

Pay Policy 2023/24

This policy was last reviewed	October 2023
This policy was consulted with recognised Trade Unions	November 2023
This policy is scheduled for review	August 2024

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Pay Policy

1. Purpose

- 1.1 This pay policy sets out the principles and arrangements Dales Academies Trust will use to determine the pay of its employees.
- 1.2 It covers the period 1st September 2023 to 31st August 2024.
- 1.3 The pay policy will:
 - Reflect the aims and objectives of the Trust's improvement priorities
 - Aim to recruit, retain, motivate and reward employees considering the staffing structure of the Trust and affordability
 - Be consistent with the principles of objectivity, openness and accountability
 - Achieve compliance with current equality legislation
 - Provide an appeals process for staff who are dissatisfied with decisions made relating to their pay and grading
- 1.4 The Trust recognises its obligations to undertake consultation and negotiation with the full-time officials/County/Branch Secretaries of the Trust's recognised trade unions and professional associations before implementing any changes to existing policies, procedures, pay, terms and conditions.
- 1.5 Negotiation is required when changes to contractual terms, conditions and pay are being considered and the agreements reached will be recorded in a signed collective agreement.
- 1.6 Consultation will be undertaken when the Trust is considering changes to its non-contractual policies and procedures. This will be meaningful with a view to reaching agreement.

2. General arrangements

Authority to make pay decisions

- 2.1 The authority to make pay decisions is detailed within the Trust's Scheme of Delegation. A copy of this document is available on the Trust website via this [link](#)

Designation of staff

- 2.2 The pay arrangements and terms and conditions which apply to any post will be determined by the duties and responsibilities of that particular role. All roles will be designated as either being **teaching** or **support**.
- 2.3 Where employees have multiple contracts of employment within the Trust, the designation, pay and grading of each will be determined separately.

Teaching Staff

- 2.4 The Trust will apply the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (the 'Burgundy Book') to all existing and new teaching staff.
- 2.5 Copies of these documents can be accessed via these links [STPCD](#) and [Burgundy Book](#).
- 2.6 The Trust may use the available flexibilities to offer terms more favourable than those in the STPCD if this is necessary to recruit and/or retain suitably qualified and experienced staff.

Support Staff

- 2.7 Employees in support roles who have transferred to the Trust under TUPE from a Local Authority will have applied to them, the pay and grading structure and the terms and conditions contained within the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (the 'Green Book') and the relevant collective agreement of their previous Local Authority employer, which was in existence at the date of their transfer. The Trust will consider applying amendments made to these agreements subsequent to the transfer date[s] on a case by case basis. The relevant collective agreements are available from the Trust's central team. The Green Book can be accessed by this link: [Green Book](#).

Effect of TUPE

- 2.8 In the event that other schools join the Trust, the employment of their staff may be governed by later version of national agreements and applicable collective agreements detailed above. The transfer of terms and conditions with such staff will be subject to the prevailing TUPE regulations in place at the point of transfer.

Confidentiality and record keeping

- 2.9 Pay decisions made by the Trust Board and Local Governing Bodies will be recorded in meeting minutes and where pay decisions are specific to individual employees, these will be restricted to those authorised to view them.
- 2.10 The Trust will ensure that pay recommendations and decisions are kept confidential and any reports from the pay review committee to the Trust Board or Local Governing Bodies will be in summary form. The only exception to this will be where the Trust is required to publish information to meet its statutory financial reporting requirements.
- 2.11 The Trust will ensure that employees are notified in writing of any pay decision no later than one month after the decision is made. Records of pay decision and any appeals will be retained on the employee's personal file.

Pay arrangements

- 2.12 Staff are paid at monthly intervals on the last banking day at the end of the month that has been worked, aside from December when payment is made on 23rd December or the last Friday before Christmas, should the 23rd fall on a weekend. . Pay is one twelfth of the annual gross salary less deductions including NI, tax and pension contributions.
- 2.13 Staff employed on part-time contracts will be paid on a pro-rata basis to equivalent full-time posts unless specific provisions apply to the contrary.
- 2.14 Pay for term-time only employees will be calculated to include their entitlements to leave.
- 2.15 Underpayments will be paid as soon as possible following their identification. In the event that an overpayment is made, the Trust will make the appropriate deductions from the employee's salary until the overpayment has been repaid. No deduction will be made until the employee has been notified of the overpayment. Attempts will be made to agree a reasonable repayment schedule with the employee.

Pay statements

- 2.16 Teachers will be provided with a written pay statement following their annual salary review. This will be issued within one month of the pay decision.
- 2.17 The pay statement will include the following information:

- The salary range or grade the employee is paid on
- The point on that range or grade the employee is paid on
- In the case of those employed on the leadership group or as a leading practitioner, the range of salary points to which they have been appointed
- Any additional payment or allowance paid to the employee and the end date of these if applicable
- The reason or responsibility for which any additional payment or allowances have been paid to the employee
- Where relevant, any safeguarding or pay protection arrangements that apply including the end date of these arrangements.

