Pathway Trust

Pay Policy

Policy effective from	1 September 2026
Policy owner	Director of People
Policy applies to	Berrow Church Primary School Burnham-on-Sea Infant School Castle Batch Primary School Charfield Primary School Cherry Garden Primary School Downend School East Huntspill Primary School Lyde Green Primary School Mangotsfield School Marlwood School Pawlett Primary School Priory Community School Severn Beach Primary School St Andrew's Church Junior School St Anne's Church Primary School The Castle School The King Alfred School Tortworth Primary School West Huntspill Primary School Worle Community School Pathway Partnership Teams
Policy changes since last version	New policy

1. General Principles

1.1. The Board is responsible for determining the salaries of teaching staff in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) and for support staff in accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions (Green Book) and the associated local provisions. The Board will determine the pay awards for teaching and support employees.

1.2. All Pathway pay scales can be found in the HR folder within Pathway Links which are updated annually to reflect the nationally agreed pay awards referenced in 1.1.

1.3. As part of the application of this policy, Pathway Trust will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.

1.4. In exercising its responsibility for salary decisions the Board will have regard to the following key principles:

- All decisions on pay will be made within the context of this Pay Policy.
- The Pay Policy will support the Board in its statutory duty to promote high standards of educational achievement at the trust's schools.
- The Pay Policy and associated staffing structures will provide for all staff to be valued and to receive appropriate financial recognition for the duties undertaken.
- Any relationship between pay and performance will take account of provisions made within the trust's Performance and Review Policy.
- There will be equality of opportunity for all staff and decisions will be made free from bias and will comply with the requirements of the prevailing legislation; relevant adjustments will be considered to take account of absence situations or other special cases based on the particular circumstances that apply.
- Procedures for determining pay should be consistent with the principles of public life objectivity, openness and accountability.
- Staff in regular part-time service will be remunerated/ receive entitlements pro-rata to full time staff.
- In order to ensure fairness and transparency whilst eliminating unnecessary bureaucracy for all concerned, the use of evidence in the process will be proportionate and clearly rooted in the performance and review process.
- All pay decisions will be properly recorded including the reasons for the pay determinations by the people committee.

- Sufficient resources will be made available annually for relevant support staff increments and to allow salary progression to take place for teachers for pay progression.
- Any decisions in relation to pay will be compliant with the prevailing Academy Trust Handbook.
- The trust structure is available on the trust website and the school structures are available from the school office.

2. Operation and Review

2.1. The Pay Policy is reviewed annually by the trust in consultation with the recognised trade unions. The trust will monitor the application and outcomes of the policy to ensure it is working effectively. This will include monitoring the impact of this policy, including trends in progression across specific groups of staff to assess its effect and the trust's continued compliance with equalities legislation.

2.2. Responsibility for the application of the Pay Policy and its associated procedures has been delegated to the People Committee (on behalf of the Board of Trustees).

2.3. The Chief Executive supported by the Director of People (where appropriate) will attend the People Committee meeting to either to make pay recommendations for Headteachers or the Partnership team (if applicable) or where the Chief Executive is not taking the role of a Trustee, to act in an advisory capacity to the People Committee. However, the Chief Executive will withdraw when the Chief Executive's salary is being considered by the People Committee.

2.4. In the case of a new Headteacher or Chief Executive appointment, the Board will determine the salary range in line with national guidelines. The Chief Executive will determine the salary range for Deputy Heads, Associate Headteachers or Assistant Headteachers (or other equivalent roles) in line with STPCD.

3. Pay Reviews

3.1. The People Committee will ensure, through the Headteacher/Director, that all staff are aware of the arrangements for the annual pay review and of how this relates to the operation of the trust's Performance and Review Policy. The Headteacher/Director will make recommendations on performance related pay progression (where applicable) for those staff for whom they are the reviewer and in relation to other employees within their school/team.

3.2. The People Committee will ensure that pay reviews for all teaching staff are normally carried out by 31 October each year. For Headteachers and the Chief Executive, the pay reviews will normally be carried out by 31 December. Where pay progression is awarded, this will take place retrospectively with effect from the 1 September prior to the annual pay review decision being taken.

3.3. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review, and where applicable will give information about the basis on which it was made.

