



PAY POLICY

2020-2021

Mission Statement:

"Love God with all your heart, with all your soul, with all your mind and with all your strength and love your neighbour as you love yourself"

(Mk 12:30-31)

St Cuthbert's RC Academy Trust exists to help parents and carers to educate young people spiritually, morally, physically and academically as well as possible.

We aim to be a truly Christian community, where our relationships are built on encouragement, concern, respect, forgiveness and reconciliation.

Our religious life is rooted in the faith, practice and moral teaching of the Roman Catholic Church.

Each person in our community is specially valued and has an important part to play in making sure that we live out our mission

Introduction

1. Our pay policy is based largely on the STPCD with pay point scales and annual cost of living increases that generally happen automatically plus performance review to move up the previously recognised pay points on the scale. Where pay rises are announced nationally for both teachers and support staff, the Trustees undertake to pass on pay rises where they are funded and affordable.

Basic Principles

2. This policy applies to the pay of all staff employed to work for St Cuthbert's Roman Catholic Academy Trust (Trust). The employer will work within the framework of the staff contracts and, for teachers, the School Teachers Pay and Conditions Document and Statutory Regulations affecting the employment and conduct of teaching staff, and for support staff the National Joint Council for Local Government Services Terms and Conditions.
3. In adopting this pay policy, the Trust aims to:
 - maximise the quality of teaching and learning at the school
 - support the recruitment and retention of a high-quality workforce
 - enable the school/academy to recognise and reward all staff appropriately for their contribution to the school/academy
 - ensure that decisions on pay are managed in a fair, just and transparent way in line with the school/academy's equality duty, specifically when implementing our pay policy, we will abide by:
 - The Employment Relations Act 1999, which establishes a number of statutory work rights.
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly.
 - The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it.

Teachers Pay

4. All teachers employed by the Trust are employed using principles contained in the Conditions of Service for School Teachers in England and Wales (the Burgundy Book, as amended locally to enhance the sick pay provisions) and paid in accordance with the statutory provisions of the School Teachers Pay and Conditions Document, as updated from time to time.

A copy of the latest version can be obtained from the academy office and is also on-line here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/920904/2020_STPCD_FINAL_230920.pdf

5. All pay-related decisions are made taking full account of the school/academy improvement plan and the aims above; teachers and unions, at Local Secretary Level are consulted locally on this policy. All pay related decisions are taken in compliance with relevant employment law.
6. The process for making decisions on the pay of teachers at the school/academy is as follows:

Pay Reviews

7. The school/academy will ensure that every teacher's salary is reviewed annually by no later than the 31st October to take effect from 1st September and give them a written statement setting out their salary and any other financial benefits to which they are entitled. 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.
8. Any increase in the value of the pay scales linked to the School Teachers Pay and Conditions Document (STPCD) as published in the STPCD will be automatically implemented each year. Annual progression up the pay scales will not be automatic and will be linked to the performance of the individual. In autumn 2020, when reviewing the performance targets of teaching and leadership staff, the Trust will take a best practice approach (in response to the COVID19 pandemic) in awarding pay progression. This means that staff pay will progress automatically to the next pay point, unless there had been capability issues established with the employee pre-23rd March 2020 (when schools and colleges locked down). Or if, the employee has already reached the top of their pay scale. Staff pay review meetings would still take place.
9. Where a pay determination leads or may lead to the start of a period of safeguarding, the employer will give the required notification as soon as possible and no later than one month after the date of the determination. The revised salary, if it is lower, will take effect after the contractual notice period.

The Committee with Responsibility for Pay Decisions

10. The committee with responsibility for pay is the Finance and Personnel Committee of the employer. The committee of St Cuthbert's Academy Trust has delegated powers to make decisions related to the pay of teachers and support staff of the Trust and the academy in line with the scheme of delegation agreed.
11. The Board of Directors of St Cuthbert's RC Academy Trust has fully delegated powers and will make the final decision about whether to accept the pay recommendations from the Executive Headteacher and the senior leadership team. The committee delegate decisions on pay to the Executive Headteacher other than decisions on the Senior Leadership staffing and pay, and the pay of the Executive Headteacher.
12. The terms of reference for the committee with respect to pay are as follows:
 - a) Implement the Pay Policy with consideration to staffing and financial budget plans, ensuring appropriate funding is allocated to pay progression at all levels and across all groups.
 - b) Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
 - c) Apply the criteria of the Pay Policy in determining the pay of each member of staff in any pay review.
 - d) Recommend to the Board of Directors the annual budget needed for the payment of staff.
13. The committee will meet to discuss pay in the autumn term, to confirm the pay of teachers following their appraisal review. If the committee feels it to be appropriate, any matter may be passed to the full Board of Directors for ratification.
14. Decisions will be communicated to each member of staff by the Executive Headteacher in writing in accordance with Part 3 of the School Teachers Pay and Conditions Document (STPCD).
15. Decisions on the pay of the Executive Headteacher will be communicated by the employer, in writing, in accordance with Part 3 of the STPCD.
16. Staff will have a right of appeal. Details are attached at Appendix 1.