Continuous service

2.18 The Trust will recognise previous continuous service in line with the Burgundy Book and Green Book as detailed in Appendix 1. Agreement has been reached that previous continuous service with Academies will be recognised as service for the calculation of occupational payments.

Relationship with the school staffing structure

2.19 The staffing structure of each school is available from the Executive Headteacher/Headteacher.

2.20 Changes to the staffing structure within each school and the Trust may be required from time to time. Any changes will be made in line with the Trust's scheme of delegation.

2.21 Staff and the recognised trade union representatives will be consulted about any proposals to change the staffing structure when possible and in all cases where this has a potentially detrimental impact on any existing member of staff.

Salary adjustments

2.22 Any pay deductions will be made in the month following the event which necessitated the deduction e.g. following a period of unpaid leave. The exception to this will be when the employee is leaving employment with the Trust when the deduction will be made from the final salary if possible. Employees will be notified in writing prior to a deduction being made.

2.23 Additional payments, for example, overtime and additional hours, will be paid in the month following the month in which the work was undertaken, subject to claims being submitted in a timely manner and appropriate written authorisation being provided.

Teachers

- 2.24 Where it is necessary to make a deduction from a teachers' salary this will be done on the basis of a daily rate of $1/365^{\text{th}}$ of a year for each day or period of absence. The above formula will be used for the calculation of salary deductions for teaching staff.
- 2.25 Part-time teachers who work additional hours or days will be paid on the same basis as supply teachers based on their substantive salary point including any TLRs.

Support staff

- 2.26 Where it is necessary to make a deduction from the salary of a support member of staff, this will be done on the basis of their hourly rate for each hour of the period of absence.
- 2.27 Additional payments will be paid on the basis of their hourly rate for each additional hour worked.

Cost of living rises

- 2.28 The level and application of cost of living rises will be determined by the Trust Board in consultation with the recognised professional associations and trade unions. Inflationary rises will be applied to support staff salaries with effect from 1 April and to teaching staff salaries with effect from 1 September. Payments will be backdated to these dates where the decision regarding their application is delayed.
- 2.29 The Trust has accepted the STPCD for 2023/24. The NJC inflationary increase has been agreed for 2023/24 and is in line with the national agreement.

Salary safeguarding

- 2.30 For teaching staff, the Trust will pay salary safeguarding for three years in line with the provisions of the STPCD. For all other staff, subject to qualifying criteria, the Trust will pay salary protection to those redeployed by reason of redundancy/restructuring or ill health/disability. The details of the pay protection scheme are available in Appendix 2

Pensionable pay

2.31 Appendix 3 details which of the payments made to employees are pensionable.

Appeals

2.32 Pay appeals will be dealt with under the appeals process detailed at Appendix 4.

3. Salary scales

Trust Leadership

3.1 The Trust Board will determine the pay ranges and benefits for the Chief Executive Officer ensuring its decisions about levels of executive pay (including salary and any other benefits) follow the Finance and Resources Committee completing a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities, in line with the Academy Trust Handbook. s. The pay range will be reviewed every three years, and also reviewed on the appointment of a new CEO. No individual can be involved in deciding his or her own remuneration. This will also apply to any Director positions, although the CEO, as the line manager, will also participate in the remuneration decision making for these posts.

Support staff

3.2 The Trust's adopted pay and grading structure for support staff is detailed in Appendix 4.

3.3 The Trust has agreed to use the NYCC generic profiles for all designated Teaching Assistant positions. Any unique post that falls outside of the generic profiles may be evaluated in accordance with the NYCC job evaluation scheme.

Teaching staff

3.4 Teaching staff will be paid on one of the following ranges:

- Leadership group
- Leading practitioners
- Main pay range (MPR)*including Early Career Teachers
- Upper pay range (UPR)
- Unqualified teacher range (UTR)

* In the case of Early Career teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by reference to the outcome of the statutory induction process. ECTs will be assessed in September, and awarded

pay progression if they have qualifying service amounting to 26 weeks within the previous school year, and are meeting the standards of their ECT year.

Leadership group

- 3.5 The Local Governing Body will determine a pay range of a number of consecutive points from the Pay Spine for the Leadership Group for each Deputy Headteacher and Assistant Headteacher. The individual pay ranges set will reflect the relative responsibilities and job weight of the roles concerned.

A new Deputy or Assistant Headteacher will normally be appointed to the first point on their pay range but may be appointed to a higher point on their pay range if circumstances make this appropriate. However, headroom for performance related pay progression will remain available within the range.

