



## Pay Policy

### Version 5.10

<p><b>Important:</b> 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><b>Name and Title of Author:</b></p>	<p style="text-align: center;">Lisa Longstaff, Director of HR and Governance</p>
<b>Name of Responsible Committee/Individual:</b>	Trust Board
<b>Implementation Date:</b>	December 2021
<b>Review Date:</b>	December 2022
<b>Monitoring</b>	This policy will be monitored and reviewed by the relevant body in conjunction with trade unions via the JCC on an annual basis.
<b>Target Audience:</b>	Employees
<b>Related Documents:</b>	<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>Performance Development Policy</p> <p>Capability Policy</p>
<b>References:</b>	<p>Staffing Regulations (Education Act 2002)</p> <p>Equality Act 2010</p> <p>Employment Relations Act 2004</p> <p>Employment Act 2008</p> <p>Employment Rights Act 1996</p>

	Part Time Workers (Prevention of Less Favourable Treatment) Regulations 2000 Teachers' Standards Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002
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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 success of The Education Alliance (the Trust) relies on the performance of all its employees. The aim of this policy is to enable the Trust to attract, retain, reward and recognise high quality, talented staff. We acknowledge that employees are attracted, retained and engaged by a whole 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

The Trust is committed to the principles of equality and wishes to have a fair, transparent, sustainable pay structure, which also minimises the risk of equal pay claims. 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 General Data Protection Regulations 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 **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 and/or performance 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, which can be found in the Trust's Governance Framework. 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 **Local Governing Body** in each school will receive financial information on an annual basis which summarises the cost of pay awards and pay progression for their respective schools.

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 and Trust Board 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 Board of Trustees 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 31<sup>st</sup> annually.

**Managers** must ensure that they adhere to the policies and procedures of the Trust and the associated pay and performance 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.

As performance and pay are decoupled, 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 study; 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. TEACHERS PAY SCALES

### 5.1 Teachers Pay Scales

The 2021 national pay award for teaching staff in schools provides a £250 consolidated pay award for teachers earning less than £24,000 (unqualified teachers 1-3). No further pay uplift was awarded nationally for teaching staff in the 2021 School Teachers Pay and Conditions Document (STPCD). The teaching pay scale table illustrates the Trust pay scale for teachers with the national pay award included for September 2021.

The middle leadership scale, and the School Improvement Leader/Curriculum Research Leader scales are local scales that were established in 2013, following changes in the STPCD at that time. The other pay scales are in line with national pay scales.

New starters are 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.

Middle leadership roles will occupy a 6-point range within the middle leadership bands detailed below. In allocating a 6-point range to a role, consideration will be given to a number of factors, including the knowledge, skill and expertise required for the role, decision-making, freedom to act, accountability, depth and breadth of the role, and levels of creativity and innovation required. The middle leadership scale includes roles such as Subject leaders of large departments (L1-6), House Leaders and Heads of House (L1-6), and pastoral leaders of a key stage (L4-9). The middle leadership scale also provides stretch for school-based colleagues picking up additional responsibilities as TEAL Subject/Area Leaders or as covering part of a promoted role.

Similarly, School Directors will occupy a 6-point range within the School Director salary scale detailed below. In allocating a 6-point range to a role, consideration will be given to a number of factors, including the knowledge, skill and expertise required for the role, decision-making, freedom to act, accountability, depth and breadth of the role, and levels of creativity and innovation required. School Director roles include the following roles:

- Directors of Sixth Form (L9 – L14)
- Core Directors – English, Maths, Science or SEND (L5 – L10)
- Directors of Subject and SDP Leads (L7 – L12)

The salary scale provides stretch for school-based colleagues picking up additional responsibilities as TEAL Subject/Area Leaders or as covering part of a promoted role.

The Assistant Principal salary scale has a 7-point range from L11 – L17. The salary scale was a 6-point scale, and extended the scale to include L17 reflects the fact that post holder will work across several schools. The salary scale also provides stretch for Assistant Principals who pick up or back fill additional responsibilities of a Vice Principal, if necessary, or for covering another aspect of a promoted role.