Leadership Pay

17. The whole pay scale for the Leadership can be found in Annex 1 for reference.
18. The Trust Board must ensure that the process of determining the remuneration of the Executive Headteacher is fair and transparent. There should be a proper record made of the reasoning behind the determination of the Headteacher pay range (including any temporary

payments made). Relevant bodies can find further guidance on the process for setting leaders' remuneration in Departmental advice "Implementing your school's approach to pay" via the GOV.UK website.

19. The Executive Headteacher will be appointed on a salary range allowed for in line with the School Teachers Pay and Conditions Document. This range will be set by the Trust Board bearing in mind the Headteacher group as determined using the pay and conditions document whilst also considering the wider responsibilities for the Trust. The range will reflect the context, complexity and challenge of the role.
20. The starting salary will reflect the extent to which the individual meets the specific requirements set for the post. Guidance on setting the pay for a newly appointed Headteacher or member of the teaching leadership team can be found in the DfE advice document 'Implementing Your School's Approach to Pay September 2019' from GOV.UK here: <https://www.gov.uk/government/publications/reviewing-and-revising-school-teachers-pay>
21. The Trust Board will ensure that there remains a differential between the salary of the Executive Headteacher/s and the highest paid Deputy Head teacher in the Trust.
22. The St Cuthbert's Trust Board will ensure that appropriate differentials exist between the Head of School and leadership posts at differing levels of responsibility within each academy structure.

Pay Range for the Chief Executive Officer, Chief Operating Officer, Executive Head (Primary), Head of School, Deputy Head of School, Assistant Headteacher

23. The Chief Executive Officer (CEO), the pay grade will be set upon appointment by the Board of Directors who will set an appropriate salary, taking into account the expectations of the Academies Financial Handbook, regarding setting executive pay.
24. The Board of Directors will review (without obligation subsequently to increase) the CEO's salary, at any time during the year if there is a significant increase in the size of the Trust and/or changes to the circumstances of the Trust, or if there are any significant changes year on year to his/her responsibilities.
25. The Board of Directors note the discretion to adjust the salary of a serving CEO on the grounds of retention and reserves the right to apply this discretion at any time during the year, as and when this may prove necessary.
26. The Deputy Headteachers and Chief Operations Officer will be paid on a 5-point range of the leadership pay spine, with an appropriate minimum

and maximum scale point, which should be of a range proportionate to that of the Head of School and of a level to reflect the responsibilities and complexities of the job.

27. Assistant Headteachers will be paid on a variable 5-point range proportionate to that of a Deputy Headteacher and should reflect the responsibilities and complexities of the job.
28. There are other staff paid on the leadership pay scale and these posts carry senior roles and responsibilities within the school/academy or on the outreach team.

Pay Range for Leading Practitioners

29. Leading Practitioners will be paid within the minimum and maximum of the pay range for leading practitioners as determined by the Pay Committee, in accordance with the School Teachers Pay and Conditions Document 2020. This can be found at [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-teachers-pay-and-conditions)
30. **NB: the minimum of the relevant range is the equivalent of leadership spine point L1 and the maximum of each range is the equivalent of leadership spine point L18.**
31. Leading Practitioners (LP) are qualified teachers who are exemplary teachers employed in specific posts with the purpose of modelling and leading improvement of teaching skills in the school/academy.
32. Leading Practitioners will normally have a sustained track record of successful performance as a teacher on the upper pay scale, demonstrate excellence in teaching, have an up to date knowledge in best practice of teaching skills and have contributed to leading the improvement on teaching skills.
33. The committee will consider the following criteria when deciding on the pay range of each leading practitioner post:
 - The nature of the work done, including any work with teachers from other schools/academies
 - The scale of the challenges and demands faced by the LP
 - The professional competencies required
 - The pay rate needed in order to attract and retain the right candidate
 - Other criteria as considered appropriate, in accordance with statutory guidance in the School Teachers Pay and Conditions Document in place at the time.