	Annual salary – September 2023
Minimum	£47, 185
Maximum	£131,056

- 3.6 The full leadership group pay spine is attached at Appendix 5.
- 3.7 Within the leadership group pay spine, teachers will be appointed to an individual post range consisting of the following number of points:
- Executive Headteacher /Headteachers – 7 points
 - All other members of the leadership group – 3-7 points
- 3.8 The pay range for Headteachers will be on the basis outlined within the STPCD taking into account pupil numbers. Post ranges for new and amended roles for other posts within the leadership group will be determined taking into account:
- The nature of the work to be undertaken, including that done within their base school and in other schools across the Trust
 - The scale of the challenges faced
 - The professional competencies required; and
 - Pay relativities with other comparable posts with the school and across the Trust
- 3.9 In line with STPCD, the Trust may pay Headteachers additional payments to attract the right applicant or in the event that they take on substantial responsibilities in addition to their substantive role. This will not necessarily be outside their own school but may be with other schools within the Trust. The total of additional

payments will not exceed 25% of the maximum of that Headteacher's group, unless wholly exceptional circumstances as specified in STPCD.

Leading practitioner pay range

- 3.10 Teachers' whose role is primarily to model and lead the improvement of teaching skills will be appointed to the leading practitioner pay range. The maximum and minimum of this pay spine are:

	Annual salary – September 2023
Minimum	£47,417
Maximum	£72,085

- 3.11 Teachers on the leading practitioner pay spine will be appointed to a range of no more than 5 incremental points (although the Trust note this is no longer a requirement in line with STPCD). The number of salary points and value of the post range will be determined taking into account the size and complexity of each individual role. The leading practitioner pay spine is attached at Appendix 6.

Main pay range

- 3.12 The Trust's main pay range will consist of six points as follows:

Point	Annual salary – September 2023
M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
M6	£41,333

Upper pay range

- 3.13 The Trust's upper pay range will consist of three points as below:

Point	Annual salary – September 2023
U1	£43,266
U2	£44,870
U3	£46,525

- 3.14 Teachers on the upper pay range are required to make a substantial and sustained (sustained is demonstrated by *two consecutive successful appraisal reports and have made good progress towards their objectives during this period*) and have impact across the school in which they are employed. They must be able to demonstrate a high level of expertise in terms of their own teaching practice and wider school impact.

Unqualified teacher range

- 3.15 The Trust's unqualified teacher range will consist of six points as follows:

Point	Annual salary – September 2023
1	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6	£32,134

- 3.16 Unqualified teachers who obtain Qualified Teacher Status (QTS) will be paid on the main pay range in line with the requirements of the STPCD.

Supply teachers

- 3.17 The pay of supply teachers will be calculated as follows for the year 2023 to 2024:
- Daily rate: annual salary divided by 195 days
 - Hourly rate: annual rate divided by 1265hours
- 3.18 Generally, supply teachers will be paid on the main pay range. Discretion will be used to award relevant allowances or payment where this is specified in the school's staffing structure and the supply teacher is undertaking the range of duties appropriate to that particular payment.
- 3.19 Supply teachers will be considered for the award of performance points on the same basis as other staff, subject to their meeting the relevant service requirements, and where an appropriate assessment of their performance can be undertaken.

Salary on first commencement with the Trust

Executive Headteachers/Headteachers

3.20 Local Governing Bodies in conjunction with the CEO will determine the salary point for newly appointed Executive Headteachers/Headteachers. The Headteacher pay group for each Academy will be determined in line with STPCD.

Teachers

3.21 Teachers will not be appointed to a higher salary point within the UPR or MPR than they would have been on had they remained in their previous position. The Trust reserves the right to specify maximum starting salary when advertising role. Appointments will usually be made to the main pay range however, Executive Headteachers/Headteachers may appoint new teachers onto the upper pay range if they were previously paid on that range and it is necessary to recruit the employee.

3.22 Where teachers are due to commence on 1 September and were due a salary review from this date with their previous school, the Trust may request confirmation from the previous employer regarding the likelihood of progression being granted.

Support staff

3.23 On first appointment to a grade within the support staff pay structure, employees will usually be appointed to the bottom point of the grade. Exceptions to this are, for example, where it is necessary to appoint further up the salary scale to ensure the employee does not suffer a detriment through taking up a new or promoted post, or to recruit a particular candidate. For part-time and term-time only staff the comparative hourly rate may be taken into account when determining the starting salary.

4. Pay Progression

Performance points/Increments

4.1 All employees will have their performance assessed annually and an annual pay review will be undertaken. All eligible pay progression will be included in budgets by the Trust and budget will have no bearing on pay progression decisions. For teaching staff this will be with effect from 1 September and for support staff it will be with effect from 1 April. To be considered for incremental progression or the award of a performance point it will need to be demonstrated that the employee will:

- Meet the relevant service eligibility criteria
- Be assessed as having a positive appraisal outcome and achieved their performance targets
- Not have any live disciplinary warnings or current formal capability proceedings in line with the Trust's Capability Policy which the employee has been notified will impact on progression.