3.4. Where a pay determination leads or may lead to the start of a period of safeguarding, the trust will give the required notification as soon as possible and no later than one month after the date of the determination.

3.5. Pay decisions will be notified in writing by the Chief Executive or Headteacher as appropriate, on behalf of the People Committee, to each member of staff and distributed to individual members of staff by the school. In relation to the Chief Executive, the notification of the pay decision will normally be undertaken by the Chair of the Board of Trustees.

SECTION B – PAY DETERMINATION FOR TEACHING STAFF

4. General

4.1. The Chief Executive in consultation with Headteachers and Board of Trustees, if required for very senior roles, will determine the overall number and type of posts to be employed within the trust including at local school level and within the Central Team within the statutory framework of the STPCD, i.e.

- Leadership Group (from the Chief Executive to Assistant Headteachers), and Leading Practitioners.
- Classroom Teachers (Main Pay Range or Upper Pay Range).
- Unqualified Teachers.

4.2. The pay range available for any vacancy will be set out within the advertisement, including details of any additional allowance(s) that will be payable.

4.3. In order to attract the best range of candidates, classroom teacher vacancies will normally be advertised without any restrictions on the pay point available within the Main or Upper Pay Ranges; however exceptionally teacher vacancies may be advertised in a more restricted way to meet the needs of a local school (the impact on equalities will be considered before adopting this approach).

5. Local Headteachers/ Chief Executive: Pay Ranges

5.1. A seven point individual pay range will be set to reflect the size and circumstances of the school(s) in accordance with the requirements of the STPCD and the Academy Trust Handbook.

5.2. The range will be set within the relevant school group size, in accordance with an assessment of the unit total of all pupils/students calculated mainly according to pupil/student numbers at each key stage and the number with statements or special educational needs.

5.3. The individual pay range will, however, be reviewed in the event of a vacancy occurring or as otherwise provided for in the STPCD, i.e. (from a specified date) where there has been a significant change in responsibilities for that individual or to ensure consistency with leadership posts generally because of new appointments or due to significant changes in responsibility of existing post holders within the relevant leadership teams.

5.4. In setting the individual pay range the factors taken into consideration will include:

- The overall permanent responsibilities of the post;
- The unit total of the school (or schools where a leader has responsibility for more than one school) in relation to the range for the school group;
- Trends in pupil numbers;
- Relative salary levels, having regard to recruitment and retention factors;
- Pay differentials in relation to other posts in the school structure (or the trust structure as applicable);
- Any challenges that are specific to the role such as particular features within the local school/trust that have a significant impact on managerial requirements.

5.5. The Board of Trustees will consider the need to award any clearly defined temporary responsibilities or duties (e.g. being temporarily accountable for more than one school) where such a reason or circumstance has not been previously taken into account when determining the leadership pay range. The total sum of temporary payments in any school year must not exceed 25% of the annual salary which is otherwise payable to the local Headteacher and the total sum of salary and any other payments made must not exceed 25% above the maximum of the 'Headteacher' group (as defined by the STPCD) unless:

- There are wholly exceptional circumstances;
- External independent advice has been sought before a business case has been produced;
- The full Board of Trustees has fully considered and agreed the payment.

5.6. The Board of Trustees will ensure that the individual pay ranges for local Headteachers or the Chief Executive should not normally exceed the maximum of the Headteacher group (as defined by the STPCD and the Academies Financial Handbook for the Chief Executive). However the Board of Trustees may decide to exceed the maximum Headteacher group size (STPCD) by up to 25% because of circumstances specific to the role or candidate warrant a higher payment for recruitment purposes, e.g. because of the context and challenge arising from pupil needs, a high degree of complexity and challenge such as accountability for more than one school where not already reflected in the 'unit score' or any other accountability or other factors that may impede the trust's ability to attract the necessary candidate (e.g. school location) which will be known as a discretionary payment.

5.7. The Board of Trustees will ensure that the maximum of the pay range and any additional payments do not exceed the maximum of the Headteacher group size (STPCD) by more than 25% unless the Board of Trustees have sought external independent advice and before producing a business case seeking such agreement.

Pay determination on appointment

5.8. A newly appointed local Headteacher, or Chief Executive will normally commence at the lowest point of their individual pay range. However, in accordance with the provisions of the STPCD, the post may be offered above the minimum salary where it is necessary or appropriate to secure the appointment of a suitably qualified and experienced candidate subject to there being headroom for progression.

