



Teachers Pay Policy

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VERSION CONTROL

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Contents

1. Introduction	4
2. Aims and scope of the policy	5
3. Roles and responsibilities	6
4. Job descriptions	7
5. Pay scales for Main Scale and Upper Pay Spine teachers	7
6. The national pay award	8
7. Non-standard terms and conditions	8
8. Employees on fixed-term or temporary contracts.....	8
9. Basic pay determination on appointment.....	8
10. Part-time staff.....	9
11. Recruitment and retention incentives and benefits	9
12. Pay assessment and pay reviews	10
13. Pay progression	10
14. Pay progression within bands (teaching staff)	12
15. Pay progression between bands (teaching staff)	12
16. Accelerated progression.....	13
17. Eligibility for pay progression	13
18. Movement to the Upper Pay Range.....	13
19. Allowances and other payments for classroom teachers	15
20. Special Educational Needs (SEN) allowances.....	16
21. Pay progression for posts on the Leadership Spine.....	16
22. Pay range for other leadership posts.....	17
24. Temporary Discretionary payments (including payments for Service Provision)	19
25. Short notice/supply teachers	20
26. Salary sacrifice arrangements	21
28. Deductions from final salary	21
29. Allowances and expenses	21
30. Record keeping and data protection	22
31. Monitoring and review	22

Appendices

Appendix 1 - Pay scales and allowances (updated annually)

1. Introduction

- 1.1 The Teachers Pay Policy sets out the ONE Academy Trust's policy on pay and conditions for teachers.
- 1.2 The School Teachers' Pay and Conditions Document ("The Document") requires schools (including academies) and local authorities to have a pay policy which sets out the basis on which they determine teachers' pay; the date by which they will determine the teachers' annual pay review; and the procedures for addressing teachers' grievances in relation to their pay.
- 1.3 Changes in the most recent version of the Document have been reflected in this policy as to how teachers' pay will be determined.
- 1.4 ONE Academy Trust is committed to making decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.5 As set out in the Scheme of Delegation for ONE Academy Trust, the trustees (as the legal employer) retain powers to set human resources policies and procedures, developing appropriate terms and conditions of service across the trust, including staff appraisal and capability policy and pay policy. The Teachers' Pay Policy will be reviewed annually and any material changes will be consulted on with staff and the recognised trade unions..
- 1.6 This policy sets out the framework for making decisions on teachers' pay and the pay of leadership roles which are based on the teachers' pay structure, within ONE Academy Trust. It has been developed to comply with current legislation, the requirements of the most recent [School Teachers' Pay and Conditions Document \(STPCD\)](#) and the conditions of service laid down in the current Burgundy Book. It should be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance take precedence over anything written in this policy.
- 1.7 The Board of Trustees recognises its responsibilities under relevant legislation, including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.8 Where an employee has transferred into the trust and has enhanced terms that are subject to TUPE then the enhanced terms will continue to apply in accordance with TUPE regulations.
- 1.9 This policy is based on a whole-trust approach to pay issues. All eligible pay progression will be budgeted for and the budget will have no bearing on pay progression decisions that are taken in accordance with the national pay agreements. The trust/school staffing structures will support the trust/school improvement plans. The Board of Trustees will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach to pay decisions.
- 1.1 This policy has been approved following consultation with staff and the recognised trade unions.
- 1.10 The Board of Trustees recognises the requirement that pay progression decisions for all teaching staff must be linked to an annual performance appraisal. The procedures set out in this policy seek to ensure that this is achieved fairly, equitably and transparently.

- 1.11 This policy reflects legislation at the time when it was last reviewed. Any changes in legislation will take precedence over anything printed in the policy.
- 1.12 This policy complies with our funding agreement and articles of association.
- 1.13 This policy does not form part of any employee's contract of employment and ONE Academy Trust may amend it at any time.
- 1.14 This policy links to the following documents and trust policies:
- Staff appraisal and capability procedures
 - Staff code of conduct
 - Staff grievance procedures
 - Equality and Diversity policies and procedures
 - Executive and Support Staff Pay Policy

Equality and Diversity

- 1.15 The trust is committed to developing, maintaining and supporting a culture of equality and diversity in employment. The impact of the procedure will be monitored in accordance with the Equality Act 2010. If employees need assistance or adjustments to understand and comply with this procedure and/or attend meetings, they should contact their line manager.

Definitions

- 1.17 Unless indicated otherwise, in this policy the term 'teacher' refers to classroom teachers, middle and senior leaders, and the headteacher. It does not include the executive team staff paid in accordance with the teachers pay scales (Leadership Group) and identified separately throughout this policy.
- 1.18 The Board of Trustees is the 'relevant body' as referred to in the STPCD.
- 1.19 Throughout this policy, reference to working days refers to school days (Monday to Friday during school term time and excluding bank holidays).

2. Aims and scope of the policy

- 2.1 This pay policy covers all staff covered under the School Teachers' Pay and Conditions document (STPCD).
- 2.2 In adopting this pay policy, the aims are to:
- Maintain and improve the quality of teaching and learning across the trust;
 - Support the development plans of each school within the trust;
 - Ensure that all teaching employees are valued and appropriately rewarded for their work contribution in each school within ONE Academy Trust;
 - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions.