The salary scale for Vice Principals is a 7-point range from L16 – L22, acknowledging that the role operates across several schools. The scale also provides stretch for Vice Principals or Associate Directors picking up or back filling, or for covering another aspect of a promoted role (e.g. Head, Executive Principal or CEO if necessary).

The salary scale for Assistant Headteachers has a 6-point range from L11 – L16, and it provides stretch for Assistant Headteachers who pick up or backfill additional responsibilities of a Deputy Headteacher if necessary, or for covering another aspect of a promoted role.

The salary scale for Deputy Headteachers has a 6-point range from L16 – L21. The scale also provides stretch for Deputy Headteachers for permanently covering (not just deputising in absence) another aspect of a Headteacher role.

	Scale Point	2020 and 2021
Unqualified Teachers	1	18,169, 18,419
	2	20,282, 20,532
	3	22,394, 22,644
	4	24,507
	5	26,622
	6	28,735
Classroom Teachers (MPS)	1	25,714
	2	27,600
	3	29,664
	4	31,778
	5	34,100
	6	36,961
Expert (UPS)	1	38,690
	2	40,124
	3	41,604
Middle Leaders	L1	37,165
	L2	39,419
	L3	41,670
	L4	43,924
	L5	46,566
	L6	47,735
	L7	49,019
	L8	50,151
School Directors (of core subjects, Sixth Form and SEN)	L5	46,566
	L6	47,735
	L7	49,019
	L8	50,151
	L9	51,402
	L10	52,723
	L11	54,091
	L12	55,338
	L13	56,721
L14	58,135	

Assistant Principal (AP)	L11	54,091
	L12	55,338
	L13	56,721
	L14	58,135
	L15	59,581
	L16	61,166
	L17	62,570
	L18	64,143
	L19	65,735
Vice Principal & Associate Directors (VP or Director)	L16	61,166
	L17	62,570
	L18	64,143
	L19	65,735
	L20	67,364
	L21	69,031
	L22	70,745
	L23	72,497
L24	74,295	
School Improvement and Curriculum Research Leader	S1	39,029
	S2	40,702
	S3	42,375
	S4	44,048
	S5	45,719
	S6	47,393
	S7	50,180
Assistant Headteacher (AHT)	11	54,091
	12	55,338
	13	56,721
	14	58,135
	15	59,581
	16	61,166
	L17	62,570
	L18	64,143
Deputy Headteacher (DHT)	16	61,166
	17	62,570
	18	64,143
	19	65,735
	20	67,364
	21	69,031
	22	70,745
23	72,497	
Head of School (Large Secondary Schools)	30	86,061
	31	88,187
	32	90,379
	33	92,624
	34	94,914
	35	97,273
36	99,681	

Primary Headteacher 2020 and 2021	14	58,135
	15	59,581
	16	61,166
	17	62,570
	18	64,143
	19	65,735
	20	67,364
Executive Principal 2020 and 2021	37	102,158
	38	104,686
	39	107,236
	40	109,913
	41	112,659
	42	115,481
	43	117,196
CEO Salary Scale 2020 and 2021	L50	133,949
	L51	136,628
	L52	139,307
	L53	141,986
	L54	144,665
	L55	147,344
	L56	150,023

## 5.2 Classroom Teacher

The pay scale for Classroom Teachers mirrors the nationally agreed main pay scale (MPS) detailed in the STPCD. It is expected that Classroom Teachers automatically progress unless they are in pre-capability or formal capability (as detailed in the trust's Capability Policy). In those circumstances, it is not anticipated that the member of staff would receive pay progression that year.

Staff failing to meet the required standards will be provided with a programme of support aligned to their individual needs and their pay progression will be halted until they are able to produce evidence that is assessed as satisfactory. Staff failing to progress have a right of appeal to the Headteacher (who will seek advice from the Director of HR and Governance).