4.2 In addition, those in the leadership group will need to:

- Demonstrate sustained high quality performance in respect of school leadership, management and pupil progress

4.3 Incremental progression or the award of one performance point will be granted, subject to the maximum of the current pay scale, where it is determined at the annual pay review that the employee has met all the relevant criteria detailed above in the previous appraisal cycle. A performance which significantly exceeds requirements will receive a two-point increase within the pay scale, if headroom allows.

4.4 Under the Trust's scheme of delegation (see paragraph 2.1 above), the annual pay review will be undertaken by the relevant decision maker during the Autumn term. A pay decision must be reached by 31 October for teaching staff and by 31 December for Executive Headteacher/Headteacher.

4.5 **Chief Executive Officer/Finance and Resources Director/Deputy CEO pay progression**

The appraisal and pay recommendation of the Chief Executive Officer will be carried out by the Chair of the Trust Board and another nominated Trustee. The Chief Executive Officer and a Trustee, will conduct the appraisal and provide the pay recommendation for the Finance and Operations Director and Deputy CEO.

4.6 **Executive Headteacher/Headteacher pay progression**

The Chief Executive Officer and two representatives of the Local Governing Body, designated to be involved in process, will agree performance objectives with the Headteacher, after receiving the advice of the external adviser, in accordance with the prevailing performance management/appraisal legislation.

Chief Executive Officer and two representatives of the Local Governing Body, designated to be involved in process, will review performance against objectives set for the preceding year and other stated performance criteria, again receiving advice from their external adviser. The Headteacher must demonstrate sustained

overall high quality of performance in order to be considered for a performance point(s) increase.

To be fair and transparent, judgements must be properly rooted in evidence and be made having regard to the most recent appraisal or reviews.

Taking such performance into account, the Trust Board will determine whether no, one or two pay points are to be awarded for progression within the Headteacher's pay range, after receiving recommendations from the CEO and the Local Governing Body.

Progression within the Executive Headteacher/Headteacher's pay range will be effective from 01 September each year.

Service criteria for pay progression

- 4.7 Periods of absence as a result of parental leave (including maternity) and sickness will count towards the service requirements for eligibility for incremental progression. In making an assessment of performance, periods of parental leave and sickness absence will be disregarded. If necessary, earlier service will be taken into account in reaching a pay recommendation.

Teaching staff

- 4.8 To be considered for performance related progression, a member of teaching staff must have completed a period of employment amounting to at least twenty-six weeks in aggregate within the previous school year.
- 4.9 Employees on the upper pay range are required to be on their current pay point for two years unless exceptional performance merits progression after one year, before they may be considered for performance related progression. Teachers will be assessed to determine whether their contribution to the school has been substantial and sustained.

Support staff

- 4.10 The Green Book requires that support staff are considered for incremental progression each year with effect from 1 April provided that they have completed 6 months' service by this date. Employees who commence after the 1 October in any year will be considered for progress 6 months after their start date and then on 1 April in subsequent years.

Trust Leadership

- 4.11 The Chief Executive Officer and Director Primary/Deputy CEO will be eligible for progression on 1st September and the Finance and Operations Director on 1st April, following six months service.

Additional performance points

- 4.12 In exceptional circumstances, two performance points may be recommended for any employee where their position on their pay grade allows for this. The award of an additional point will only be considered where there has been exceptional, sustained performance across at least two academic years. Consideration will be given to the degree of challenge in performance targets, the extent to which they have been met or exceeded and the individual's overall contribution to school improvement.

Threshold applications

- 4.13 Teachers wishing to move onto the upper pay range must make an application to the Executive Headteacher/Headteacher.

Applications will be made to the Executive Headteacher/Headteacher, who will appoint an assessor (this may be the Executive Headteacher/Headteacher) to make a recommendation and give feedback to applicants. Where the Headteacher is not the assessor, the Headteacher will moderate the process. Recommendations for progression will be made to the Local Governing Body ('Committee').

Applications will not be accepted more than once per academic year.

All applications should include the results of the last two available appraisal reviews together with a succinct summary of evidence against the assessment criteria.

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

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

If a teacher is simultaneously employed at another school(s) within the Trust they may make separate applications to each school. This school will not be bound by any pay decisions made by another school.

The Executive Headteacher/Headteacher should notify the Committee of the recommendation, normally within 20 working days of the application. The Committee, on approving the threshold application, will move the teacher to point 1* of the Upper pay scale at the appropriate time.

In the event of the application being unsuccessful, verbal feedback would be provided highlighting areas requiring improvement. Teachers who are unsuccessful in their Threshold applications may appeal against the decision in accordance with Appendix 7.