3. Roles and responsibilities

The headteacher

3.1 The headteacher has delegated responsibility for the following:

- Setting performance objectives for school staff and carrying out performance development reviews as required.
- Ensuring effective appraisal arrangements are in place in accordance with the appraisal policy.
- Approving salary assessments for all teaching staff.
- Ensuring that when pay recommendations are made to the trustees they are provided with sufficient and appropriate evidence and information to make pay decisions.
- Applying pay discretions where these are clear and non-contentious within the scope of the policy.
- Overseeing temporary and supply staff appointments.
- Reviewing, drafting and finalising job descriptions for all staff.
- Ensuring teachers are informed about pay decisions reached, and that records are kept of recommendations and decisions made.

Board of Trustees

3.2 The Board of Trustees is responsible for.

- ensuring that all employees are consulted with and given clear access to copies of the pay policies
- approving the pay policies
- overseeing processes to ensure that they are open, transparent and fair. It will ensure that all decisions taken in respect of pay are objectively justified.
- seeking to ensure there is pay relativity between jobs within the school/trust
- ensuring there are clear procedures, structures and delegations of authority to appropriate committees/individuals to administer the pay policy on its behalf and to deal with appeals against pay decisions
- approving the school budget and ensuring that appropriate funding is allocated for performance pay at all levels.
- ensuring job descriptions are reviewed regularly
- considering recommendations from the headteacher and CEO on matters relating to pay and grading where they are beyond approved delegations
- treating information about individual members of staff (including earnings) as confidential
- exercising its responsibilities in accordance with the trust's financial and improvement plans

4. Job descriptions

- 4.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post and the pay range.
- 4.2 Where there are any significant changes to the duties and responsibilities of a post, the job description will be reviewed and amended in consultation with the member of staff to reflect the changes to the role and will be subject to appropriate job evaluation processes. Where there is a significant change in the duties and responsibilities of a vacant post, a new job description will be created and will be subject to the appropriate evaluation process, before the commencement of a recruitment process.
- 4.3 Where the staffing structure of the trust/school needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and to seek to agree the changes before new job descriptions are issued.

5. Pay scales for Main Scale and Upper Pay Spine teachers

- 5.1 The determination of the remuneration of a teacher will be made:
- Annually with effect from 1 September (if decision timelines have been affected due to national consultations, exceptional circumstances and/or governance meeting timelines then pay will be backdated accordingly);
 - Whenever a teacher takes up a new post on a date other than that stated in the trust's pay policy for the annual salary determination, with effect from the teacher taking up that post;
 - Where a teacher becomes entitled to be paid on the upper pay range; or
 - At any other time when a change falls to be made to a teacher's salary in any circumstances provided for in the 'document'.

Note: remuneration means salary plus any allowances where applicable.

- 5.2 The trustees will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.
- 5.3 The trustees have established a pay structure for these posts as follows:

Band 1

- Point 1
- Point 2
- Point 3

Band 2

- Point 4
- Point 5
- Point 6

Band 3 (UPS)

- Point 1
- Point 2
- Point 3

- 5.4 Details of the teachers' pay scales are set out at Appendix 1. These will be updated annually when published.

6. The national pay award

- 6.1 Pay rate values are adjusted annually to account of any cost of living increase negotiated nationally, backdated to the 1 September of the relevant year.

7. Non-standard terms and conditions

- 7.1 Staff transferring into the trust under The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) arrangements, have the right to retain their existing terms and conditions. After one year, an employer can renegotiate terms and conditions in collective agreements if overall it does not make employees' terms and conditions less favourable, and in consultation with the recognised trade unions.

8. Employees on fixed-term or temporary contracts

- 8.1 The trust will not treat employees on fixed-term or temporary contracts less favourably than employees on a permanent contract.

9. Basic pay determination on appointment

- 9.1 The headteacher, in conjunction with the CFO, will determine the pay range for a vacancy for a teacher from the range of national bands, as appropriate for the post and contained in the relevant section of this pay policy, before advertising the post.
- 9.2 In making such determinations, the following factors may be considered:
- The nature of the post
 - The level of qualifications, and experience required
 - Market conditions
 - The wider school/trust context
- 9.3 The headteacher in conjunction with the CFO and HR Manager will determine the pay range and starting salary for any vacancy within a school's senior leadership team in line with arrangements in the STPCD. This determination will consider:
- school size
 - responsibilities attached to the post;
 - pay ranges already in existence within the school; and
 - comparable roles across the trust.
- 9.4 A newly appointed teacher will usually be appointed at a point in the band to take account of a teacher's previous salary on the teachers' main pay scale and/or relevant experience as determined by the headteacher. However, there is no assumption that a teacher will be paid at the same rate as they were paid in a previous post (e.g. held at another school).