N.B. Different posts may be paid on different individual post ranges within the overall pay range. The salary range will not be portable between different LP posts.

Main Pay Range for Classroom Teachers

34. Main scale teachers will be paid within the minimum and maximum of the MPR pay range, as determined by the Pay Committee, in accordance with the School Teachers Pay and Conditions Document 2020. This can be found at [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

35.

Upper Pay Range

36. A teacher on the upper pay range will be paid within the minimum and maximum of the upper pay range as determined by the committee.

37. A teacher will be paid on the upper pay range by virtue of paragraphs 14.2, and 14.3 of the 2020 STPCD.

Pay Determination on Appointment

38. The Executive Headteacher of St Cuthbert's Trust will determine the pay range and any allowances for any vacancy prior to advertising it subject to para 10 or will delegate this decision to the Executive Head of Primary in line with the scheme of delegation, bearing in mind the profile of existing staff and the succession plan for the school/academy.

- On appointment it will determine the starting salary within that range to be offered to the successful candidate. The Governing Board, or appropriate committee, will be responsible for determining the starting salary of an employee. The Governing Board will recognise the previous salary and **will apply** the principle of pay portability in making pay determinations for all new appointees to a post within the school/academy, unless there are exceptional circumstances.
- When appointing a main scale teacher, the employer will consider the following when deciding the pay range: the nature of the post
- the level of qualifications, skills and experience required in the light of those for existing staff
- market conditions
- the wider school/academy context.

Part-time Teachers

39. Teachers employed on an ongoing basis at the academy/school, but who work less than a full working day or week are deemed to be part-time. The employer will give them a written statement detailing their working time

obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

40. Salary for part time staff will be calculated pro rata to the full-time teachers as explained in Part 6 of the STPCD. This will be calculated with reference to the number of hours of timetabled teaching and an additional contractual amount of time for planning preparation and assessment (PPA). Any additional occasional days will be agreed with the teacher and calculated in line with paragraph 33.
41. The Board of Trustees does not require teachers employed on a part-time basis to be available for work on any day of the week or part of any day of the week that they are not normally required to be available for work under their contract of employment. However, there may be times where there is a negotiated agreement between the employee and the Head of School, and such matters may attract additional payment or time in lieu.
42. Line managers will work in partnership with part-time employees to find an arrangement that ensures that part-time teachers are able to undertake their duties on any day that they would normally be required to be available for work (e.g. attendance at a parents evening).
43. Part-time teachers and their managers must ensure when setting objectives that objectives are realistic in relation to the hours the teacher works.

Short Notice/Supply Teachers

44. If employed direct teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. Period of less than a day will be pro rata to a full-time equivalent day.

Unqualified Teachers

45. Unqualified teachers will be paid within the minimum and maximum of the pay range for unqualified teachers as determined by the Pay Committee, in accordance with the School Teachers Pay and Conditions Document 2020. This can be found at [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/442222/school-teachers-pay-and-conditions-2020.pdf)
46. When determining the pay of an unqualified teacher on appointment the employer will consider their relevant qualifications and experience and consider the pay rate to retain the right candidate with the right skill set.

Unqualified Teachers who become qualified

47. Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the main pay range for teachers which will be the same as or higher than their salary as an unqualified teacher.

Schools Direct Trainee Teachers

48. Graduates following the salaried schools' direct course into teaching will be paid on the unqualified teacher pay range until they qualify. Those who are training in shortage subjects as specified by the DfE will be paid an enhanced salary in line with the school direct salaried guidelines. The academy will meet the training cost to achieve QTS.

Annual Pay Progression

49. Annual incremental pay progression for all posts will not be automatic and will be linked to the performance of the individual.

50. During school inspections Ofsted inspectors will consider how well the senior team are managing staff performance and using the staff budget to differentiate appropriately between high and low performers.

51. The employer will ensure that all salaries are reviewed annually by the 31st October to take effect from 1st September for all teachers. A written statement setting out the salary and other payments will be provided to each employee after each annual review. The Trust will automatically enhance the values of each pay scale to reflect the annual September pay award as set out in the STPCD.