6. Deputy Head Teachers and Assistant Headteachers

6.1. A salary range of five points will be set to reflect the size, the responsibilities of the post, and the circumstances of the local school, the structure of the local school's leadership group and the need to provide for salary differentials accordingly. The additional factors listed above will also be considered, as appropriate.

6.2. Individual Deputy Heads and/or Assistant Heads may have different ranges to reflect the responsibilities of the individual post.

6.3. The salary ranges will be reviewed in the event of a vacancy occurring or as otherwise provided for in the STPCD.

Pay determination on appointment

6.4. A newly appointed Deputy or Assistant Headteacher will normally commence at the minimum of the pay range set. However, the post may be offered above the minimum salary where it is necessary or appropriate to secure the appointment of the preferred candidate leaving headroom for progression.

7. Leading Practitioner teaching posts

7.1. The Board does not envisage employing Leading Practitioners on the leadership pay range at the present time.

8. Classroom Teaching Posts

8.1. The salary details for MPR/UPR is based on the 2025/2026 pay award.

Pay determination on appointment

8.2. For first teaching appointments the starting salary will be at the first point of the Main Pay Range unless the teacher has demonstrable prior experience which is deemed to be of particular value and relevance, in which case up to 2 additional pay points may be awarded.

8.3. For teachers already in employment as qualified teachers in maintained schools, academies or other comparable education settings it is expected that their starting salary will normally be determined with reference to the last evidenced salary position on the Main or Upper Pay Range, as appropriate.

8.4. For teachers who are new starters to the trust and who are paid within the Upper Pay Range at their previous school, subject to satisfactory evidence provided by the previous employer confirming whether the teacher is in their first or second year within that specific UPR point, we will usually honour this.

8.5. For all other appointments the salary position will be based upon the specific requirements of the post and the extent and relevance of prior relevant experience, having regard to the last evidenced salary position. The starting salary may be set within the Upper Pay Range in appropriate circumstances such as where the nature of the position requires the fulfilment of a role commensurate with the professional qualities of a UPR teacher.

9. Part-time teachers

9.1. Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. Schools Directed Time Budgets will set out expectations for part time teachers regarding the deployment of working time, including timetabled teaching time, leadership and management time (where applicable) and directed time beyond the school day. The pay of part-time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher and any increase in pay will be paid pro rata to full-time equivalent salary rates. For TLRs, the payment must be determined as set out at paragraph 18.5 of this policy.

10. Unqualified teachers

10.1. An unqualified teacher will normally be paid on the range for unqualified teachers. The starting position on the pay range will have regard to the previous qualifications and experience of the individual, in particular where the individual holds a recognised overseas teaching qualification, a recognised post-16 teaching qualification or a recognised qualification relating to their subject area; and/or

- Has undertaken previous service in a teaching capacity in a recognised setting, and/or;
- Has significant and relevant experience outside of teaching which contributes to their teaching role.

10.2. An unqualified teacher on an employment based route into teaching may be paid in the range for qualified teachers where it is considered that they have appropriate skills or experience to justify the application of this discretion.

10.3. An additional allowance may be paid to an unqualified teacher where it is considered that the basic salary is not adequate having regard to the responsibilities, qualifications and experience. However, the total salary paid to an unqualified teacher will not in any event exceed the salary that would be applicable to a qualified teacher holding the same post.

11. Supply teachers

11.1. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days for the school year beginning in 2025 . Where a supply teacher is covering the full range of duties of the absent teacher, they will be paid 6.5 hours for each day worked. Otherwise payment will have regard to any wider professional duties

required to be undertaken (e.g. preparation and marking) in addition to class contact time. They will be paid the agreed rate for the job and are not subject to the performance and review process.

SECTION C – TEACHERS PAY PROGRESSION

12. General

12.1. The 'Teachers Continuum of Development and Pay Progression' can be found in the HR folder within Pathway Links.

12.2. The arrangements for reviewing performance are set out in the trust's Performance and Review Policy and associated procedures.

12.3. Decisions regarding pay progression will be made with reference to the processes outlined in the sub sections below.

12.4. The evidence used in pay progression decisions will be that which is available through the local school's (or trust's where appropriate) performance and review processes and supporting information systems (where applicable) and be readily available from day-to-day practice in school and be considered in the context of minimising bureaucracy.