Successful applications to move onto the upper pay range will take place with effect from 1 September in the relevant year. Applications to the Executive Headteacher/Headteacher must be made no later than 31st October in the year in which the teacher wishes to progress. This will allow the application to be considered prior to the annual meeting of the pay review committee. Qualified teachers may apply to be paid on the upper pay range may apply by 31 October of any year (deadline) and if successful, their progression will be backdated to 01 September of the same academic year.

A review meeting will be held with the Headteacher to examine the application and discuss the teacher's future role, plans and development and the expectations of them.

5. Allowances and additional payments

- 5.1 The value and award of all allowances will be reviewed annually as part of the employee's salary review. Allowances will be considered for inflationary rises by the Trust Board annually.

Teaching staff allowances

Teaching and Learning Responsibility payments (TLRs)

- 5.2 The criteria and factors for awarding TLR payment included in the STPCD, will be taken into account when deciding which posts in the school staffing structure attract a TLR payment.
- 5.3 The level of TLR payments have been determined with reference to the minima and maxima and differentials for TLR payments, as set out in the STPCD and after considering the relative job weight of posts within the structure that meet the TLR criteria.

5.4 The TLR structure for the Trust is as follows:

TLR 1		TLR 2		TLR 3	
A	£9,272	A	£3,214	A	£639
B	£11,152	B	£5,544	B	£1,900
C	£13,030	C	£ 7591	C	£3,169
D	£15,690				

SEN allowance

5.5 The Trust will pay an SEN allowance to teaching staff who meet the criteria detailed in the STPCD. The SEN allowance(s) for the Trust would be no less than £2,539 and no more than £5,009 per annum.

Other allowances

5.6 The Trust may pay other allowances to teachers, (excluding recruitment and retention allowances which will not be payable within the leadership group), as detailed below:

- **Recruitment and retention** (excluding Leadership group)
Such incentive allowances may be awarded by the Committee only to aid the recruitment and/or retention of teachers. The Committee will determine whether an annual allowance will be paid with monthly salary or as a lump sum at the end of a fixed period.

The local governing body should make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn. New additional allowances will need to be approved by Trust board.

Where a teacher is given an incentive or benefit under paragraph 27 of the STPCD, written notification given at the time of the award should state:

- whether the award is for recruitment or retention;
- the nature of the award
- the amount of the award
- when/how it will be paid (as applicable);
- unless it is a 'one-off' award, the start date and duration of the incentive
- the basis for any reviews which will be applied
- the basis for any repayment should an individual leave the school

Schools may make payments or provide financial assistance or benefits to aid recruitment or retention. An advance of salary for a rental deposit is one of a number of tools that schools may wish to consider as an incentive for the recruitment of new teachers and the retention of service of existing teachers. Other examples of assistance are transport season ticket loans for travel costs, a one-off payment such as a contribution to removal costs, or a time-limited allowance.

- **Continuing professional development**
For any CPD activities taking place at weekends or during school holidays the Committee will give consideration to payment, consistent with the teachers' pay spine position, in the individual circumstances of the case. No additional payment will be made for such activities which take place within the defined working year.
- **Initial Teacher Training Activities**
Consideration will be given to payment for activities related to providing routine initial teacher training activities in accordance with the provisions of the STPCD.
- **Out of school hours learning activity**
Consideration will be given to payment for involvement in out of school hours learning activities which fall outside a teacher's directed time. Examples of such activities may include homework clubs, summer schools and sporting activities. All such activities should require the exercise of a teacher's professional skills or judgement.

In each of the above three categories payment will usually be made at the teacher's normal hourly rate.

- **Additional responsibilities**

Additional responsibilities and activities due to, or in respect of, the provision of services by the Executive Headteacher/Headteacher relating to the raising of educational standards to one or more additional schools.

- **Unpaid leave for Teachers**

In line with the Conditions of Service for Teachers in England and Wales (Burgundy Book), where authorised unpaid leave or unauthorised unpaid leave (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part daily rate based on the days salary being 1/365th of a year for each day of the period of absence.

Support staff allowances

5.7 The Trust may pay allowances to support staff as detailed below:

- **Recruitment and retention payments**

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a Recruitment and/or Retention Payment.

Recruitment Payment – is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. This payment is not available to existing staff or previous staff who recommence employment within six months of leaving. An employee who leaves during their Probationary Period will be required to repay the full Recruitment Payment. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service. Consideration will be given to extenuating circumstances which are outside of the employee's control.

Retention Payment – is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly. Payments may be set at between 3% and 8% of annual salary and should be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one months' notice.