52. All progression through the pay scales will be determined by an assessment of performance within the Appraisal Policy. The employer will ensure that appropriate funding is allocated for performance pay progression at all levels.

Quality Assurance and Evaluation

53. The appraisal policy sets out how the Executive Headteacher will monitor the appraisal process for consistency; the Trust Board will monitor that the appraisal process is effective, fair and non-discriminatory.

54. The employer, through the pay committee, will monitor that no unfairness creeps into the pay of groups of people through performance pay progression. An annual report of pay levels by group: male, female, part time, full time (excluding names) will be produced and any differences examined, investigated and justified. This will be shared with the trade unions at Local Secretary/Branch level.

55. The employer is committed to ensuring that the pay progression process is fair and non-discriminatory and to be fair and transparent all assessments of performance will be properly rooted in evidence.

Executive Headteacher/Head of School – refer to all as Head

56. The Head must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at the school/academy, and will be subject to a review of performance against appraisal objectives, before any performance pay increase will be

awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.

57. Any progression will normally be by one point, but the employer may consider movement by two points in exceptional circumstances where the performance of the Head has been excellent – for example, in the light of the challenges faced and the contribution made to whole school achievement.

In circumstances where the Executive Head has undertaken additional support to school/academy's which are external to the Trust a discretionary payment may be made on top of the salary. This will be determined as part of the contractual arrangement when additional outreach contracts are entered into and will reflect the more complex role and the challenge to make a positive impact on school/academy's around the city and elsewhere. The Executive Heads performance against this element of the job will be reviewed and approved by the Trust Directors at a meeting of the Finance and General Purposes Committee.

Deputy Headteacher, Executive Head (Primary), Assistant Headteachers, other Leadership staff, Leading Practitioners

58. These post holders must demonstrate sustained high quality of performance in respect of school/academy leadership and management and pupil progress and will be subject to a review of performance against their appraisal objectives before any performance pay increase will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
59. Any progression will normally be by one point, but the employer may consider movement by two points in exceptional circumstances – for example, where the performance of the Deputy Head/Head of Primary Education/Assistant Headteacher has been excellent in the light of the challenges faced and the contribution made to whole academy/school achievement.

Progression to the Upper Pay Range - threshold

60. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.
61. Applications from teachers working at St Mary's College should be made in writing (email is acceptable) to the Executive Headteacher. Applications

from staff working within the primary schools of St Cuthbert's RC Trust should be made to the Executive Head of Primary.

62. If a teacher is simultaneously employed at another school/academy, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or academy. This school/academy will not be bound by any pay decision made by another school/academy.
63. All applications should include the results of the two previous appraisals (including the current one), including any recommendation on pay (or, where that information is not applicable or available, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). For teachers with less than 2 years' service, the academy will consider the performance statement from the previous school/academy (where that is appropriate). Teachers who have been absent for a long period during the previous year(s) should use evidence from their most recent work period to make up the two-year period.

Threshold Assessment

64. To be successful in an application for progression to the UPR, the teacher must satisfy the Executive Headteacher that:
 - a) they are highly competent in all elements of the Teachers' standards and,
 - b) their achievements and contribution to the school/academy are substantial and sustained.
65. The Executive Headteacher will make the decision on the success of the application and make a recommendation to the committee with the responsibility to approve the progression. The decision of the committee is final though may be subject to appeal by the applicant to the St Cuthbert's Trust Board.
66. The assessment will be made by the Executive Headteacher within 15 working days of the application being received with the committee considering the recommendations at their meeting. The outcome will be communicated to the applicant within 5 days of the meeting. Feedback on unsuccessful applications will be provided soon after by the Executive Headteacher or the line manager.
67. The Pay Committee will perform a moderating role to ensure fairness and transparency.

Pay progression for all Classroom Teachers, Main Scale and Upper Pay Scale

68. Classroom teachers must demonstrate sustained high quality of performance and will be subject to a review of performance, assessed against the success of achieving the appraisal objectives, and an assessment of at least good against the appropriate Teachers' standards. To be fair and transparent the assessment of performance will be properly

rooted in evidence. The school/academy will ensure fairness using the pay committee to audit and moderate the recommendations of the Executive Headteacher, the Head of Primary Education and senior team.