## 5.3 Expert Teacher/UPS

Staff who have transferred into the Trust as UPS teachers have the option to either retain their UPS status or move into Expert Teacher roles. The pay scale for Expert Teachers mirrors the nationally agreed upper pay scale (UPS) detailed in the STPCD. Classroom Teachers wishing to progress to Expert Teacher should notify their Headteacher and HR Department, before the end of the performance cycle (before 31 October), and should submit an expression of interest, of not more than one page of A4, summarising their knowledge and expertise and how this could be effectively deployed as an Expert Teacher. Progression through the Expert Teacher/UPS pay scale occurs automatically every two years unless the teacher is in pre-capability or formal capability (as detailed in the trust's Capability Policy). The pay decision is made by the Headteacher, with appeals to the CEO (with advice from the Director of HR and Governance). Where pay progression is agreed, the new salary is effective from 1 September of that year.

Staff failing to meet the required standards are provided with a programme of support aligned to their individual needs and their pay progression is halted until they are able to produce evidence that is assessed as satisfactory. Where staff have applied to become Expert Teachers and have not been successful, they cannot re-submit evidence in the same year, therefore they should re-apply, including their new evidence the following year.



## **5.4 Middle Leaders**

The pay scale for middle leaders is a locally derived pay scale. Middle Leaders will automatically 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). The Headteacher will decide on pay progression in their respective schools, with appeals to the CEO (with advice from the Director of HR and Governance). Where pay progression is agreed, the new salary becomes effective from 1 September of that year.

Staff failing to meet the required standards will be provided with a programme of support aligned to their individual needs and their pay progression will be halted until they are able to produce evidence that is assessed as satisfactory.

## **5.5 Senior Leaders**

Senior leaders include Curriculum Research Leads, Directors, Assistant and Vice Principals, Assistant and Deputy Headteachers. Senior Leaders will automatically 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). The pay decision is made by the individual's line manager, with appeals to the CEO (with advice from the Director of HR and Governance). Where pay progression is agreed, the new salary becomes effective from 1 September of that year.

Staff failing to meet the required standards will be provided with a programme of support aligned to their individual needs and their pay progression will be halted until they are able to produce evidence that is assessed as satisfactory.

## **5.6 Headteachers and the Executive Principal**

There is a salary scale for Headteachers of large secondary schools, and a salary scale for Heads of Primary Schools, based on the national scale for teaching leaders. The Trust Board decides the actual range of the scale as some Headteacher roles may be of a significantly higher level of responsibility, requiring a higher level of knowledge and expertise than another Headteacher role.

The Executive Principal has a 7-point salary scale, 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 includes all aspects of the role; therefore, there are no allowances or bonus payments attached to this role.

Headteachers and Executive Principals 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). Evidence is assessed by the CEO throughout the year. Where pay progression is agreed, the new salary becomes effective from 1 September of that year.

Staff failing to meet the required standards are provided with a programme of support aligned to their individual needs and their pay progression is halted until they are able to produce evidence that is assessed as satisfactory. Staff failing to progress have a right of appeal to members of the Trust Board.

## **5.7 CEO**

The CEO has a 7-point salary scale, 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 CEO includes all aspects of the role; therefore, there are no allowances or bonus payments attached to this role. The Board adheres to the Academies Handbook.

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). Evidence is assessed by the Chair and Vice-Chair of the Board throughout the year. Where pay progression is agreed, the new salary becomes effective from 1 September of that year.

If the CEO fails to meet the required standards, they will be provided with a programme of support aligned to their individual needs and their pay progression will be halted until they are able to produce evidence that is assessed as satisfactory. Where pay progression is halted, the CEO has a right of appeal to members of the Trust Board who were not involved in the decision to halt pay progression.