12.5. All teachers will have the opportunity to progress to the top of their pay range as a result of successful performance and review and meeting the relevant professional standards. Reviews will be deemed to be successful unless significant concerns about standards of performance have been raised and recorded in writing with the teacher during the annual performance and review cycle and have been sufficiently addressed through support provided by the local school/trust.

12.6. Teachers (main, upper, unqualified) will need at least twenty-six weeks continuous employment in the previous school year (a year of employment in accordance with STPCD) to be eligible to be considered for pay progression. As a guide, this means that if a teacher's continuous employment is later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a performance and review discussion will still take place, but they may not be eligible for progression due to their length of service.

12.7. Leadership (Chief Executive, Headteachers, Deputy Headteachers and Assistant Headteachers) & Leading Practitioners will be eligible to be considered for pay progression if they have twenty-six weeks continuous employment in the previous school year and appointed to a trust Leadership post before the last day of February in the previous school year. If the appointment is later than the last day of February in the previous school year, they will not usually be eligible to be considered for an increase in their salary until the following September. However, a performance and review discussion will still take place, but they will not be eligible for progression due to their length of time in the new role.

12.8. Employees who are absence long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible for pay progression.

12.9. The trust will take into account the criteria set out in this policy, but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year or two years for progression onto the upper pay range. If there is sufficient in the current cycle, that period may also be considered.

13. Chief Executive, local Headteacher, Deputy Headteacher or Assistant Headteacher

13.1. For those on the Leadership Pay Range there will be an annual review of pay, following a review of performance.

13.2. To achieve progression there must be a demonstration of sustained high quality performance, with particular regard to leadership, management and pupil/student progress at the school (or the performance of the trust as a whole for the Chief Executive) and a review of performance against performance objectives.

13.3. To be fair and transparent, judgements will be properly rooted in evidence and there must have been a successful appraisal of performance.

13.4. A successful performance and review will include consideration of:

- Performance objectives;
- Classroom observation (where relevant);
- Other evidence.

13.5. To ensure that there has been high quality performance, the performance and review will assess that the individual has grown professionally by developing their leadership and (where relevant) teaching experience.

13.6. Where the performance and review criteria described above have been satisfied any increase in salary will normally be limited to one point. The discretion to award a second point will only be considered where a) objectives which are particularly challenging have previously been agreed with the Chief Executive, local Headteacher, Deputy Headteacher or Assistant Headteacher or b) other exceptional circumstances apply.

14. Classroom Teachers on the Main Pay Range

14.1. A classroom teacher will be awarded pay progression of one point within the trust's Main Pay Range automatically. There may need to be discussion with HR and the Headteacher if there are any concerns about individuals not meeting Teacher Standards.

14.2. In the case of Early Career Teachers (ECTs) pay decisions will be made with reference to the statutory induction process without negatively affecting the ECT by the extension of the induction period from one to two years. Where service requirement is met, as set out in paragraph 12.6 of this policy, pay progression will be awarded at the end of the first year to ensure no detriment to the ECT.

14.3. The discretion to award a main pay range teacher an additional pay point may be applied in exceptional circumstances where, in addition to a proven record of

outstanding teaching performance, there has been a substantial contribution to wider school development or relevant activities beyond the normal expectations of a Main Pay Range classroom teacher.

15. Classroom Teachers moving onto or within the Upper Pay Range (UPR)

15.1. Teachers applying for progression onto or within the UPR will be expected to have a proven record of successful teaching experience.

15.2. Applications may be made once a year, with dates to be determined by the trust, which will be communicated to employees.

15.3. For an application to move onto or within the UPR to be approved, the People Committee must be satisfied the teacher has achieved continued good performance by:

- Achieving or made good progress towards their objectives;
- Have grown professionally by continuing to develop his/her teaching expertise
- The teacher is highly competent in all elements of the relevant standards; and
- The teacher's achievements and contribution to the school are substantial and sustained.