- 9.5 In respect of the headteacher's post becoming vacant, the Board of Trustees will agree a pay range based on factors such as benchmarking, precedent, school size/category etc. in line with arrangements in the STPCD. The post may be advertised with an indicative pay range but with the flexibility to pay up to the maximum of the agreed range for the selected candidate as appropriate. Current Leadership Group pay scales are detailed at Appendix 1.
- 9.6 All posts will be advertised internally or externally, locally or nationally as appropriate. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post. Where the post is on a temporary basis, the advertisement will specify the reason for and the likely duration of the post.
- 9.7 The trust will ensure that in all cases, an applicant is paid at the appropriate grade for the post.

Probationary period

- 9.8 Posts in ONE Academy Trust that are subject to a probationary period will be notified in the recruitment paperwork, the offer letter and the contract. The probation period will be managed as set out in the probationary policy.

10. Part-time staff

- 10.1 Staff employed on an ongoing basis within the trust but who work less than a full working week are deemed to be part-time. The trust will pay part-time staff on a pro-rata scale in conjunction with national pay bands.

11. Recruitment and retention incentives and benefits

- 11.1 The trust may, on the advice of the CEO/headteacher and with the approval of the CFO, make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers where these will:
- Assist in attracting a suitable candidate for a post which it has been, or it is considered difficult to fill; or
 - Help to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill; or
 - Recognise a teacher's performance which exceeds the school expectations and which is not recognised through accelerated salary progression in other sections in this policy
- 11.2 The trust may also consider additional payments in respect of:
- staff being deployed as 'Lead Practitioners' to support other schools within the trust in accordance with the Trust Skills Register;
 - staff leading research projects to support the development of teaching pedagogy as identified via school data and/or the Development Plan;
 - 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 trust;
 - participation in agreed out-of-school hours learning

- additional responsibilities and activities due to, or in respect of, the provision of services by the CEO relating to the raising of educational standards to one or more additional schools.
 - staff proactively supporting recruitment needs across the trust (see Finder's Fee procedure within the Safer Recruitment Policy)
- 11.3 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take account of salary relativities across the trust structure and known staffing changes in the future, as well as being in line with salaries of equivalent posts in another school in the trust.
- 11.4 In instances where ONE Academy Trust is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, a regular formal review of all awards will be conducted. This requirement will be made clear at the outset of the expected duration of any such incentives.
- 11.5 The CEO, executive leaders, headteachers or those from the senior leadership group will **not** be entitled to separate recruitment and retention payments. Remuneration in respect of any recruitment and retention payment will be reflected in the pay range for the salary.

12. Pay assessment and pay reviews

- 12.1 National pay rises are separate to pay progression and increases are applied to all points within all pay ranges and allowances.
- 12.2 All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.
- 12.3 The Board of Trustees will ensure that teachers' salaries are reviewed annually no later than 31st October and headteachers' salaries are reviewed no later than 31 December (subject to national pay agreements). Pay increases (including incremental pay progression) will be backdated with effect from 1st September that year. All teachers will be given a written statement setting out their salary and any other financial benefits to which they are entitled.

13. Pay progression

- 13.1 Decisions regarding pay progression for teachers will be made with reference to the teachers' performance, as assessed through the academy trust's appraisal arrangements (see the ONE Academy Trust Appraisal & Capability Policy) and in accordance with the 2012 Regulations. In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012.
- 13.2 Reviews may take place at other times of the year to reflect any changes in circumstances or the 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.
- 13.3 Where a pay determination leads or may lead to the start of a period of pay safeguarding, the Board of Trustees will give the required notification as soon as possible and no later than one month after the date of the determination.
- 13.4 For school staff, the Board of Trustees (the relevant body) has delegated responsibility to the headteacher in each school for pay decisions for employees moving within a salary band or a

pre-determined salary scale. This includes decisions to move teaching staff from the main pay scale to the upper pay scale, and a decision not to award a pay progression due to performance issues.

- 13.5 For the headteachers (leadership scales), the Board of Trustees (the relevant body) has delegated responsibility to the CEO for pay decisions within the pre-determined salary scale.
- 13.6 Pay decisions may be subject to quality assurance checks by the trust's HR Manager, the CEO and/or the Trust Board
- 13.7 Pay decisions, where it is recommended that an employee moves out of their agreed contractual salary bands and normal pay progression route, will be made by a committee of the Board of Trustees in consultation with the CEO, CFO and trust's HR manager as appropriate and avoiding conflict of interest. The information supplied to the committee will refer to pay points, not to actual salaries (as these are subject to change in value). The committee will determine the remuneration of the member of staff as soon as possible and within 20 working days. The member of staff will be notified in writing of that determination as soon as possible.
- 13.8 A decision may be made not to award progression whether or not a teacher is subject to capability proceedings.
- 13.9 Assessments of performance will be properly rooted in evidence. Evidence used in the performance management process must relate directly to objectives and should be agreed in advance and be readily available from day-to-day practice.
- 13.10 The evidence used will be collated from several different sources collected annually through the school monitoring processes. The school management will determine the monitoring schedule for each school within the trust. The collection of evidence should be proportionate and not increase workload for teachers.
- 13.11 Teachers' performance should be assessed against the relevant teacher standards and career expectations matrix to a level that is consistent with what should reasonably be expected of a teacher in the relevant role and at the relevant stage of their career.
- 13.12 The trustees have agreed Career Stage Expectations/Professional Skills Level Descriptors for each band which are detailed in the Appraisal & Capability Policy. These descriptors will be used as a guide when determining whether or not a teacher has met the required performance standards.
- 13.13 Teachers' appraisal reports will contain pay recommendations. Pay decisions will be made having due regard to the appraisal report and will take account of advice from the senior leadership team.

