



Pay Policy

Version 5.4

<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>Lisa Longstaff, Director of HR and Governance</p>
<p>Name of Responsible Committee/Individual:</p>	<p>Trust Board</p>
<p>Implementation Date:</p>	<p>September 2020</p>
<p>Review Date:</p>	<p>September 2021</p>
<p>Monitoring</p>	<p>This policy will be monitored and reviewed by the relevant body in conjunction with trade unions via the JCC on an annual basis.</p>
<p>Target Audience:</p>	<p>Employees</p>
<p>Related Documents:</p>	<p>School Teachers' Pay and Conditions Document (STPCD) National Agreement on Pay and Terms and Conditions for Teachers (Burgundy Book) National Agreement on Pay and Terms and Conditions for Local Government Services (Green Book) Performance Development Policy Capability Policy</p>
<p>References:</p>	<p>Staffing Regulations (Education Act 2002) Equality Act 2010 Employment Relations Act 2004 Employment Act 2008 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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Contents

Section	Page
Policy Statement	3
1. Purpose and Scope	3
2. Roles and Responsibilities	3
3. Equality and Diversity	4
4. Principles	4
5. Teachers Pay Scales	5
5.1 Teachers Pay Scale	5
5.2 Classroom Teacher	8
5.3 Expert/UPS Teacher	8
5.4 Middle Leaders	8
5.5 School Improvement Leaders	9
5.6 Directors	9
5.7 Assistant Head Teachers	9
5.8 Deputy Head Teachers	9
5.9 Heads of School	10
5.10 Executive Principal	10
5.11 CEO	10
5.12 Leadership Allowances	11
5.13 Safeguarding Arrangements	11
5.14 Acting Allowances	12
5.15 Supply Teachers	13
5.16 Unqualified Teachers	13
5.17 Part Time Teachers	13
5.18 Residential Duties	14
5.19 In Service Training for Teachers	14
5.20 Out of School Learning Activities	14
6. Associate Staff Pay Scale	14
7. Complaints/Appeals	15
8. Starting Salaries	16
9. Recruitment and Retention Premia and Relocation Assistance Payments	16
10. Transfer of Undertakings Protection of Employment (TUPE)	16
11. Confidentiality	16
12. Monitoring Compliance and Effectiveness of the Policy	17
13. Consultation	17
Appendices	
1. Pay Appeals Procedure	18

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 his 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 the pay or performance appraisal of any other employee at the school 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 have oversight of pay progression decisions for employees within 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 31st 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.

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 2020 national pay award for teaching staff in schools recommended a 5.5% increase for first point of the main pay scale teachers, tapering to 2.75% for all other teachers and allowances. The following table illustrates the Trust pay scale for teachers with the national pay award included for September 2020:

	01.09.2019	01.09.2020
Unqualified Teachers		
1	17,682	18,169
2	19,739	20,282
3	21,794	22,394
4	23,851	24,507
5	25,909	26,622
6	27,965	28,735
Classroom Teachers (MPS)		
1	24,373	25,714
2	26,298	27,600
3	28,413	29,664
4	30,599	31,778
5	33,010	34,100
6	35,971	36,961
Expert Teacher (UPS)		
1	37,654	38,690
2	39,050	40,124

3	40,490	41,604
Middle Leadership scale		
L1	36,171	37,165
L2	38,364	39,419
L3	40,555	41,670
L4	42,749	43,924
L5	44,940	46,566
L6	47,133	47,735
School Director		
L5	44,940	46,566
L6	47,133	47,735
L7	48,229	49,019
L8	49,326	50,151
L9	50,421	51,402
L10	51,517	52,723
Affiliate Director		
L9	50,421	51,402
L10	51,517	52,723
Assistant Principal		
L11	52,615	54,091
L12	53,856	55,338
L13	55,202	56,721
L14	56,579	58,135
L15	57,986	59,581
L16	59,528	61,166
Vice Principal		
L16	59,528	61,166

L17	60,895	62,570
L18	62,426	64,143
L19	63,975	65,735
L20	65,561	67,364
L21	67,183	69,031
L22	68,851	70,745
School Improvement Leader		
S1	37,985	39,029
S2	39,612	40,702
S3	41,241	42,375
S4	42,869	44,048
S5	44,496	45,719
S6	46,124	47,393
S7	48,837	50,180
Director of Sixth Form		
L9	50,421	51,402
L10	51,517	52,723
L11	52,615	54,091
L12	53,856	55,338
L13	55,202	56,721
L14	56,579	58,135
Assistant Headteacher		
11	52,615	54,091
12	53,856	55,338
13	55,202	56,721
14	56,579	58,135
15	57,986	59,581
16	59,528	61,166
Deputy Headteacher		
16	59,528	61,166
17	60,895	62,570
18	62,426	64,143