15.4. For the purposes of the Pay Policy:

- **'Highly competent'** means that a teacher is not only good but good enough to provide coaching and mentoring to other teachers, to give to them, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the local school in order to help them to meet the relevant standards and develop their teaching practice.
- **'Substantial'** means 'of real importance, validity or value to the school, playing a critical role in the life of the school, providing a role model for teaching and learning, making a distinctive contribution to the raising of pupil standards, taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning.
- **'Sustained'** means the teacher must have had at least two consecutive, immediately prior to their UPR1 eligibility, successful appraisal reports in this school and have made good progress towards their objectives during this period. They will be expected to show that their teaching expertise has grown over the relevant period and is consistently judged good or better, with outstanding teaching development.

15.5. Where teachers whose applications are not supported by the Headteacher in their UPR progression criteria, the headteacher should inform, support and guide and ensure relevant opportunities are made available.

15.6. In order for there to be equity between existing and new members of staff, new members of the teaching staff to the trust who wish to be considered for pay

progression to UPR or within UPR, will need to provide evidence and complete the appropriate application form.

15.7. If a teacher is also employed outside of the trust then the trust will not be bound by any pay decision made by another employer.

15.8. The local Headteacher will moderate applications for movement to and within the Upper Pay Range (where they are not the nominated appraiser) and, where necessary, discuss relevant points with the teacher and appraiser prior to the application being formally considered by the People Committee.

15.9. If a teacher is employed simultaneously at different schools within the trust (where separate objectives are set for each role) then the expectation is that the rate of pay progression will normally be the same. Where a teacher works across more than one school within the trust then performance and review appraisal will be moderated by the Chief Executive.

Movement to Upper Pay Range 1 - application and evidence

15.10. Any qualified teacher paid on the Main Pay Range (MPR) may apply to be paid on the UPR and any application will be assessed in accordance with this Policy. It is for the individual teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

15.11. Teachers applying for progression to the Upper Pay Range will be expected to have a proven record of successful teaching experience and will normally have reached the maximum point of the Main Pay Range. Teachers who apply to move to the Upper Pay Range from Point 6 of the Main Pay Range will be awarded progression in relation to their range.

15.12. Where the application is successful the teacher's salary will move to the first point of the Upper Pay Range from 1 September, backdated as applicable.

Progression through the Upper Pay Range

15.13. Any qualified teacher paid on UPR1 will become eligible to progress bi-annually throughout the Upper Pay Range.

15.14. Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. Where it is clear that the evidence shows the teacher continues to make good progress, i.e. they continue to maintain the criteria set out in 15.3 and 15.4 and have met or made significant progress towards their objectives, the teacher will automatically move to the mid-point on the Upper Pay Range; or if already on the mid-point, will move to the maximum point of the Upper Pay Range.

15.15. Where the application is successful the teacher's salary will move to UPR2 or UPR3 respectively, from 1 September, backdated as applicable.

Notification of Decision

15.16. The decision will be notified in writing normally within 5 working days of the People Committee's decision.

Unsuccessful applications

15.17. Where the teacher's application is unsuccessful they will receive verbal feedback initially. Followed by written notification which will include the reasons for the decision and the arrangements for a hearing and an appeal, if required, as provided in a developmental context to include advice on areas for improvement in order to meet the local school's stated criteria.

16. Unqualified Teachers

16.1. An unqualified classroom teacher will be awarded pay progression of one point within the trust's unqualified teacher Pay Range automatically. There may need to be discussion with HR and the Headteacher if there are any concerns about individuals not meeting Teacher Standards.

17. Hearings and Appeals

17.1. The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the trust grievance procedure following conclusion of a pay appeal.

17.2. Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform HR who their chosen companion is, in good time before the hearing.

Informal discussion

17.3. As part of the normal salary review process, the headteacher will inform the teacher of the pay decision, following consideration by the People Committee. Following receipt of the written notification, if the teacher is dissatisfied they should first discuss the decision with the Head Teacher within 10 working days of receipt of the notification.

17.4. This discussion gives an opportunity for a teacher to discuss the pay decision on their pay, to gain an understanding of why the pay recommendation and decision was made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage one

17.5. If, following discussion with the Headteacher, the teacher remains dissatisfied and believes that an incorrect pay decision has been made, they can make a formal appeal representation in writing within 10 working days of the discussion with the Headteacher and sent to hr@pathwaytrust.uk stating the grounds of their disagreement with the pay decision. The possible grounds for making representations are:

- Incorrectly applied the pay policy;
- Incorrectly applied any provision of the STPCD;

- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased; or
- Unlawfully discriminated against the teacher.