- **Incentive payments scheme**

Honorarium payment

Members of staff who agree to cover all of the duties associated with a post of a higher grade than their own for a temporary period of normally at least four working weeks will be paid an additional sum. This will be equivalent to the difference between their normal salary and the salary or a point on the salary range of the more senior post for as long as the temporary acting-up arrangements apply, backdated to the start of the period of cover. The pay of support staff who undertake a part of the duties of a more senior post for a temporary period of at least four weeks may be awarded a pro-rata sum, if the particular circumstances of the case make this appropriate in the view of the Committee. An employee appointed to cover a temporary vacancy, e.g. an Acting Headteacher, will be paid at a point on the pay range of the vacant post.

Additional hours / overtime

5.8 Any additional hours or overtime worked should be authorised in advance when it will be agreed whether the employee will receive compensatory time off in lieu or be paid for the additional hours worked. All additional hours and overtime approved will be paid in line with the Green Book.

6. Notice Periods

6.1 The notice given by the Trust to all staff will be the greater of their statutory or contractual notice period. The statutory notice period is 1 week for each completed year of service with the Trust up to a maximum of 12 weeks.

6.2 At the discretion of the Trust employees may be paid in lieu of their notice period. In such instances the payment would be subject to the usual deductions for tax and National Insurance contributions.

Teaching staff

6.3 Contractual notice periods for teaching staff are in line with the Burgundy book. Teaching staff will be required to give contractual notice to terminate their employment with the Trust.

Support staff

6.4 The contractual notice periods for support staff are as given below:

Length of service	Notice period
Staff employed less than 5 years	1 month
Employed 5 or more years but less than 12 years	1 week for each year of continuous employment
Employed more than 12 years	Not less than 12 weeks

6.4 Support staff will be required to give contractual notice to terminate their employment with the Trust.

6.5 Chief Executive Officer is required to give six months contractual notice and the Finance and Operations Director three months contractual notice.

Annual leave

- 6.6 The arrangements for paid annual leave are set out below. Entitlement and payment arrangements relating to any other forms of leave are available from the Executive Headteacher/Headteacher.

Part-time teachers

- 6.7 Teachers employed on an on-going basis at the school but who work less than a full working day or week are defined as part-time.
- 6.8 A part-time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work. The STTW may vary between schools within the Trust or between phases within an individual school, and individual teachers will be paid in line with the STTW for the school or phase in which they are contracted. If the teacher holds two separate contracts in different schools/phases within the Trust then the STTW of each school/phased will apply to each contract. Detailed guidance is available within the STPCD.

Sick pay scheme

- 6.9 In addition to statutory sick pay entitlements, the Trust provides occupational sick pay schemes as detailed in their terms and conditions of employment. The Trust reserves the right to terminate employment before the expiry of contractual sick pay in line with its attendance management policy.
- 6.10 The Trust reserves the right to cease or suspend sick pay in the event that the employee fails to adhere to reasonable requests to comply with the Trust's absence reporting procedure and attendance management policy e.g. provision of medical certificates, attendance at meetings. Prior to cessation or suspension of sick pay the employee will be provided with written notification of the proposed action.

Appendix 1 – Continuous service table

Teaching Staff			
Entitlement	Previous employment		
	Another academy in same Trust	Another school or Academy not in the Trust	Other e.g. agency
Redundancy Pay	Continuous LG service	Continuous LG service	Service with Trust only/ start date with Trust
Occupational Maternity Pay	Continuous LG teaching service	Continuous LG teaching service	Service with Trust only/ start date with Trust
Statutory Maternity Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Occupational Sick Pay	Continuous LG teaching service plus aggregated periods of previous teaching service in schools and academies	Continuous LG teaching service plus aggregated periods of previous teaching service in schools and academies	Aggregated periods of previous service in schools and academies
Statutory Sick Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Occupational Adoption Pay	Continuous LG teaching service	Continuous LG teaching service	Service with Trust only/ start date with Trust
Statutory Adoption Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Statutory Shared Parental Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Notice period	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Right to claim unfair dismissal	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust

Support Staff			
Entitlement	Previous employment		
	Another academy in same Trust	Another school or Academy not in the Trust	Other e.g. private sector
Annual Leave	Continuous LG service*	Continuous LG service*	Service with Trust only/ start date with Trust **
Redundancy Pay	Continuous LG service	Continuous LG service	Service with Trust only/ start date with Trust
Occupational Maternity Pay	Continuous LG service*	Continuous LG service*	Service with Trust only/ start date with Trust **
Statutory Maternity Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Occupational Sick Pay	Continuous LG service*	Continuous LG service*	Service with Trust only/ start date with Trust **
Statutory Sick Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Occupational Adoption Pay	Continuous LG service*	Continuous LG service	Service with Trust only/ start date with Trust **
Statutory Adoption Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Statutory Shared Parental Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust

Statutory Paternity Pay	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Notice period	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust
Right to claim unfair dismissal	Service with Trust only/ including continuous service from all previous Trust schools	Service with Trust only/ start date with Trust	Service with Trust only/ start date with Trust