69. All teachers are subject to annual appraisal and can expect to receive regular constructive feedback on their performance at intervals throughout the year. Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. The process of appraisal in this academy is laid out in the appraisal and performance management policy which can be found on the staff intranet.
70. Any progression will normally be an increase of one point, but the academy may consider movement by two points where; the performance has been excellent – for example in the light of the challenges faced and the contribution made to whole school achievement, and the teacher is judged to be outstanding against the relevant Teachers' standards.
71. For teachers who start in January objectives will be set with them, on starting their post. Potential pay progression will normally be considered the September of the same year – so they will have 2 terms evidence at that point. For teachers who start in April short term objectives will normally be set to be reviewed in September – 4 months later. Pay progression in this case will normally be the September of the year after – so 4 terms evidence at that point.
72. The PM review will be deemed to have been successful unless significant concerns about standards of performance have been raised in writing with the teacher during the annual performance management/appraisal cycle and have not been sufficiently addressed through support provided by the conclusion of that process. This decision must be fully recorded, evidenced and justified. A teacher shall have the right to appeal against any decision that does not allow pay progression.
73. The Teacher Standards should be the backdrop to a teacher's performance.

Teaching and Learning Responsibility Payments (TLRs)

74. TLRs are awarded to the holders of the posts indicated in the agreed staffing structure. The value of the TLR (in line with STPCD) will be decided when the post is created and will depend on the complexity and challenge of the responsibility.
75. A TLR1 or TLR2 allowance may be awarded to classroom teachers for undertaking a sustained additional responsibility in the context of the school/academy's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.

76. Before awarding a TLR (with the exception of a TLR 3) the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that the responsibility 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 other than the teacher's assigned classes or groups of pupils, and
- involves leading, developing and enhancing the teaching practice of other staff.

77. In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained significant responsibility referred to in the previous paragraph includes, line management responsibility for a significant number of people.

78. A fixed term third TLR (TLR3) may be awarded to a classroom teacher for a clearly documented time limited academy improvement project, or a one off externally driven responsibility. The duration of the TLR3 must be established at the outset and may run concurrently with another TLR. The annual value of a TLR3 must be between the minimum and maximum and paid on a monthly basis for the duration of the fixed term.

79. There are specific criteria which must be met in order to qualify for TLR payments in the context of the academy's staffing structure. With the exception of a TLR 3, a teacher cannot hold more than one TLR, and it must be awarded specifically for teaching and learning responsibilities. TLR's cannot be awarded for non-teaching duties.

80. A system of safeguarding (TLR3 exempt) will exist for up to 3 years if the value of a TLR reduces or if a teacher ceases to carry out the duties associated with the TLR payment. If a teacher moves to a new TLR at any point and their new salary exceeds their previous payments, then safeguarding ceases.

81. The TLR allowances and amounts for schools and academies to which this policy applies are as determined by the Pay Committee, in accordance with the School Teachers Pay and Conditions Document 2020. This can be found at [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-teachers-pay-and-conditions)

Other Payments

Supervision of prep sessions, sports and music events

82. Most staff will be required to complete these duties as part of their normal contractual working hours. Teachers who undertake this work outside their normal timetable commitment will be paid at their normal hourly rate of pay.

Continuing Professional Development

83. Teachers who undertake voluntary continuing professional development outside the school/academy day will be entitled to an additional payment to cover subsistence and travel expenses.

84. An additional discretionary payment may be made for attendance at training sessions outside teachers directed time, where attendance has previously been approved by the Executive Headteacher/ or a senior manager authorised by the them to do so.

Out-of-hours Learning Activities

85. Teachers who agree to provide learning activities outside of the normal school/academy hours and whose salary range does not take account of such activity may be entitled to a payment.

86. Activities that will attract payment are limited to those lunchtime and evening activities that have been previously approved by the Senior Leadership Team.

87. Some out of hours' activities will be paid on a different rate of pay, depending on the role and responsibilities. This includes work associated with the summer school, and revision clubs etc.

Recruitment and Retention Incentives and Benefits (paragraph 27 of 2020 STPCD)

88. Chief Executive Officer, Chief Operating Officers, Executive Heads, Heads of School, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraph 27 (STPCD) other than reimbursement of reasonably incurred housing or relocation costs. The overall salary range set for these senior staff will reflect the recruitment and retention needs of the school/academy.