17.6. HR will arrange a meeting to be held with the Chief Executive and People Director. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

17.7. The teacher will have the opportunity to make representations including presenting evidence, including calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative may be asked to provide a statement to present the management case. A notetaker will also be present.

17.8. Following this meeting, the Chief Executive and Director of People will make a pay determination and will inform the teacher in writing within 5 days.

Stage two

17.9. If a teacher wishes to appeal against the decision made at Stage One, they may do so within 10 working days of the written decision on the grounds that the committee who made the decision:

- Incorrectly applied the pay policy;
- Incorrectly applied any provision of the STPCD;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased; or
- Unlawfully discriminated against the teacher.

17.10. Appeals against the decision at Stage One should be made in writing and addressed to the hr@pathwaytrust.uk stating the grounds of their appeal in accordance with 17.5 above.

17.11. Upon receipt of an appeal, an appeals panel of trustee/community councillors who have not been involved in the original decision will convene a meeting to consider the appeal. The employee will be invited in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

17.12. The teacher will have the opportunity to make representations including presenting evidence, including calling relevant witnesses and asking questions. The employee

must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative may be asked to provide a statement to present the management case. A notetaker will also be present.

17.13. The decision of the panel will be confirmed in writing to the teacher within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

SECTION D – OTHER ALLOWANCES and PAYMENTS

18. Teaching and Learning Responsibility Payments (TLRs)

18.1. TLR payments will be awarded for undertaking a sustained responsibility that is needed to ensure continued delivery of high quality teaching and learning for which a teacher is made accountable.

18.2. A TLR will be paid to a teacher whose duties include a significant responsibility that is not required of all classroom teachers and:

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgement;
- Requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum;
- Has an impact on the educational progress of pupils/students other than the teacher's assigned classes or groups of pupils/students, and;
- Involves leading, developing and enhancing the teaching practice of other staff.

18.3. Vacancies for posts carrying TLRs will normally be advertised within the local school or more widely depending on the particular circumstances.

18.4. In accordance with STPCD the value of any TLR1 or TLR2 payment will be based on the proportion of the TLR responsibility that the teacher is undertaking, i.e. the proportion of the full-time equivalent duties. The pro-rata principle will not apply when determining the value of a TLR1 or TLR2 payment. We will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

18.5. TLR 1 and TLR2 payments will only be awarded on a temporary basis to teachers who are temporarily undertaking a substantive TLR post, for example to cover maternity leave, sick leave, a vacancy or secondment.

18.6. A TLR 3 payment may be awarded, for time limited school improvement projects or one-off externally driven projects in accordance with STPCD provisions. The additional responsibilities, the level of payment and its duration will be specified prior to the appointment being made and will be confirmed in writing to the teacher(s) concerned.

18.7. Where a part-time teacher is awarded a TLR3 then payment will be made in accordance with STPCD provisions.

18.8. Where a decision is taken to award a TLR3 to a teacher with a fixed term of less than one year then the total value should be determined proportionately to the annual

value.

19. Special educational needs allowances

19.1. The payment of 'spot value' SEN allowances will be awarded in accordance with STPCD provisions.

19.2. Where an SEN allowance is to be paid, the spot value awarded will take into account:

- Of whether any mandatory qualifications are required for the post;
- The qualifications or expertise of the teacher relevant to the post, and;
- The relative demands of the post.

20. Recruitment and retention payments and benefits

20.1. The payment of recruitment and retention payments and benefits may be considered in exceptional circumstances in respect of individual or categories of posts for which specific and demonstrable recruitment/retention difficulties have been identified.

20.2. There is discretion to award such a payment where teachers are newly appointed and who have previously been paid higher than UPR1 on their previous school's UPR pay spine (just prior to employment with the trust) but not on UPR3.

20.3. Where it is decided to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any review period or time limit will be set out in writing to the teacher concerned.

20.4. Any recruitment and retention incentives and benefits which have been awarded since 1 September 2014 (or which will be awarded for future appointments) to the Chief Executive, local Headteachers, Deputy Headteachers or Assistant Headteachers have been (or will be for future appointments) to reimburse reasonably incurred housing or relocation costs. All other recruitment and retention considerations will have been (or for future appointments will be) taken into account when determining the pay for those postholders.