## 5.8 Leadership Allowances

The Trust has a range of leadership roles. The middle leadership pay scale applies to teaching leaders who have overall responsibility for a large department or subject and are directly managed by a member of the senior leadership team. To ensure there are appropriate, fair and transparent leadership allowances in place for leadership roles that don't meet the criteria for the middle leadership pay scale, the Trust also has TLR2a (£2,873 per annum) and TLR2b (£4,624) allowances, which are paid in addition to main pay scale and upper pay scale salaries. Permanent TLRs should be paid on a pro-rata basis for part-time staff (as detailed in the STPCD), whilst temporary TLRs (TLR 3s) should not. Recognising that there are times where a temporary allowance is required (e.g. for projects) the Trust also has TLR3s, as follows:

TLR3 temporary allowances	Annual Allowance (£) 2021 and 2022
TLR3a	571
TLR3b	1,028
TLR3c	1,541
TLR3d	2,055
TLR3e	2,569

The Director of HR and Governance oversees the application of TLRs across the Trust, to ensure they are applied fairly and consistently, with reports produced for the Board and LGBs each year, detailing the roles attached to each allowance.

## 5.9 Safeguarding Arrangements

The STPCD details the 3 year pay protection teachers receive in circumstances where the organisation initiates an organisational change which impacts on a teacher's role and their associated pay (e.g. restructuring, removal or reduction in posts). This is referred to as a safeguarded or safeguarding sum. Teachers are entitled to safeguarding arrangements when the amount they will be paid following the restructure is less than the amount they were previously paid. The safeguarded sum is the difference between the amount they previously received and the amount they receive following the restructure.

If the total safeguarded sum exceeds £500, the Headteacher must ensure the teacher's assigned duties are reviewed and they should allocate additional duties to ensure the teacher continues to undertake work commensurate with the safeguarded sum. The Headteacher has delegated responsibility for ensuring that appropriate consultation takes place with the employee prior to the change taking effect, and that appropriate notice is given for any new duties, which are being given to the teacher as work commensurate with their safeguarded sum or sums. All such additional responsibilities allocated should be regularly reviewed. Employees are encouraged to speak to their trade union at the earliest opportunity to ensure they are fully supported and advised prior to agreeing to any changes.

The teacher must not be paid the safeguarded sum if the teacher unreasonably refuses to carry out such additional duties, provided that the teacher is notified of the Headteacher's determination to cease paying the safeguarded sum, applying the normal notice periods.

The school will take into account all the safeguarded sums to which the teacher is entitled and cease paying only the safeguarded sum or combination of safeguarded sums that is equal to or less than the total increase in the teacher's remuneration attributable to the new salary or the new allowance.

In the event that a safeguarded sum is payable in respect of the loss of or a reduction to an allowance, and the teacher subsequently becomes entitled to an allowance or an increased allowance of the like during the safeguarding period, the said safeguarded sum must be reduced by the amount of the allowance, or the increase therein, for as long as the teacher is entitled to the new or increased allowance. A safeguarded sum shall be reduced by the value of any subsequent TLR or allowance.

Where a teacher's position within a pay range or new allowance has caused a teacher's pay to increase by as much as or more than the value of their previous pay and any safeguarded sum(s) they were receiving, the school must cease to pay any sum(s) equal to or less than the increase.

In all cases where safeguarding applies, the teacher affected must be notified in writing within one month and their notification should include:

- the reason for the determination
- the date on which the determination is to be implemented (if known)
- the date on which safeguarding will cease
- the original (old) salary
- the value of the safeguarded sum or in the case of a determination that takes effect from a later date (and the effect on the teacher is unknown) the maximum amount by which his/her salary may be reduced and where a copy of the school's revised staffing structure may be viewed.

In cases where a full-time teacher becomes part time, the cash value being safeguarded will be paid on a pro rata basis; where a part time teacher becomes full time, the amount safeguarded will increase to the full rate.

### **5.10 Acting Allowances**

Where employees are asked to undertake leadership duties temporarily, they may be paid an acting up allowance. The acting allowance will be the monetary value of the next point on the scale, which provides the employee with a pay rise, or an appropriate allowance if they are undertaking aspects of the role, or if they have reached the top of their pay scale. The Trust Board appreciates that only an Executive Principal/Vice Principal or Headteacher may be required to carry out the duties of the CEO in their absence and that any other teacher may only be asked to undertake such duties with their agreement. Their total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

In the event of the headship being vacant, it is understood that the Executive Principal/Vice Principal/Headteacher's agreement to serve in an acting capacity must be sought.

Fixed term acting allowances for teaching and learning, and SEN responsibilities will be remunerated at the rate of the substantive allowances for the duration of the acting period.

### 5.11 Supply Teachers

Teachers employed on 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.

### 5.12 Unqualified Teachers

Schools within the Education Alliance will normally only appoint qualified teachers. However, 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).

The school will only appoint the following as unqualified teachers:

- YWTT students who have secured teaching contracts in the Education Alliance, commencing 1 September
- trainees working towards QTS;
- overseas trained teachers who have not exceeded the four years they are allowed to 'teach' without having QTS; and
- instructors (people with particular skills and/or expertise) delivering small group work.

### 5.13 Part Time Teachers

The Trust Board 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 with reference to the proportion of the school's timetabled teaching week (the school's session hours that are timetabled for teaching, excluding break time, assemblies and registration) that part-time teachers work in comparison with what they would have worked if employed on a full-time basis in the same post in the same school.

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 (this figure is reduced for the academic year 2021-22 to reflect the additional bank holiday due to the Queen's Jubilee, as detailed in the School Teachers' Pay and Conditions Document 2021) 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 his/her full-time equivalent salary, then s/he 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 Board 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. Line managers will work in partnership with part-time employees to find an arrangement that ensures that part-time teachers are able to undertake their duties on any day that they would normally be required to be available for work (e.g. attendance at a parents evening).

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

#### 5.14 Residential Duties

The Trust Board does not normally make any such payments.

#### 5.15 In Service Training for Teachers (INSET)

The Trust Board has decided not to make any discretionary payments of this kind; as such responsibilities have already been taken into account in the determination of the salary ranges for senior leaders and in the allocation of management costs and time.

#### 5.16 Out of School Learning Activities

Holiday booster sessions will be paid at the rate of £25 per hour for teaching staff and this includes payment for planning and preparation. Time in lieu may be negotiated but will be at the direction and discretion of the school.

### 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. As a national pay award had not been agreed at the point of this policy being approved, the Trust Board approved a 2% pay award for associate staff, which has been applied as detailed below. If the national pay award is agreed at a higher rate, the Trust Board agreed to increase the associate staff pay scale in line with the award.

Spinal Column Point	Salary 2020	Salary 2021	Hourly Rate 2020	Hourly Rate 2021
1	17,842	18,199	9.25	9.43
2	18,198	18,562	9.43	9.62
3	18,562	18,933	9.62	9.81
4	18,933	19,312	9.81	10.01
5	19,312	19,698	10.01	10.21
6	19,698	20,092	10.21	10.41
7	20,092	20,494	10.41	10.62
8	20,493	20,903	10.62	10.83
9	20,903	21,321	10.83	11.05
10	21,322	21,748	11.05	11.27

11	21,748	22,183	11.27	11.50
12	22,183	22,627	11.50	11.73
13	22,627	23,080	11.73	11.96
14	23,080	23,542	11.96	12.20
15	23,541	24,012	12.20	12.45
16	24,012	24,492	12.45	12.69
17	24,491	24,981	12.69	12.95
18	24,982	25,482	12.95	13.21
19	25,481	25,991	13.21	13.47
20	25,991	26,511	13.47	13.74
21	26,511	27,041	13.74	14.02
22	27,041	27,582	14.02	14.30
23	27,741	28,296	14.38	14.67
24	28,672	29,245	14.86	15.16
25	29,577	30,169	15.33	15.64
26	30,451	31,060	15.78	16.10
27	31,346	31,973	16.25	16.57
28	32,234	32,879	16.71	17.04
29	32,910	33,568	17.06	17.40
30	33,782	34,458	17.51	17.86
31	34,728	35,423	18.00	18.36
32	35,745	36,460	18.53	18.90
33	36,922	37,660	19.14	19.52
34	37,890	38,648	19.64	20.03
35	38,890	39,668	20.16	20.56
36	39,880	40,678	20.67	21.08
37	40,876	41,694	21.19	21.61
38	41,881	42,719	21.71	22.14
39	42,821	43,677	22.20	22.64
40	43,857	44,734	22.73	23.19
41	44,863	45,760	23.25	23.72
42	45,859	46,776	23.77	24.25
43	46,845	47,782	24.28	24.77

## 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 formal 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. The relevant individual or committee (as specified within this policy) will arrange to hear such appeals, and they will provide at least 10 working days' notice. Appellants may be accompanied by a colleague or their 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.

- NQTs are normally placed on point 1 of the Classroom 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 salary of all teachers within the agreed pay scales detailed within this policy, other than Executive Principal and Headteachers, as their starting salaries should be agreed with the Local Governing Body and the Trust Board.

## **9. RECRUITMENT AND RETENTION PREMIA AND RELOCATION ASSISTANCE PAYMENTS**

The CEO may decide to pay a recruitment and retention premia where there is a clear business case related to difficult to recruit to posts, or where there are, significant retention concerns for difficult to recruit to posts. The CEO will require evidence in relation to market forces, previous historical data, affordability, sustainability and other useful information that details the rationale for the request, alongside the potential impact of not paying a premia and the potential alternatives considered or attempted. The Recruitment and Retention Policy must be followed to ensure fairness and equity in the application of this allowance.

Relocation assistance payments may be agreed by the CEO, where evidence shows that it is necessary to enable recruitment to difficult to recruit to posts (of an amount not exceeding £5,000 in total). The Relocation Assistance Policy must be followed to ensure fairness and equity in the application of such payments.

## **10. 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.

## **11. CONFIDENTIALITY**

The Trust Board regards all matters relating to the performance and 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.

## **12. 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, monitoring the overall outcomes and impact of this policy across the Trust each year.

### 13. CONSULTATION

The Trust's recognised Trade Union have been consulted in the review of this policy via the JCNC.



## **PAY APPEALS PROCEDURE**

**Associate staff should use the job evaluation appeal process and associated templates, which can be accessed via the HR Department.**

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. Where employees wish to appeal a job evaluation outcome, they should do so via the job evaluation appeals process.

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

That the person 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, he/she 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, he/she 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 relevant individual or committee (as specified within this Policy) will arrange to hear such appeals within 20 working days of receiving the employee's written notification to appeal. Appellants may be

accompanied by a colleague or their union representative at appeal hearings. The Director of HR and Governance will provide the person/panel hearing the appeal with advice and guidance.

6. Appeal decisions will be communicated in writing within 24 hours of the decision being made.

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

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, he/she 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, he/she may follow a formal appeal process.

4. The employee should set down in writing the grounds for questioning the pay decision and send it to the Director of HR and Governance, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

5. The appeal should normally be heard within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal meeting the employee is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of formal meetings must be reasonable.

Formal meetings must allow both parties to explain their cases.

The procedure for the conduct of formal meetings shall be as follows.

1. Introductions
2. Chair introduces attendees and explains each person's role
3. Chair checks that all parties have submitted the information they wish to be considered by the panel and that all parties have received the paperwork
4. Chair explains the format for the appeal hearing:
  - the employee will state their case
  - chair asks questions of the employee/employee representative
  - chair invites panel (if applicable) to ask questions
  - chair may seek additional information or clarification, and may therefore adjourn and then share any additional information with the parties
  - chair provides all parties to ask questions relevant to the information shared
  - chair to sum up rationale for decision and response from employee
  - chair to adjourn hearing to deliberate

5. Chair considers the evidence and may adjourn for further investigation, clarification or to make a decision
6. If the Chair has made a decision, they will relay this to the employee and follow this up in writing. Alternatively, the Chair may wish to adjourn to consider further or undertake further investigation and will write to the employee within 24 hours of making a decision.