For posts (excluding the Chief Executive Officer, Chief Operating Officers, Executive Heads, Heads of School, Deputy Headteachers and Assistant Headteachers) where the employer anticipates or encounters recruitment

and/or retention difficulties, then consideration may be given to awarding an incentive or benefit as determined by the employer.

89. Where such an incentive or benefit is awarded, the employer will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.);
- That the award is paid monthly in equal instalments, unless, by exception it is decided to pay it in lump sums - as with 'golden handcuffs'.
- The start date and duration of the award, up to a maximum of three years;
- The basis for any uplift that may be applied;

90. For the Executive Headteacher, Head of Primary Education, Deputy Headteachers, Headteacher, Heads of school and Assistant Headteachers recruitment and retention considerations will normally be taken account of by the Executive Head when deciding the salary at appointment. The Directors will however, consider whether relocation expenses may be offered as part of the recruitment offer to attract high quality applicants in line with the scheme of delegation.

91. Allowances for other teachers will generally be paid monthly, and by exception be paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year or paid by a combination of the two methods. The Executive Headteacher will make a recommendation to the pay committee when this payment is to be offered, how much and how it should be implemented – as a lump sum or 'golden hello' at the commencement of the contract or at the end 'golden handcuffs'. This will be in line with the scheme of delegation.

92. Where allowances have been awarded, as above, they will be regularly reviewed. Where it is anticipated that they will be extended the Executive Headteacher will report the extensions to the pay committee in line with the scheme of delegation.

Acting Allowances

93. Acting allowances will be paid to teachers who are carrying out the duties of Executive Headteacher, Head of Primary Education, Headteacher, Head of School Deputy or Assistant Headteacher, or other responsibility attracting TLR allowances. Where such duties are carried out for a period of at least four weeks, the teacher will be paid at an appropriate point on the leadership scale or awarded a TLR for a temporary period to cover the absence of a colleague, as determined by the Executive Headteacher. Payments will be backdated to the date the responsibility is taken over.

Special Educational Needs Allowances

94. Teachers working 'wholly or mainly' with special needs pupils may be awarded a special educational needs allowance at the following values:

- Level one no less than - £2209
- Level two no more than - £4359

The first allowance will be awarded if the classroom teacher is wholly or mainly teaching pupils with special educational needs in designated special classes; or is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.

95. The higher allowance will exceptionally be awarded when the teacher demonstrates that their experience and qualifications, which are relevant to the post, enhance the value of the work with SEN pupils due to the high quality of expertise they bring to the job. Teachers need to demonstrate that they are considered experts in their field of expertise by virtue of their sustained proven experience and/or because they have been awarded a qualification in the specialist area of expertise. Most importantly they need to demonstrate expert knowledge in the field by interview with the Principal/Executive Headteacher [or other appropriate manager] and must also demonstrate that they continuously develop their skills in their field of expertise.

96. The level of the SEN allowance will be judged on appointment, and as part of the annual appraisal. It is the quality of experience that is important, not necessarily the length of time spent in the post.

Support Staff Pay

97. For support staff, pay increments will be awarded on an annual basis in line with the National Joint Council (NJC) Conditions of Service.

98. Support Staff will be paid on a pay range based on the NJC pay scale, which will be broken into a number pay spines within the range of a pay grade. Staff will automatically progress up the pay spine, by one point each year until they reach the top of their appointed pay grade, unless there are performance issues which have been/are being addressed with the employee.

Criteria for Determining Pay

99. All posts for support staff posts are subjected to job evaluation and paid in line with the 2020 pay grades and NJC subsequent negotiated annual pay increases.

100. Newly appointed support staff will normally be appointed on the first point of the pay range appropriate to the post. Appointment on any of the

points within the range may be made where the Executive Headteacher wishes to recognise: particular experience and/or qualifications appropriate to the post, where the current salary of the appointee exceeds the minimum of the range, or where there are any particular recruitment difficulties.

101. Employees who are re-graded will normally be placed on the bottom point of the new scale unless other assimilation arrangements have been agreed or are appropriate.
102. Support staff who are paid for working term time only will be paid for 38 weeks plus any agreed additional days for appropriate training or working days outside of term time, and their calculation of FTE holiday entitlement which must be taken during the school/academy closure periods.
103. The base working hours for an FTE will be 37 hours per week.

Honoraria

104. The employer reserves the right to approve payment of honoraria to staff in recognition of work that goes beyond that normally expected of the post holder. Any honoraria must first be approved by the Executive Headteacher in line with the scheme of delegation and in discussion with the Trust Directors.