*** excluding breaks for maternity**

**** TUPE out and return within 5 years**

Appendix 2 – pay protection scheme – Support staff

1. Pay protection applies to all support staff employed by the Trust with at least 12 months' service. Teaching staff are covered by separate salary safeguarding arrangements. Pay protection will only be available to those redeployed by reason of redundancy/re-structure or ill-health/disability and is not available to employees on a temporary contract.
2. The maximum amount of protection payable is £6,000 per annum (pro-rata for part-time employees). If the difference in annual salary between 'new' and 'old' posts is more than £6,000 per annum, the employee will receive £6,000 per annum. If the difference in annual salary between 'new' and 'old' posts is less than £6,000 per annum, the employee will receive the actual difference amount. Any reduction in hours is not covered by pay protection.
3. The pay protection period will be for a maximum of one year including the trial period.
4. Pay protection will cease where the new salary equals or exceeds the protected salary, or where the maximum period has ended.
5. While an employee is on a pay protected salary they may, if the need arises, be required to cover the duties of a higher graded post up to and including the pay band at which the salary is protected. Where cover is required for a significant period of time, such arrangements should be formalised.
6. Increments, if payable, are paid on the 'new salary' but not the protected salary and this will reduce the protected amount.

Appendix 3 – Pensionable Pay

Pensionable	Non-pensionable
Salary, wages and fees Salary safeguarding or protected pay Market supplement payment Acting up payment Honoraria payments for additional temporary duties Accelerated incremental progression Standby allowance On call payment First aid payment Lettings allowance Work on public holiday payment Weekend working allowance Additional hours SEN allowance Maternity/paternity KIT pay Recruitment and retention payment to teachers	Recruitment payments (support staff only) Retention payments (support staff only) Expenses (e.g. travel, subsistence) Any payment 'representing money value for provision of vehicle or paid in lieu' (e.g. mileage payments or similar payments to cover expenses)

Appendix 4 – Support staff pay and grading structure April 2023

New scp	Apr 23 Salary	Apr 23 hourly rate		
2	£22,366	£11.59	GRADE B - 259-308	GRADE C - 309-345
3	£22,737	£11.79		
4	£23,114	£11.98	GRADE D - 346-369	GRADE E - 370-397
5	£23,500	£12.18		
6	£23,893	£12.38	GRADE F - 398-422	GRADE G - 423-447
7	£24,294	£12.59		
8	£24,702	£12.80		
9	£25,119	£13.02		
10	£25,545	£13.24		
11	£25,979	£13.47		
12	£26,421	£13.69	GRADE H - 448-474	GRADE I - 475-509
13	£26,873	£13.93		
14	£27,334	£14.17		
15	£27,803	£14.41		
16	£28,282	£14.66		
17	£28,770	£14.91		
18	£29,269	£15.17	GRADE I - 475-509	
19	£29,777	£15.43		
20	£30,296	£15.70		
21	£30,825	£15.98		
22	£31,364	£16.26		
23	£32,076	£16.63		
24	£33,024	£17.12		
25	£33,945	£17.59		
26	£34,834	£18.06		

27	£35,745	£18.53	GRADE J - 510-550	GRADE K - 551 - 587
28	£36,648	£19.00		
29	£37,336	£19.35		
30	£38,223	£19.81	GRADE L - 588-624	
31	£39,186	£20.31		
32	£40,221	£20.85		
33	£41,418	£21.47	GRADE M - 625-713	
34	£42,403	£21.98		
35	£43,421	£22.51		
36	£44,428	£23.03		
37	£45,441	£23.55	GRADE N - 714 - 941	
38	£46,464	£24.08		
39	£47,420	£24.58		
40	£48,474	£25.13		
41	£49,498	£25.66		
42	£50,512	£26.18	Director 1	
43	£51,515	£26.70		
44	£52,504	£27.22		
45	£54,130	£28.06		
46	£56,302	£29.18		
47	£58,338	£30.24		
48	£60,944	£31.59		
49	£62,645	£32.47		
50	£64,918	£33.65	NBSM2 1044-1190	
51	£67,277	£34.87		
52	£69,725	£36.14		
53	£72,050	£37.35		
54	£73,679	£38.19		

Appendix 5 – leadership group pay spine

Spine point	September 2023 £
L1	47,185
L2	48,366
L3	49,574
L4	50,807
L5	52,074
L6	53,380
L7	54,816
L8	56,082
L9	57,482
L10	58,959
L11	60,488
L12	61,882
L13	63,430
L14	65,010
L15	66,628
L16	68,400
L17	69,970
L18 *	71,019
L18	71,729
L19	73,509
L20	75,331
L21 *	76,430
L21	77,195
L22	79,112
L23	81,070
L24*	82,258
L24	83,081
L25	85,146
L26	87,253
L27*	88,530
L27	89,414
L28	91,633
L29	93,902
L30	96,239
L31*	97,639
L31	98,616