Pay decisions

- 13.14 Final decisions about whether or not to accept a pay recommendation that falls **within the pay and grading structure** will be made by the headteacher (for school staff) or the senior line manager for headteachers. This includes pay recommendations for employees moving from the main to the upper pay scale.
- 13.15 Pay decisions on recommendations for employees to move outside of agreed salary bands and payscales and normal progression routes, will be made by the Board of Trustees who may delegate to a committee formed for the purpose.
- 13.16 The Board of Trustees will ensure that appropriate funding is allocated for pay progression at all levels.

- 13.17 Judgements of performance linked to pay progression within any school that is part of ONE Academy Trust will be made on the basis as set out in the Appraisal and Capability policy.
- 13.18 When a member of staff returns to work from maternity, parental or adoption leave, the school must give them any pay increase that they would have received, following appraisal, had they not been on leave. In those circumstances, schools should ensure that the absent member of staff receives fair treatment while ensuring the integrity and robustness of the school's appraisal process for all employees. When considering these options, schools should seek to ensure that they minimise bureaucracy for all involved. Schools should consider conducting appraisals prior to individuals departing on the leave, even if this is early in the appraisal year, and basing any appraisal and pay determination on the evidence of performance to date in that appraisal year. Account could also be taken of performance in previous appraisal periods if there is very little to go on in the current year.

14. Pay progression within bands (teaching staff)

- 14.1 Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Career Stage Expectations/Professional Skills Level Descriptors for that band. Meeting appraisal objectives alone will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the school's expectations at that level of post, the headteacher may determine that no incremental progression will be awarded in that year. The appraisal and pay determination process should be managed effectively to ensure that there are no surprises at the end of the appraisal cycle. Throughout the appraisal cycle both the teacher and appraiser should understand what objectives are in place, the evidence that will be used to assess performance against objectives and the criteria for a successful performance review.
- 14.2 Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The headteacher may decide to award one increment for sustained high-quality performance in line with school expectations or two increments where performance has exceeded school expectations. For teachers on the upper pay spine (Band 3) progression will normally be considered after 2 years of sustained high-quality performance or earlier where performance has exceeded school expectations.

15. Pay progression between bands (teaching staff)

- 15.1 Other than in exceptional circumstances, a teacher will not move to Band 2 unless they can demonstrate a minimum 2 years of teaching experience including a period of a sustained level of performance at the higher level immediately before moving to Band 2, or move to Band 3 unless they can demonstrate 3 years of teaching experience, including a sustained period of performance at the higher level immediately before moving to Band 3.
- 15.2 Progression between bands will be based on the teacher demonstrating, through performance appraisal that they meet the teacher standards and Career Stage Expectations for the new band.

16. Accelerated progression

- 16.1 A teacher may, as part of their first appraisal meeting of the year, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to a review of performance against the Career Stage Expectations and may require additional or more challenging objectives to be set for the appraisal period as set out in the trust's appraisal policy.
- 16.2 If a teacher's performance is considered to be exceptional (whether or not they have requested consideration for accelerated pay progression) the line manager may make a recommendation for accelerated pay progression.
- 16.3 For teaching staff (including senior leaders), the line manager will submit the proposal to the headteacher. The headteacher will decide whether the reward of an accelerated increment should be paid. For headteachers, the CEO will submit the proposal to the Board of Trustees to make a decision on accelerated progression.

17. Eligibility for pay progression

- 17.1 In cases where a newly appointed teacher, who has not moved from a contracted teaching position elsewhere, commences employment part way through the academic year, they will be required to complete 26 weeks service in the current academic year to be entitled to be considered for pay progression on the main pay scale from 1st September. Any pay progression thereafter will be in line with the timelines detailed in this policy.

18. Movement to the Upper Pay Range

Applications and evidence

- 18.1 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 or not they wish to apply to be paid on the upper pay range.
- 18.2 Any decision made applies only to employment in that same school. The STPCD sets out when teachers must be paid on the upper pay range, and when the school can pay a teacher on the upper pay range if they wish.
- 18.3 If a teacher is simultaneously employed at another school(s), they may submit separate applications to both (or all) headteachers if they wish to apply to be paid on the upper pay range in all schools. Decisions by one school will not be binding on other schools.
- 18.4 In order to be eligible to be assessed, teachers must have Qualified Teacher Status (QTS). There are no barriers to movement onto the upper pay range that are connected with length of service and no requirement to be at the top of the main pay range.
- 18.5 A teacher may submit one application/statement of intent in any academic year for each school.
- 18.6 The headteacher will consider applications/statements of intent from a teacher at any point in the year for progression at the start of the following academic year (see item 18.14 below).
- 18.7 All applications/statements of intent should include the results of reviews or appraisals under the 2011 or 2012 regulations, 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).

18.8 Applications must:

- Be submitted to the headteacher (via the line manager where different).
- Include two consecutive successful performance management reviews.
- Include any additional evidence that the applicant chooses to submit to support their application. In the interests of reducing bureaucracy and workload for staff, care should be taken that this is proportionate to meet the need.
- The teacher's achievements and contribution to an education setting are **substantial** and **sustained**.

18.9 The Career Expectations Matrix in the Appraisal & Capability Policy can be used as a method of providing evidence in addition to two consecutive performance management reviews.

18.10 An application for progression to the upper pay range (Band 3) will be assessed by the headteacher. Employees will be notified of the decision in writing within 20 working days following the Headteacher's decision.

The assessment

18.11 For an application to be successful, the headteacher must be 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.

These criteria are set out in the STPCD.

18.12 For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the career expectation descriptors agreed by the Board of Trustees for teachers within Band 2 and be able to demonstrate evidence of working to the Upper Pay Range (Band 3) descriptors within the Career Expectations Matrices. The expectation is that the teacher will demonstrate that they have been working at the appropriate level for a **sustained** period of at least 2 years before the submission of their application.

18.13 For the purposes of this pay policy:

- **'Highly competent'** means (e.g. performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, to help them meet the relevant standards and develop their teaching practice)
- **'Substantial'** means (e.g. of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning); and
- **'Sustained'** means maintained continuously over a long period e.g. a minimum of 2 school years.

Processes and procedures

- 18.14 An initial assessment should normally be made within a maximum of 20 working days of the headteacher's receipt of the application/statement of intention. If successful, applicants will either move to the upper pay range from the start of the following academic year (i.e. in the case of applications processed in the spring or summer term) or the UPS will be applied immediately (i.e. in the case of autumn term appraisals). Pay for successful applicants will be backdated to 1 September of the academic year in which the movement to UPS is applied.
- 18.15 Appointment to the upper pay range will normally be at the minimum of the range and by reference to the trust's agreed career expectations matrices set out in the Appraisal and Capability Policy. See para. 11 (Accelerated Progression).
- 18.16 Where an employee has been on long-term sick leave or maternity/adoption/parental leave, adjustments will be made to take account of special circumstances. This may include evidence of skills and performance over a different period but in any case, the exact adjustments will be made on a case-by-case basis, depending on the circumstances of the individual employee and the school/trust.
- 18.17 If unsuccessful, supportive and developmental feedback will be provided verbally by the headteacher within 5 working days of the decision and confirmed in writing within 10 working days of the decision and will include the right to appeal.
- 18.18 An appeal against a decision should be submitted within 10 working days, and will be considered in line with the ONE Academy Trust's pay review and appeals procedure set out in Para. 23 (Pay reviews and appeals) below.

19. Allowances and other payments for classroom teachers

- 19.1 The headteacher may award a TLR (Teaching & Learning Responsibilities) payment to a classroom teacher for undertaking a sustained additional responsibility, to ensure the continued delivery of high-quality teaching and learning for which the teacher is made accountable. The award may be while a teacher remains in the same post or occupies another post in the absence of a post-holder. Unqualified teachers may not be awarded TLRs but may be awarded an unqualified teacher allowance.
- 19.2 The headteacher will determine whether to award a first TLR (TLR1) or a second TLR (TLR2).
- 19.3 The headteacher may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities.
- 19.4 The annual value of the TLRs is set out at Appendix 2 (minimum and maximum rates).
- 19.5 The duration of the fixed term will be established at the outset with payment made every month for the duration of the fixed term.
- 19.6 There will be no safeguarding of any temporary TLR3 payments
- 19.7 A teacher cannot hold a TLR1 and a TLR2 concurrently. A teacher in receipt of either a TLR1 or a TLR2 may hold a concurrent TLR3 and a SENCO allowance.
- 19.8 Before awarding any TLR the headteacher must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- 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.

19.9 In addition, before awarding a TLR1, the headteacher must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

19.10 TLR1s and TLR2s should only be awarded to teachers placed in the specified posts in the staffing structure and to the cash value set out in the pay policy. Where such TLRs are awarded to part-time teachers they must be paid pro rata at the same proportion as the teacher's part-time contract. It will not be expected that an employee would undertake the full remit/responsibility of the TLR role within their part-time hours. TLR3s will be paid in full.

19.11 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised as being in respect of Special Educational Needs (see below).

20. Special Educational Needs (SEN) allowances

20.1 Where the responsibility for leading Special Educational Needs provision across the school falls to a teacher directly outside of the leadership group (i.e. not an assistant headteacher (AHT) or above) an SEN allowance will be payable to the individual concerned. The SEN allowances payable are set out at Appendix 2. The school leader of Special Educational Needs provision will be involved in senior leadership meetings where appropriate.

20.2 The school will take account of the structure of the school's SEN provision and the following factors:

- The qualifications or expertise of the teacher relevant to the post; and
- The relative demands of the post.

20.3 The trustees have established the value of the SEN allowance as set out at Appendix 2. Note: allowance will increase on an annual basis in line with national pay awards

21. Pay progression for posts on the Leadership Spine

21.1 The determination of pay for those within the Leadership Group appointed on or after 1st September each year (or for those whose role has significantly changed on or after this date) will be in accordance with the arrangements made in the most recent Document. Current Leadership Group pay scales are detailed at Appendix 1.

Headteacher

21.2 The Board of Trustees must ensure that decisions about headteacher pay follow a robust, evidence-based process and are reflective of the individual's role and responsibilities.

21.3 ONE Academy Trust has determined that headteachers are eligible for membership of the TPS in accordance with the Teachers' Pensions Regulations.

- 21.4 In the case of the headteacher the Board of Trustees will assign a Headteacher Pay Range based on the school size and the complexity of the individual schools' needs in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 21.5 Progression on the pay range for the headteachers will be subject to a review of the individual's performance set against the annual appraisal review. The trust may decide to award one increment for sustained high-quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the appraiser may decide that there should be no pay progression. The appraisal and pay determination process should be managed effectively to ensure that there are no surprises at the end of the appraisal cycle. Throughout the appraisal cycle both the member of staff and the appraiser should understand what objectives are in place, the evidence that will be used to assess performance against objectives and the criteria for a successful performance review.
- 21.6 If an individual has been subject to an action plan in year but has made the required improvement then pay progression will continue as expected.
- 21.7 The pay review for all headteachers will be completed annually by 31st December at the latest. The annual salary of the headteacher will not normally exceed the maximum amount detailed in the School Teacher's Pay and Conditions Document for the school's group size unless there is justification for payment above the maximum, as allowed for under the STPCD.
- 21.8 The Board of Trustees will ensure that reasons for setting the Headteacher Pay Range at a given level are recorded and that the process for the determination of each headteacher's salary is fair and transparent and documented in order to be available for independent scrutiny.

22. Pay range for other leadership posts

- 22.1 The trustees will determine a pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.
- 22.2 The range and starting point for individual posts will be determined according to the permanent responsibilities of the role, any challenges that are specific to the role, and all other considerations and may vary between posts. A post with a designated deputy role in the absence of the headteacher will be remunerated accordingly above the range for other leadership posts. The teacher's total remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.
- 22.3 The Board of Trustees will ensure that there is no overlap of pay points between the headteacher and any other leadership post.
- 22.4 The pay range for members of staff paid on the leadership spine will be reviewed by 31st October each year or at any time during the year when there is a significant permanent change in the duties and responsibilities of the post.
- 22.5 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review.

23. Pay review and appeals procedure

Stage 1 – Informal discussion with the appraiser or headteacher prior to confirmation of pay recommendation

- 23.1 An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or headteacher before the recommendation is actioned and confirmation of the pay decision is made by the trust/school.

Stage 2 – A formal representation to the person making the pay determination

- 23.2 If, having had an informal discussion with the person making the pay recommendation, the employee believes that an incorrect recommendation has been made, they may make written representation to the person making the decision. The employee should submit a formal written statement to the person making the determination within 5 working days of being notified of the decision setting down in writing the grounds for their disagreement with the pay recommendation.
- 23.3 The employee is given the opportunity to make representations, including presenting evidence, and calling witnesses, and the opportunity to ask questions at a formal meeting with the person who will make the pay determination.
- 23.4 The employee may be accompanied at that meeting by a workplace colleague or representative of their trade union and the person making the pay decision may also have an adviser present to advise them.
- 23.5 Following this meeting the person making the pay decision will make a pay determination that will be communicated to the employee in writing, within 10 working days.

Stage 3 – A formal appeal hearing with an appeal panel

- 23.6 If an employee decides to appeal against the decision after it has been reviewed as set out above then the employee shall, within 5 working days of receipt of the reviewed determination, notify the trust's HR manager in writing of the appeal and the grounds for appealing the decision.
- 23.7 Teachers have the right to raise formal appeals against pay determinations if, for example, they believe that the person by whom the decision was made:
- has incorrectly applied any provision of the pay and/or appraisal policy;
 - has 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 employee.
- 23.8 The HR manager in conjunction with the trust's governance coordinator will arrange a meeting of an appeals committee, normally within 15 working days of the receipt of the written notice of appeal and, where possible, giving at least 10 working days' notice. The employee will be entitled to make representations in person to the pay appeals committee regarding the reasons for the appeal.
- 23.9 Members of the appeal panel will be drawn from senior leaders, governors and/or trustees. No member of the pay review appeals committee will have been involved at a previous stage in the pay decision process. No governor/trustee who is also employed at the trust may be a member of the pay review appeals committee.
- 23.10 If the appellant wishes to submit any written evidence as part of their appeal they must do so at least 5 working days prior to the appeal hearing.

- 23.11 The appellant may be accompanied at that meeting by a workplace colleague or representative of their trade union and the committee may also have an adviser present to advise the committee.
- 23.12 In the appeal hearing, both the employee and the person making the pay decision will have the opportunity to present their case.
- 23.13 The Appeals Committee should seek HR advice from the internal HR manager and HR support may also be provided by the external provider. HR advice will be available if needed during any formal hearings or as soon afterward as is reasonably practicable and before any decision is confirmed.
- 23.14 Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing, including their rationale for reaching the decision, as soon as possible and usually within 5 working days of the hearing.
- 23.15 The appeal panel's decision is final and, as set out in Section 3 of the STPCD, there is no recourse to the general staff grievance procedure.
- 23.16 Pay appeals should be formally clerked and a note of proceedings should be produced. The Appeal Panel will ensure that decisions are minuted and auditable.

24. Temporary Discretionary payments (including payments for Service Provision)

- 24.1 In line with the provisions of the STPCD, the trustees may consider a temporary additional payment for headteachers.
- 24.2 Temporary payments will be included in salary payments and subject to tax and national insurance. Temporary payments will be included as income for pension purposes.
- 24.3 Acting allowance payments, payments for service provision or planned overtime payments will only be applied on the basis that additional duties and responsibilities are undertaken.

'Acting allowance'

- 24.4 In accordance with the STPCD, where a teacher covered by this policy is assigned and carries out duties of a headteacher, deputy headteacher or assistant headteacher but has not been appointed in the role, the Trust Board (relevant body) must, as soon as reasonably practicable within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an allowance ("acting allowance") must be paid in accordance with the following provisions.
- 24.5 If the Trust Board's determination is that the teacher will not be paid an acting allowance, but the teacher continues to be assigned and to carry out duties of a headteacher, deputy headteacher or assistant headteacher (and has not been appointed as an acting headteacher, deputy headteacher or assistant headteacher), the Trust Board may at any time after that determination make a further determination as to whether or not an acting allowance must be paid.
- 24.6 If the Trust Board determines that the teacher must be paid an acting allowance, it must be of such amount as is necessary to ensure that the teacher receives remuneration equivalent to the salary that the Trust Board considers to be appropriate.
- 24.7 Where a teacher is assigned and carries out the duties of a headteacher, deputy headteacher or assistant headteacher in relation to whom a pay range (as the case may be) has been determined and an acting allowance is paid under this paragraph, the teacher's total

remuneration must not be lower than the minimum of the respective pay range for as long as the acting allowance is paid.

- 24.8 The teacher may be paid an acting allowance with effect from such day on or after the day on which duties of a headteacher, deputy headteacher or assistant headteacher are first assigned and carried out as the Trust Board may determine.
- 24.9 Where a teacher is paid an allowance under this paragraph, then for so long as that allowance is paid, Part 7 of the STPCD (the contractual framework for teachers) applies as if the teacher has been appointed to that post permanently.

Overtime

- 24.10 Planned overtime may be authorised, subject to the prior approval of the headteacher or CEO, to meet short-term and excessive workloads where it is essential that the task needs to be undertaken within a defined timescale.

Service provision - Headteachers & Senior Leaders

- 24.11 The trustees may consider a temporary payment not exceeding 25% of salary for additional responsibilities and service provision. These may include but are not limited to:
- The delivery of services under the Trust's Partnership Model Agreement. Temporary payments for headteachers and senior school leaders will be approved in accordance with the approved protocol for making temporary payments. The protocol is approved by the Board of Trustees and published separately.
 - A headteacher may be asked to support a school of concern within the trust. In such instances, the Board of Trustees may consider the award of a temporary incremental rise to support such a decision. The decision to award a temporary incremental rise will take into account:
 - The scale and complexity of the task at hand;
 - The size and circumstances of the school;
 - The existing leadership range of the headteacher;
 - The usage of additional capacity to support the task
 - Continuing professional development undertaken outside the school day;
 - Residential duties

- 24.12 Trustees will consider the rationale for the temporary payment against the existing pay scale range.

- 24.13 In circumstances where more than one member of staff is to receive a temporary payment, a consistent approach will be applied in all circumstances to ensure equity in the decision-making process. Trustees may consider the difference, or a proportion of the difference, between the current scale point and the next point.

25. Short notice/supply teachers

- 25.1 Teachers employed on a day-to-day or another short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of

employment for less than a day are calculated pro-rata, or as determined by an agency if so supplied.

26. Salary sacrifice arrangements

- 26.1 For the purposes of this policy, the term “salary sacrifice arrangement” means any arrangement under which a member of staff gives up the right to receive part of their gross salary in return for the employer’s agreement to provide a benefit-in-kind under any of the following or similar schemes:
- a. a childcare voucher (scheme closed to new entrants) or other childcare benefit scheme;
 - b. a cycle or cyclist’s safety equipment scheme;
 - c. any scheme advertised by the trust as one compatible with salary sacrifice arrangements and allowed for under the STPCD.
- 26.2 All benefits-in-kind are applied in-line with HMRC regulations.
- 26.3 Where an employee engages in a salary sacrifice arrangement, the employee’s gross salary may be reduced accordingly for the duration of such participation.
- 26.4 Participation in any salary sacrifice arrangement does not affect the determination of any safeguarded sum to which the teacher may be entitled under any provision of the Document.

27. Payment of course fees and memberships

- 27.1 The trust may cover the cost of employee training/development fees or memberships to bodies (where it is required for their roles). The trust reserves the right to recover such costs from the employee’s final salary should the employee leave employment within agreed timelines. These will be set out in the ONE Academy Trust Learning and Development Policy when published.

28. Deductions from final salary

- 28.1 If an employee owes any monies to the trust such as salary sacrifice deductions, salary overpayments, learning costs etc. at the point they leave the trust's employment, the outstanding balance will be deducted from their final pay. Where final pay is insufficient to cover the outstanding amount, an invoice will be issued requesting the amount to be repaid to the trust within one month after termination of employment.

29. Allowances and expenses

Relocation expenses and disturbance allowances

- 29.1 Relocation expenses and disturbance payments are not normally paid to employees to cover additional costs they may incur as a result of a change or disturbance to the work base. The Board of Trustees retains the right to approve any such allowances on a case-by-case basis dependent on a cost/benefit analysis.

Travel expenses etc.

- 29.2 The trust's Financial Management Policy sets out the eligibility for expenses and how to claim.

30. Record keeping and data protection

- 30.1 Notes will be kept of all interviews and meetings and the actions agreed. Where reasonably possible, these will be confirmed as an accurate reflection of what was discussed during the meeting.
- 30.2 Records will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and records retention schedule.
- 30.3 Personal data will be treated as confidential and will only be processed and shared in line with our data protection responsibilities under the Data Protection Act 2018 and the UK GDPR.

31. Monitoring and review

- 31.1 The trustees will monitor the outcomes and impact of this policy on an annual basis to assess its effectiveness and the trust's continued compliance with equalities legislation. As part of this commitment, the trust is establishing a process for annual monitoring against protected characteristics, pay grade, employment status and contract type.
- 31.2 This policy will be reviewed annually as a minimum but can be revised as needed and any substantive changes to policy consulted with the recognised trade unions.
- 31.3 This policy will be approved by the Board of Trustees.

TEACHER PAY SCALES FROM 1 SEPTEMBER 2023 *(new payscales to be inserted when available)*

The following pay scales have been agreed by the ONE Academy Trust Board of Trustees for implementation from 1 Sept 2023. These are in accordance with the National Pay Agreement recommendations.

Classroom Teachers	
Spine point	1 Sept 2023 to 31 Aug 2024
Main Pay Range	
Band 1	
Min M1	£30,000
M2	£31,737
M3	£33,814
Band 2	
M4	£36,051
M5	£38,330
Max M6	£41,333
Upper Pay Range	
Band 3	
Min U1	£43,266
U2	£44,870
Max U3	£46,525

Unqualified Teachers	
Scale point	1 Sept 2023 to 31 Aug 2024
Minimum (1)	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
Maximum (6)	£32,134

Teaching and Learning Responsibilities (TLRs)	
Payment 1 (TLR1)	1 Sept 2023 to 31 Aug 2024
Min	£9,272
Max	£15,690
Payment 2 (TLR2)	1 Sept 2023 to 31 Aug 2024
Min	£3,214
Max	£7,847
Payment 3 (TLR3) (Fixed Term)	1 Sept 2023 to 31 Aug 2024
Min	£639
Max	£3,169

Special Educational Needs Allowances	
	1 Sept 2023 to 31 Aug 2024
SEN (Min) Start without national SEND award	£2539
0-50 SEND pupils within the school (with national award)	£3071
50-100 SEND pupils within the school (with national award)	£3685
101-150 SEND pupils within the school (with national award)	£4297
150+ SEND pupils within the school (with national award)	£4914
SEN (Max)	£5009

Lead Practitioners	
Spine Point	1 Sept 2023 to 31 Aug 2024
Min 1	£47,417
Max 18	£72,085

Leadership Group	
Spine point	1 Sept 2023 to 31 Aug 2024
L1	£47,185
L2	£48,366
L3	£49,574

Leadership Group	
Spine point	1 Sept 2023 to 31 Aug 2024
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	£71,729
L19	£73,509
L20	£75,331
L21	£77,195
L22	£79,112
L23	£81,070
L24	£83,081
L25	£85,146
L26	£87,253
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31	£98,616
L32	£101,067
L33	£103,578
L34	£106,138
L35	£108,776
L36	£111,470
L37	£114,240

Leadership Group	
Spine point	1 Sept 2023 to 31 Aug 2024
L38	£117,067
L39	£119,921
L40	£122,912
L41	£125,983
L42	£129,140
L43	£131,056

Pay range for headteachers	
Group	Range of Spine Points
1	L6 - L18
2	L8 - L21
3	L11 - L24
4	L14 - L27
5	L18 - L31
6	L21 - L35
7	L24 - L39
8	L28 - L43