Acting-up Payments

105. Support staff will be paid an appropriate acting up allowance when they are covering a substantial proportion of the duties of an absent senior colleague at the request of senior management. Where such duties are carried out for a period of at least 2 weeks the employee will receive an appropriate payment and it will be back paid to the date the additional responsibility commenced.

Overtime

106. Staff paid on pay point 28 and below: Hours worked over 37 hours per week will normally attract enhanced payment at the rate of 1) Time and a half for hours worked Monday to Saturday and 2) Double time for Sunday and public and extra statutory holidays. Separate arrangements may be agreed with staff on overtime payments depending on the nature of their responsibilities and role in the school/academy.

Staff paid on Point 29 and above will not normally receive overtime payments other than in exceptional circumstances. Staff who work significant additional hours over their contracted hours may take some time off in lieu, generally during the holiday periods or less busy working periods, subject to the agreement of their manager and the needs of the service.

Pensions

Teachers Pension Scheme

Upon appointment a member of staff will be automatically enrolled into the Teacher's Pension Scheme. Eligibility will be determined by regulations of the Teachers Pension Scheme further information can be found by logging onto <http://teacherspension.co.uk/> or by contacting them on 0345 6066166. Membership of this scheme is optional.

For information about opting out of the scheme, automatic and self-initiated re-enrolment, please ring the above number or visiting the TP website.

Local Government Pension Scheme (Support Staff)

Upon appointment a member of staff will be automatically enrolled into the East Riding Pension Scheme. Eligibility will be determined by the regulations of the East Riding Pension Scheme further information can be found by logging onto www.erpf.org.uk or by contacting them on 01482 394150. For information about opting out of the scheme please ring the above number or visiting the ERPF website.

If you subsequently opt out, we are required to re-enrol you into the LGPS approximately **every three years** on a set re-enrolment date, if you are an eligible jobholder. You may not be automatically re-enrolled if you opted out of the LGPS within 12 months of the date you are due to be automatically enrolled

General note: Pension Schemes have an 'Annual Allowance' which limits the total amount that can be paid into your individual pension scheme(s) each year and still receive tax relief.

There is also a 'Lifetime Allowance' limit on the amount of pension benefit that can be drawn from individual pension scheme (s) – whether lump sums or retirement income – and can be paid without triggering an extra tax charge.

There is an entitlement for any staff member who may have maximised their entitlement to continue to receive a salaried equivalent for independent investment purposes. This would be to the amount equal to whatever the organisation would have been paying into the pension scheme for the employee. This will not be at a fixed rate but will move in line with any variations to pension contributions.

If any employee sees themselves reaching any of those limits as described above – please take independent financial advice.

Review of the Pay Policy

107. The Pay Committee will review the Pay Policy every school/academy year, generally at their first meeting in the autumn term.
108. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.
109. The recognised trade unions will be consulted at Local Secretary Level on any revisions to the policy having regard to the results of the consultation with all teachers.
110. To ensure teachers are fully conversant with the pay progression and appraisal arrangements, all new teachers who join the school/academy will be briefed on them as part of their introduction to the school/academy.

Appendix 1

Appeals

1. The arrangements for considering appeals are as follows.
2. An employee may seek a review of any determination in relation to their pay or any other decision taken by the employer (or a committee or individual acting with delegated authority) that affects their pay.
3. The following list includes the usual reasons for seeking a review of a pay determination;
4. That the person or committee by whom the decision was made:
 - a) incorrectly applied any provision of the School Teachers Pay and Conditions Document where this should apply, or this policy for support staff;
 - b) failed to take proper account of relevant evidence;
 - c) took account of irrelevant or inaccurate evidence;
 - d) was biased; or
 - e) otherwise unlawfully discriminated against the teacher.
5. The order of proceedings is as follows:
 - 1) The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - 2) If the employee is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
 - 3) Where this is not possible or where the employee continues to be dissatisfied, they may follow a formal appeal process.
 - 4) The employee should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to above.
 - 5) The committee or person who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision to consider this and give the employee an opportunity to make representations in person. Following the hearing, the employee should be informed in writing of the decision and the right to appeal.

Any appeal should be heard by a panel of three Directors who were not involved in the original determination, 20 working days of the receipt of the written grounds for appeal notification. The employee will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.