	£19.35
30	£36,298	£18.81	£38,223	£19.81
31	£37,261	£19.31	£39,186	£20.31
32	£38,296	£19.85	£40,221	£20.85
33	£39,493	£20.47	£41,418	£21.47
34	£40,478	£20.98	£42,403	£21.98
35	£41,496	£21.51	£43,421	£22.51
36	£42,503	£22.03	£44,428	£23.03
37	£43,516	£22.56	£45,441	£23.55
38	£44,539	£23.09	£46,464	£24.08
39	£45,495	£23.58	£47,420	£24.58
40	£46,549	£24.13	£48,474	£25.13
41	£47,573	£24.66	£49,498	£25.66
42	£48,587	£25.18	£50,512	£26.18
43	£49,590	£25.70	£51,515	£26.70

PAY APPEALS PROCEDURE

The Education Alliance is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

Employees may seek a review of any determination in relation to their pay.

A teacher failing to progress has the right of appeal to their Head. Where the Head has been involved in the pay decision, appeals will go to the Executive Principal. Where the Executive Principal has been involved in the pay decision, appeals will go to the CEO and where the CEO has been involved in the pay decision, appeals will go to a panel of Trustees. Where a panel of Trustees have been involved in a pay decision, Trustees not involved in the original pay decision can sit on an appeal panel. Normally, the Head of a school will make pay decisions for staff within their school. The Executive Principal will make pay decisions for the staff they manage, as will other senior leaders (e.g. Directors and the CEO).

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That an individual or committee by whom the decision was made:

- failed to apply the policy/procedure properly;
- failed to take account of relevant evidence;
- failed to have proper regard for statutory guidance;
- took account of irrelevant or inaccurate evidence;
- were biased; or
- discriminated unlawfully.

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is dissatisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the employee continues to be dissatisfied, they may follow a formal appeal process.
4. An appeal against a pay decision must be submitted in writing within 10 working days of the employee being notified of the decision to the Director of HR and Governance.
5. The appeal will be heard within 20 working days of receiving the employee's written notification to appeal. Appellants may be accompanied by a colleague or their trade union representative at appeal hearings.
6. Appeal decisions will be communicated in writing within 2 working days of the decision being made.
7. The conclusion of the appeal is final. Such decisions may not be re-opened under the trust's Grievance Procedure (which will not be used for appeals against pay decisions).