L32	101,067
L33	103,578
L34	106,138
L35*	107,700
L35	108,776
L36	111,470
L37	114,240
L38	117,067
L39*	118,732
L39	119,921
L40	122,912
L41	125,983
L42	129,140
L43	131,056

* Note: Scale points to be applied **only** to head teachers at the top of the school's headteacher group range

Executive Headteacher/Headteacher pay ranges

Academy	Headteacher pay range	HT pay group
East Cowton Kirkby Fleetham Barton Ravensworth	L13-L18* EHT	HT group 1
Trinity Academy Eppleby Forcett and Middleton Tyas	L11 – L17	HT group 2
Trinity Academy Richmond	L13-L19	HT group 2
Croft	L12 –L18a	HT group 1
South Otterington	L13-L18a	HT group 1
Ainderby Steeple	L8-L14	HT group 1
Thornaby	L18-L24a	HT group 3
St Francis	L18-L24a	HT group 3
All Saints	L28-L35	HT group 6
Carnagill	L16 –L22	HT group 2

Appendix 6 – Leading practitioner pay spine

Spine point	Annual salary (£)
1	47,417
2	48,605
3	49,818
4	51,058
5	52,328
6	53,639
7	55,084
8	56,355
9	57,763
10	59,243
11	60,783
12	62,185
13	63,739
14	65,328
15	66,954
16	68,779.
17	70,311
18	72,085

Appendix 7 –Representation and Appeals process

All employees of the Trust may appeal any determination in relation to their pay or any other decision taken by the Trust Board, local governing bodies (or a committee of the governing body) or an individual acting with delegated authority, which affects their pay.

The following list includes the usual reasons for seeking a review of a pay determination:

- a) incorrect application of any provision of the employee's terms and conditions and the Trust's pay policy;
- b) failure to have proper regard for statutory guidance;
- c) failure to take proper account of relevant evidence;
- d) that the evidence taken into account was irrelevant and/or inaccurate;
- e) that the decision maker was biased; or
- f) that the employee was unlawfully discriminated against.

Where appeals concern the grading of support staff, advice will be taken from the Trust's HR provider

A key aspect of the process is the opportunity for an employee to discuss a pay recommendation prior to it being confirmed. This stage in the process will help to ensure that pay decisions and pay policies are seen as transparent and fair. The opportunity to discuss a pay decision may mitigate the need for the more formal stages two and three.

In this procedure the 'decision maker' may be an individual or committee depending on the pay decision being made and the Trust's delegated authority to make that decision.

The procedure is as follows:

Stage 1 – Informal discussion with the manager prior to confirmation of pay recommendation

1. The employee receives confirmation of the proposed pay recommendation in a timely manner, usually within 10 working days and where applicable the basis on which the recommendation will be made.
2. If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the person making the pay recommendation within five working days of receipt of the recommendation and before it is put forward to the person or governors committee who will make the pay determination.
3. If the employee is still not satisfied after informally discussing the recommendation with the person making the pay recommendation, then that person should

summarise the rationale as to why the employee does not agree with the recommendation and this should be available to the decision maker when they make their determination

Stage 2 – Formal Representation Hearing to the person or governors' committee who made the pay determination

1. If, having gone through stage 1, the employee believes that an incorrect determination has been made, he/she may make representation to the decision maker. To begin the process, the employee should submit a formal written statement to the decision maker, setting down in writing the grounds for not agreeing with the pay determination. This should be done within 10 working days of receiving confirmation of the pay determination.
2. The employee should be given the opportunity to make representations at a formal hearing with the decision maker. The outcome of this hearing will then be communicated to the teacher in writing within 10 working days. The employee will be informed that they may be accompanied by a trade union representative or work colleague at the hearing. Having heard the representation, the decision maker must reach a decision, which it must relay to the employee in writing, including the rationale for reaching the decision. The employee should be notified of their right of appeal if necessary.

Stage 3 – Formal Appeal Hearing

1. If the employee continues to be dissatisfied with the pay determination following the representation hearing, they should set out in writing the grounds for appealing the determination and should send it to the Chair of the appeal committee within 10 working days of receipt of the written outcome of the stage 2 decision.
2. Any appeal will be held in line with the Trust's appeal process and the panel will consist of a minimum of two (but recommended three) individuals not previously involved. The employee will be informed that they may be accompanied by a trade union representative or work colleague at the hearing. The appeal hearing will, where possible, be held within 20 working days of receipt of the written appeal notification.
3. Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing within 10 working days, including the rationale for reaching the decision. This decision will be final and there is no recourse to the general staff grievance procedure.