19	63,975	65,735
20	65,561	67,364
21	67,183	69,031
Headteacher (Large Secondary Schools)		
30	83,757	86,061
31	85,826	88,187
32	87,960	90,379
33	90,145	92,624
34	92,373	94,914
35	94,669	97,273
36	97,013	99,681

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 receipt of a live support package as part of either a pre-capability or formal capability process. 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 are required to submit new evidence the following year. 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 receipt of a live support package as part of either a pre-capability or formal capability process. 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. Staff cannot re-submit evidence in the same year, therefore staff failing to progress are required to re-submit 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 receipt of a live support package as part of either a pre-capability or formal capability process. 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. Staff cannot re-submit evidence in the same year, therefore staff failing to progress are required to re-submit new evidence the following year.

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 receipt of a live support package as part of either a pre-capability or formal capability process. 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. Staff failing to progress are required to re-submit new evidence the following year.

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 receipt of a live support package as part of either a pre-capability or formal capability process. Evidence is assessed by the CEO throughout the year, and the CEO will only hold pay progression back where a Headteacher or Executive Principal is in receipt of a live support package as part of either a pre-capability or formal capability process. 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 are required to re-submit new evidence the following year. 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.

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 receipt of a live support package as part of either a pre-capability or formal capability process. Evidence is assessed by the Chair and Vice-Chair of the Board throughout the year, and they will only hold pay progression back where the CEO is in receipt of a live support package as part of either a pre-capability or formal capability process. 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. Staff failing to progress are required to re-submit new evidence the following year. 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 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 (£2,569 per annum) and TLR2b (£4,624) allowances, which are paid in addition to main pay scale and upper pay scale salaries. Recognising that there are times where a temporary allowance is required (e.g. for projects) the Trust also has TLR3s, as follows:

TLR3	Annual Allowance (£) 2019-20	Annual Allowance (£) 2020-2021
TLR3a	555	570
TLR3b	1000	1,028
TLR3c	1500	1,541
TLR3d	2000	2,055
TLR3e	2500	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.

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 his/her absence and that any other teacher may only be asked to undertake such duties with his/her agreement. 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 YWTT student 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) 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 and any Covid-related catch-up 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. The pay scale is as follows:

Spinal Column Point	Salary 2019	Salary 2020	Hourly Rate 201	Hourly Rate 2020
1	17,364	17,842	9.00	9.25
2	17,711	18,198	9.18	9.43
3	18,065	18,562	9.36	9.62
4	18,426	18,933	9.55	9.81
5	18,795	19,312	9.74	10.01
6	19,171	19,698	9.94	10.21
7	19,554	20,092	10.14	10.41
8	19,945	20,493	10.34	10.62
9	20,344	20,903	10.54	10.83
10	20,751	21,322	10.76	11.05
11	21,166	21,748	10.97	11.27
12	21,589	22,183	11.19	11.50
13	22,021	22,627	11.41	11.73
14	22,462	23,080	11.64	11.96
15	22,911	23,541	11.88	12.20
16	23,369	24,012	12.11	12.45
17	23,836	24,491	12.35	12.69
18	24,313	24,982	12.6	12.95
19	24,799	25,481	12.85	13.21
20	25,295	25,991	13.11	13.47
21	25,801	26,511	13.37	13.74
22	26,317	27,041	13.64	14.02
23	26,999	27,741	13.99	14.38
24	27,905	28,672	14.46	14.86

25	28,785	29,577	14.92	15.33
26	29,636	30,451	15.36	15.78
27	30,507	31,346	15.81	16.25
28	31,371	32,234	16.26	16.71
29	32,029	32,910	16.60	17.06
30	32,878	33,782	17.04	17.51
31	33,799	34,728	17.52	18.00
32	34,788	35,745	18.03	18.53
33	35,934	36,922	18.63	19.14
34	36,876	37,890	19.11	19.64
35	37,849	38,890	19.62	20.16
36	38,813	39,880	20.12	20.67
37	39,782	40,876	20.62	21.19
38	40,760	41,881	21.13	21.71
39	41,675	42,821	21.60	22.20
40	42,683	43,857	22.12	22.73
41	43,662	44,863	22.63	23.25
42	44,632	45,859	23.13	23.77
43	45,591	46,845	23.63	24.28

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 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 and appeal decisions will be communicated in writing within 24 hours 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 JCC.

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.