21. Acting Allowance - Leadership Posts

21.1. Any teacher who carries out the duties of the local Headteacher, Deputy Headteacher or Assistant Headteacher for a period of at least 4 weeks or longer may be paid at the appropriate point on the salary range for that post. Where the acting up arises from a known absence (e.g. vacancy or maternity leave) the salary will be adjusted from the date the acting duties commence. Where the acting up arises from an unplanned event, the salary adjustment will be back dated to the date on which the full additional responsibilities were taken up.

22. Other Payments

22.1. The local Headteacher, with reference to the Director of People, may make additional payments to teaching staff as provided for in the STPCD in respect of:

- Continuing professional development undertaken outside the school day;
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- Participation in out-of-school hours learning activity as agreed between the teacher and the local Headteacher;
- Additional responsibilities and activities due to, or in respect of, the provision of services by the local Headteacher relating to the raising of educational standards at one or more additional schools (please refer to paragraph 21)
- Providing additional tuition at a school within the trust.

22.2. Any payments to be made will be clarified prior to the relevant activity taking place and payments will be based on the teacher's actual salary.

22.3. Activities undertaken outside of contractual obligations will be on a mutually agreed basis.

23. Safeguarding and Pay Protection

23.1. The Board recognises its responsibilities for safeguarding the salaries of teachers as set out in the STPCD.

SECTION E – PAY DETERMINATION FOR SUPPORT STAFF

24. General

24.1. The grading structure for support staff posts will be determined by the Chief Executive (endorsed by the Board of Trustees as appropriate). Grades will be established with reference to job descriptions and related advice provided by the Director of People for the trust.

24.2. The trust (ex-Local Authority) Conditions of Service will determine the safeguarding arrangements for support staff which include (in relevant circumstances) a personal pay protection for three years, limited to a maximum of 12.5% above the maximum contractual pay for the new post.

24.3. The salary scales used for support staff will be in accordance with the NJC pay scales.

24.4. Payments for overtime working and any other additional allowances will be in accordance with trust provisions.

25. Basic pay determination on appointment for support staff.

25.1. The trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Headteacher/Director will

determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take into account a range of factors, including:

- The nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions; and
- The wider school/trust context and strategic priorities

25.2. In undertaking its responsibilities for applying pay and grading decisions to support staff, the Board will be mindful of equal pay legislation.

26. Incremental progression

26.1. If the employee has more than 6 months' service in their role at 1 April, they are eligible for an increment. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

26.2. If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 27.1 of this policy.

26.3. Support staff will be awarded incremental progression automatically. There may need to be discussion with HR and the Headteacher if there are any concerns about individuals performance under the performance and review policy or performance concerns during the performance and review year.

27. Term time only employees

27.1. Support staff who work 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year than an all year round employee, but work extra weeks during school holidays depending on the requirements of the role, are deemed to be term-time plus.

27.2. An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work, and paid in twelve equal monthly instalments.

27.3. Contracts of employment will set out the working weeks and number of weeks holiday individuals are entitled including the calculation.

28. Additional Payments

28.1. Where an employee is offered and agrees to:

- Undertake higher level work in addition to their normal duties; or
- 'Act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave.

An additional payment may be paid on a temporary basis.

28.2. The Headteacher/Director will determine the amount of this payment. Where the employee is undertaking higher level work, which is not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

28.3. The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.

28.4. This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

28.5. **The payment of recruitment and retention payments and benefits may be considered in exceptional circumstances in respect of individual or categories of posts for which specific and demonstrable recruitment/retention difficulties have been identified. Where it is decided to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any review period or time limit will be set out in writing to the employee concerned.**

29. Appeals

29.1. A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section , paragraph 16) however the Green Book replaces STPCD at 17.6.2 and 17.10.2.

SECTION F - EXECUTIVE PAY

30. Setting the framework for the pay of the Chief Executive is the direct responsibility of the Board of Trustees. They retain control and oversight of this critical function. The Board of Trustees will ensure that the pay and leadership structure is affordable and sustainable in the long term, and appropriate for the level of responsibility.

31. In accordance with the Academies Financial Handbook, the Board of Trustees must ensure its decisions regarding levels of executive pay follow a robust evidence based process and are a reasonable and defensible reflection of the individual's role and responsibilities. The Board will discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable.