



## Pay Policy



*Effective from:*

## September 2025

*Approved by:*

## People & Culture Committee

### *Responsibility:*

# Director of People and Organisational Development



### Policy changes since the last review

- Updated to include the changes as approved in the School Teachers Pay and Condition Document (STPCD) relating to the pro-rating of Teaching and Learning Responsibility (TLR) Payments.
- Align the date of Teachers Pay Progression review to Pay Growth Conversation timetable.
- Reduce the number of trustees required to hear a pay appeal to ensure timely response to appeals

### *Review process:*

This policy will be reviewed according to The Mercian Trust's Policy Schedule outlined in its Scheme of Delegation. If there are any changes in legislation or legal requirements, an earlier review will be conducted to ensure compliance and relevance.

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## 1. Introduction

- 1.1 The purpose of this policy is to outline the way in which pay decisions are made within The Mercian Trust (from this point referred to as 'Our Trust') for teaching and associate staff.
- 1.2 The School Teachers' Pay and Conditions Document (STPCD) requires schools 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 determining appeals. As a multi academy trust, we continue to adhere to the School Teachers Pay and Conditions Document and as such, we will stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection). All procedures for determining pay should be consistent with the Principles of Public Life - objectivity, openness and accountability, and this policy helps to achieve this.
- 1.3 This policy sets out the framework for making decisions on teachers and associate staff pay. It has been developed to comply with current legislation Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and the requirements of the School Teachers' Pay and Conditions Document (STPCD), the Conditions of Service for Teachers (Burgundy Book), the National Agreement on Pay and Conditions for Local Government Workers (Green Book) and any relevant local collective agreements. This policy has been consulted on with staff and the recognised trade unions.
- 1.4 In adopting this pay policy the aim is to:
  - maximise the quality of teaching and learning in the schools within our Trust
  - support the recruitment and retention of a high-quality workforce
  - enable our Trust to recognise and reward colleagues appropriately for their contribution to the school and our Trust,
  - help to ensure that decisions on pay are managed in a fair, just and transparent way whilst eliminating unnecessary bureaucracy for all concerned.
  - ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified.
- 1.5 Please refer to pay scales document for details of the current pay scales applicable to all schools within our Trust.

## 2. Pay Reviews

- 2.1 Our Trust will ensure that each teacher's salary is reviewed annually, with effect from 1<sup>st</sup> September and no later than 30<sup>th</sup> November each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Headteacher reviews will be conducted by 30<sup>th</sup> November each year. Reviews for all associate members of staff will be conducted by 31<sup>st</sup> March each year and then all associate staff will be given a written statement setting out their salary and any financial benefits to which they are entitled.
- 2.2 The awarding of the annual cost of living pay award will be determined by the CEO taking into consideration the recommendations of the School Teachers' Review Body (STRB) and any increases awarded nationally to associate staff. In our Trust we endeavour to award the cost of living pay award in a timely and responsive manner, recognising the need to receive relevant national updates and information.
- 2.3 Individual reviews may take place at other times of the year to reflect any changes in circumstances or job description that leads 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.

2.4 Where the school staff structure and a pay determination leads or may lead to the start of a period of safeguarding, the school will give the required notification as soon as possible and no later than one month after the date of the determination. Safeguarding arrangements are in line with the provisions of the STPCD for teachers, and in line with locally agreed procedures that apply to Associate members of staff.

### 3. Basic Pay Determination on Appointment

3.1 For appointments made to schools, the Local Governing Body/ Headteacher/Principal will determine the pay range in line with our Trust's pay scales for a vacancy prior to advertising it in consultation with HR and upon appointment will determine the starting salary within that range to be offered to the successful candidate.

3.2 In making a pay determination, the school may take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider school/ Trust context

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

### 4. Automatic Pay Progression

4.1 Our Trust adopts a principle of automatic pay progression for all staff within the salary range agreed at appointment.

4.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible for automatic pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment in the previous school year.

4.3 Our Trust recognises that there are two potential changes to the annual salary of an employee. The first is the annual cost of living pay award determined by either the Department for Education (DfE) or National Joint Council for Local Government Services (NJC). The second is the annual or biannual pay progression for teachers or associate staff within their determined pay range. Within our scheme of delegation, the CEO is responsible for recommending the annual cost of living pay award for ratification by Trustees.

4.4 Our Policy recognises the recommendations made by the DfE Workload reduction taskforce, along with the importance of a growth process which is continuous and reflective. With regard to annual or biannual pay progression, our policy embeds the principle that all colleagues are entitled to receive the annual or biannual pay progression within their current pay spine unless professional concerns have been raised. **Any staff who are part of formal capability process will not be entitled to automatic pay progression.** The process for this is detailed in our Trust's Professional Concerns and Capability Policy and associated procedures which can be found on our Trust website.

4.5 Our Trust recognises that some teachers may not wish to progress from main scale to the upper pay range. Those who do not wish to make the application to progress at any stage will be fully supported and their professional goals will be designed to reflect this. This will not limit their opportunities to engage in professional growth and career development. The process for applications to move from main scale to Upper Pay Range in line with the STPCD, along with the decision-making process, is outlined below.

4.6 In the case of ECTs pay progression will also be automatic unless there are substantial concerns which have been raised as part of the statutory induction process. ECTs who successfully

complete their induction year and gain QTS will progress to M2 and then be eligible for automatic pay progression.

## **5. Pay Progression Decisions to be determined by our Trust's Pay Committee.**

- 5.1 There are several pay decisions which apply within all schools within Our Trust and sit outside of the scope of automatic pay progression as determined by this policy.
- 5.2 These decisions are determined by our Trust Pay Committee, following recommendations which are made by the CEO or his nominee. The remit and timing of the Pay Committee is set out in Appendix 1.
- 5.3 Pay decisions which will be determined by our Trust Pay Committee are:
  - The formal approval of our Trust's cost of living pay award for teachers and associate staff.
  - The decision, following application, to progress colleagues from the main pay spine to the upper pay spine.
  - Any colleague whose salary is paid on a spot point.
  - Any colleague who has requested a change or modification to their agreed pay range for their role.
  - Any colleagues who have indicated that they would like accelerated progression such to progress more than one point in any one academic year (eg. a double jump).
  - Any Trust wide reviews of pay scales (eg. pay range for a role within the leadership team)
  - Review of any additional allowances.
- 5.4 To be fair and transparent, the pay decisions determined by the pay committee will be rooted in evidence whilst being proportionate to be able to support robust decisions. In the schools within our Trust, we will ensure fairness by:
  - (a) Moderating the applications of colleagues who have applied to move from main scale to upper pay range.
  - (b) Assessing any applications to move outside of the pay range or change the pay range with due regard to HR processes and procedures.
  - (c) The Pay Committee reviewing evidence and moderating decisions recommended by the CEO, or his nominee through using anonymous evidence and applications.
- 5.5 The evidence we will use will be proportionate and will include:
  - Threshold applications and records of professional discussions.
  - National benchmarks such as the Teacher Standards or our Trust's exemplification documents such as the upper pay range standards.
- 5.6 Determinations made by the Pay Committee will have regard to recommendations from the CEO or his nominee and Headteachers within our schools.
- 5.7 The Pay Committee will consider its approach to ensure that appropriate funding is allocated for pay progression at all levels.
- 5.8 **Accelerated Progression**

In exceptional cases, Headteachers or the CEO (or their nominee) may make recommendations to our Pay committee for accelerated pay progression for an employee, this includes staff on associate and teaching pay scales including UPS. An employee who wishes to be considered for accelerated progression must apply to their Headteacher or, for members of the central team, to the Executive Director or CEO.

The Headteacher, Executive Director or CEO will consider the evidence provided by the employee and can make a recommendation for accelerated progression to the Pay Committee where a

member of staff has;

- demonstrated and evidenced exceptional performance of duties (in line with their job description) and
- made an exceptional contribution to the school or Trust as a whole.

#### 5.9 **Pay Progression for Associate Staff**

In April of each year employees will automatically move to the next incremental point plus any cost-of-living increase agreed by our Trust until they reach the top of the pay grade.

#### 5.10 **Performance is below that expected given the stage of career.**

**Any staff who are part of formal capability process will not be entitled to automatic pay progression.** The process for this is detailed in our Trust's Professional Concerns and Capability Policy and associated procedures which can be found on our Trust website.

### **6. Movement to the Upper Pay Range**

#### 6.1 **Applications and Evidence**

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.

Our Trust recognises that some teachers may not wish to progress from main scale to the upper pay range. Those who do not wish to make the application to progress at any stage will be fully supported. This will not limit their opportunities to engage in professional growth and career development.

Any colleagues who wish to progress to the UPR should be required to make an application, using the application template in Appendix 6, to their Headteacher. This should not be an onerous process, and no additional evidence should be collected aside from that which the school routinely accesses as part of their quality assurance processes, the specific type and frequency of which is delegated to the school.

The process would involve submitting an indication of intention to apply email and then submitting an Application to Progress form to the Headteacher. This would be followed by a professional conversation with the Headteacher which would be separate to the professional growth meetings.

The indication of intent to apply email should be sent to the Headteacher by 15<sup>th</sup> July with the application to progress submitted to the Headteacher by 5<sup>th</sup> September in the academic year where a colleague was requesting to move to UPR and professional discussions should take place by the end of September with timing to be determined by the Headteacher depending on numbers of colleagues and appropriate workload considerations. Exceptions to this timing will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

The professional conversation to explore a colleague's application to progress should cover the following aspects:

- An opportunity to reflect and demonstrate that they are meeting the relevant standards and have engaged with any previous professional growth cycles.
- An opportunity for the colleague to share with the Headteacher any other information they deem to be relevant or contributions to the School, Trust or wider sector.

The Headteacher would be responsible for deciding if the colleague progressed from M6 to UPR and making this recommendation to Executive Directors.

The recommendations of the Headteachers will be moderated by our Trust and decisions recommended for approval at our Trust pay committee.

Following our Trust pay committee, Headteachers decisions should be communicated in writing to the colleague and shared with their HR Advisor in order to trigger the pay progression.

If a teacher is simultaneously employed at another school/s outside of our Trust, they should follow that school's process if they wish to apply to be paid on the upper pay range in that school or schools. Our Trust will not be bound by any pay decision made by another school from outside of our Trust.

**The process for applications is:**

- (a) Indicate to the Headteacher their intention to apply to progress via email by 15<sup>th</sup> July in the academic year they are paid on M6.
- (b) Submit our Trust's application form which can be found in Appendix 6 by 5<sup>th</sup> September along with any additional evidence to the Headteacher/Principal
- (c) The Headteacher/Principal will assess the application, meet with the colleague for a professional discussion, and then make a recommendation to the Pay Committee.
- (d) The Pay Committee will make the final decision, advised by the CEO and moderated by the CEO or an Executive Director.
- (e) Teachers will receive written notification of the outcome of their application by 30<sup>th</sup> November. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- (f) Successful applicants will move to the minimum of the UPR from the previous September onwards.
- (g) Unsuccessful applicants can appeal the decision.

**6.2 The Assessment**

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

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

For the purposes of this Pay Policy:

- 'Highly competent' means 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, in order to help them meet the relevant standards and develop their teaching practice.
- 'Substantial' means 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 of time, as evidenced through previous performance management processes or from the current academic year, Our Trust's approach to Professional Growth.

### 6.3 Movement within the Upper Pay Range

Our Trust has adopted the advisory pay scale points for the upper pay range.

Progression from UPR1 to UPR2 and then from UPR2 to UPR3 will be awarded bi-annually through the automatic pay progression process as detailed above.

Where the headteacher/principal **is not satisfied that post-threshold standards are being maintained**, this should be addressed through the Professional Concerns and Capability policy which can be found on our Trust's website.

### 6.4 Associate Staff Review of Pay Grading

Associate staff may make an application to have their role and associated pay regraded where they believe that there has been a significant change to their role or job description. This application should take place in February before the next round of professional growth conversations commence in April.

#### 6.5 The process for making an application for a job regrade is:

- (a) Indicate to the Headteacher their intention to apply for a regrade by 1st February.
- (b) Submit any evidence to the Headteacher/Principal/Senior Leader by 28<sup>th</sup> February.
- (c) The Headteacher/Principal with support from their HR advisor will assess the application, meet with the colleague for a professional discussion, and then make a recommendation to the Pay Committee.
- (d) The Pay Committee will make the final decision, advised by the CEO and moderated by the CEO or an Executive Director.
- (e) Associate staff will receive written notification of the outcome of their application by 30<sup>th</sup> April. Where the application is unsuccessful, the written notification will include an explanation of the reasons for the decision which has been reached.
- (f) Successful applicants will have their pay grade changed with effect from 1<sup>st</sup> April of the relevant year and the Headteacher will ensure that a new job description is issued.
- (g) Unsuccessful applicants can appeal the decision.

## 7. Leadership Group Positions

- 7.1 The pay ranges for those on the Leadership Pay Spine (Headteacher/Principal, Deputy Headteacher and Assistant Headteacher) will be determined in accordance with the criteria specified in the STPCD and ensuring fair pay relativities. Pay ranges for all leadership positions within Trust are detailed on the pay scales document available separately.
- 7.2 The Local Governing Body will normally appoint new leadership teachers at the bottom point of the relevant pay range.
- 7.3 The Local Governing Body will allocate pay scale points on the Leadership Spine in accordance with the statutory provisions of the STPCD and the procedures set out in Appendix 3 of this document.

## 8. Lead Practitioners

- 8.1 A Lead Practitioner is a qualified teacher who has been appointed for the purpose of leading and improving the teaching skills of others in more than one Trust school.
- 8.2 Our Trust reserves the right to establish Lead Practitioner posts or other similar posts within Trust structures. Our Trust reserves the right to set appropriate remuneration for such posts using either TLRs or the Lead Practitioner Scale in the appendices.

## **9. Unqualified Teachers**

9.1 Our Trust will pay Unqualified Teachers on the unqualified teachers scale, taking account of relevant experience on the same basis as for qualified teachers and paying an appropriate unqualified teacher's allowance where additional responsibilities merit this, in line with the provisions of the STPCD. The payscale for Unqualified Teachers can be found on the separate pay scales document available from the finance portal.

## **10. Teaching and Learning Responsibility (TLR) Payments**

10.1 Our Trust will allocate TLR payments to classroom teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the STPCD and the provisions of the individual school's staffing structures. The school's staffing structure will identify those posts to which TLR payments are attached and the levels and values of those payments, and the present structure for TLR payments is in Appendix 4.

10.2 A TLR 3 may be awarded for a time limited or one-off project. The duties undertaken must be focused on school improvement or time limited one off externally driven responsibilities and meet the same criteria for an existing TLR1 or 2. Teachers awarded a TLR3 will be confirmed at the outset, in writing, the length of the project and payment.

10.3 Part-time teachers may be awarded a TLR. TLR payments for part-time teachers are based on the percentage of the responsibilities the teacher is undertaking e.g. where part-time teachers carry out part of the responsibility attached to a TLR as part of a job share arrangement, they should each receive an appropriate proportion of the non-contact time required to undertake the TLR. Where a part time teacher carries out the whole responsibility of a TLR post, they should receive the total value of the TLR payment TLR payment should not be pro-rated based on the contractual working hours of the teacher.

## **11. Improvement and Innovation Allowance (IIA) Payments**

11.1 IIA payments may be awarded to any employee within our Trust for either a fixed term or on a permanent basis for an additional role, responsibility or for the duration of the delivery of single project.

11.2 The values of IIAs (IIA1 to IIA6 range) are included in Appendix 4.

11.3 Where an employee is awarded an IIA, there should be written confirmation from the Headteacher, Senior Central MAT Leader, Executive Director or CEO (or their nominee) confirming the role or project for which the IIA is being paid, the duration of the role and the value of the assigned IIA.

## **12. SEN Allowances**

12.1 Headteachers may award SEN allowances in the following circumstances in line with the STPCD.

12.2 Qualified and unqualified teachers are eligible for SEN allowances, including colleagues who are employed on a part time basis.

12.3 The value of a SEN allowance should be set out clearly based upon the criteria specified in the STPCD.

12.4 The allocation of SEN allowances and responsibilities must align with our Trust's approach to supporting SEND students within our schools.

### **13. Allowance payable to unqualified teachers**

13.1 The relevant body may determine that such additional allowance as it considers appropriate is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- (a) taken on a sustained additional responsibility which:
  - (i) is focused on teaching and learning; and
  - (ii) requires the exercise of a teacher's professional skills and judgment; or
- (b) qualifications or experience which bring added value to the role being undertaken.

### **14. Recruitment and Retention Payments**

14.1 Schools within our Trust reserve the right to make recruitment and retention payments to teachers where it deems such payments to be necessary in response to local recruitment and retention difficulties. Any use of such payments will be on the basis of clearly defined criteria determined by our Trust from time to time and applied on a non-discriminatory basis.

14.2 Any written offer of a recruitment and retention payment will make clear if the payment is a one-off payment or ongoing but time limited. If it is ongoing but time limited, the written confirmation will set out the time period, if the payment is subject to uplifts and when the payment will be withdrawn.

14.3 Recruitment and retention payments should not apply to leadership posts unless in line with circumstances in STPCD

### **15. Acting Allowances**

15.1 Where a teacher is required to act as a member of the Leadership team for a period in excess of four weeks, they will receive additional allowances in order that their pay reflects the additional responsibilities that have been taken on.

15.2 Payment of acting allowances will be backdated to the day the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part. The employee will return to their substantive post after the period of acting up has ended.

15.3 Any written offer of an acting allowance payment will make clear the value of the payment, time period to which the payment applies, if the payment is subject to uplifts and when the payment will be withdrawn.

### **16. Additional payments**

16.1 As per STPCD (para 26), schools within Our Trust may make such payments as it sees fit to a teacher, other than a Headteacher/Principal, in respect of:

- (a) continuing professional development undertaken outside the school day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- (c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

### **17. Part-Time Teachers**

17.1 Teachers employed on an ongoing basis at the school but who work less than a full working week

are deemed to be part-time. The school will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

## **18. Short Notice/Supply Teachers**

- 18.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.
- 18.2 Teachers employed on a day-to-day or short notice basis are not subject to our Trust's Professional Growth approach.

## **19. Associate Staff**

- 19.1 Our Trust Board has adopted, where applicable, the relevant Local Authority's Framework of Associate Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. Our Trust Board has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the Associate staffing structure for Mercian Trust Academies. The pay and grading of Associate staff, attached to the Framework, is the single status pay and grading structure agreed by the relevant Local Authority from November 2011. In adopting the Single Status Pay and Grading Structure and Framework our Trust Board is assured that, in each of our Trusts Academies:
  - (a) all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
  - (b) decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
  - (c) any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
  - (d) all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
  - (e) posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

The headteacher/principal/Senior MAT Leader will determine the staffing structure for their school in consultation with our Trust central team. This will set out the agreed posts, duties and responsibilities, and reporting lines.

Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

## **20. Appeals Against Pay Decisions**

- 20.1 Appeals against decisions made by the Pay Committee will be referred to the Pay Appeals Committee for resolution under the terms of the appeals procedure set out in Appendix 5.

## Remit for The Pay Committee

The Pay Committee will comprise at least three Trustees. There will be two meetings of our Trust Pay Committee;

- Once in November to consider recommended changes to individual pay for those employed under the STPCD which is outside the scope of automatic pay progression and to agree the annual cost of living pay award based upon STRB recommendations
- Once in April to consider recommended changes to regrading of individual pay for associate staff and any national cost of living pay award based upon NJC determination.

### Establishment of the Policy

Our Trust Board, through the People and Culture Committee, is responsible for:

- establishing the policy, in consultation with the Local Governing Bodies, Finance and Resources Committee, Headteachers/Principals/Senior Central MAT Leaders, and staff

### Monitoring of the Policy

Our Trust Board, through the People and Culture Committee, is responsible for:

- considering an annual report on decisions taken in accordance with the terms of the policy.

### Application of the Policy

The CEO is responsible for:

- Moderating the pay decisions of all Headteachers/Principals to ensure fair and equitable treatment across all Trust schools.
- Recommending any pay awards for colleagues who are paid on spot points.
- Recommending any changes to overall pay ranges, structures or values of payments.
- Recommending the Annual Cost of Living Pay award, following STRB or NJC guidance.

The Headteacher/Senior Leader is responsible for:

- ensuring that applications received from staff who have applied to move from main scale to upper pay range are received, followed by a professional discussion, and recommendations are made to the CEO in time for the November Trust Pay Committee
- ensuring that applications received from associate staff who have applied to regrade their roles are received, followed by a professional discussion, and recommendations are made to the CEO in time for the April Trust Pay Committee
- ensuring that staff are informed of the outcome of decisions of the Pay Committee and of the right of appeal.

The Pay Committee is responsible for:

- taking decisions, based upon the recommendation of the CEO, regarding the changes to the pay of staff in line with the national cost of living pay award.
- taking decisions regarding the pay progression of staff moving from main scale to upper pay scale, those who are paid on a spot point or changes to pay ranges for roles such as leadership pay ranges.
- Taking decisions regarding the pay for associate staff who have applied to regrade their roles are received, followed by a professional discussion, and recommendations are made to the CEO, or his nominee in time for the April Trust Pay Committee
- ensuring that the staff are informed of the outcome of any decision of the Pay Committee and of the right of appeal.

The Appeals Committee is responsible for:

- taking decisions on appeals against the decisions of the Pay Committee in accordance with the terms of the appeals procedure of the policy.

## **APPENDIX 2**

All schools within our Trust adhere to nationally agreed pay frameworks for teaching and associate staff. This document can be found on the finance portal though paper copies can be made available on request.

## **Pay Decision Criteria**

The Pay Committee will take decisions on pay, including the Upper Pay Scale and Leadership Spine progression according to the STPCD's statutory provisions

### **UPR and Leadership**

Decisions on movement from Main scale to Upper Pay Range will be taken by the Pay Committee, following consideration of the recommendation of the CEO in consultation with the Headteacher/Principal. For those on the Leadership Spine this can include an adjustment to their pay range, in accordance with the STPCD framework. Such an adjustment must be approved by Trust Pay Committee.

**UPR:** In respect of application to be considered for a payment on UPR the process is set out in the policy.

Progression within the UPR is automatic biannually unless there are concerns which are being addressed by our Trust's Professional Concerns and Capability policy and process.

### **UPR progression - atypical situations**

Where it is not possible or practicable to apply the provisions of the statutory guidance, for example due to absence or recent appointment, the pay committee will take its decisions on the basis of the information available to it. Where teachers have recently joined the school, the pay committee will, where necessary, liaise and seek evidence from previous schools and only where necessary seek evidence from the teachers themselves.

### **Teachers joining from another school or other employment**

Although teachers joining the school from other employment have no right to be placed on a particular point or be eligible for a payment on the UPR or the Leadership scale, the LGB will exercise its discretionary power to allocate additional pay scale points in respect of any performance-related pay progression made in their previous employment and pay the teacher at a point that it considers fair in all the circumstances.

## TLR STRUCTURE

Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.

### Criterion

A Teaching and Learning Responsibility payment (“TLR”) may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the school’s staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which s/he is made accountable.

The TLR1 and TLR 2 are permanent awards whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.

### Factors (TLR1 and TLR2)

Before awarding a 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

- (a) is focused on teaching and learning;
- (b) requires the exercise of a teacher’s professional skills and judgement;
- (c) requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum;
- (d) has an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils; and
- (e) involves leading, developing and enhancing the teaching practice of other staff.

### TLR1 Only

Before awarding a TLR 1, the Headteacher must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people. The definition of “significant” in this context is a matter for the Headteacher.

### TLR3 (time limited)

Before awarding a TLR 3, the Headteacher must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

- (a) requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage pupil development across the curriculum; and
- (b) involves leading, developing and enhancing the teaching practice of other staff.

The Headteacher will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers’ pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

**Current TLR values can be found on the separate Trust pay scales document. This document can be found on the HR portal.**

Details of TLRs to be awarded at the school will depend on the outcome of the review of the staffing structure and the timing of introduction will be in line with the implementation plan.

If a post meets the criterion and all of the factors, this does not mean automatically that the post will be graded as a TLR1.

A teacher may not hold more than one TLR1, but a TLR could be based on a job description that itemises several different areas of significant responsibility.

TLRs may be awarded on a temporary basis only where the teacher is temporarily occupying a different post in the staffing structure to which a TLR payment is attached (such as in the cases of cover for secondments, maternity or sick leave or vacancies pending a permanent appointment) and for the duration of that responsibility.

Teachers in receipt of safeguarded allowances and temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3s are not subject to safeguarding

**IIA Payments:**

IIA1	£500
IIA2	£1,000
IIA3	£1,250
IIA4	£1,500
IIA5	£2,000
IIA6	£3,000

## PAY APPEALS PROCEDURE

### Remit for The Pay Committee

The Appeal Committee will comprise of least two Trustees, none of whom will be members of our Trust's Pay Committee.

The Appeals Committee will be convened when required following receipt of a written appeal from a Trustee.

The arrangements for considering appeals are as follows:

Any employee may appeal against any determinations in relation to their pay or any other decision taken by the school that affects their pay. The grounds for appeal are that the person or committee by whom the decision was made:

- incorrectly applied any provision of the STPCD, or the appropriate terms and conditions of employment;
- 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
- otherwise unlawfully discriminated against the employee.

order of proceedings is as follows:

The employee receives written confirmation of the pay determination and where applicable written or verbal information regarding the basis on which the decision was made.

If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.

Where this is not possible, or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.

The employee should set down in writing the grounds for questioning the pay decision, which must relate to the grounds as set out above, and send it to our Trust Governance Professional (TGP) within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.

The TGP should convene a Trustees' hearing panel 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 will be informed in writing of the hearing's decision and the right to appeal.

**APPENDIX 6**  
**Application form for a teacher to apply to progress from**  
**Main Scale to Upper Pay Range**

<b>Applicant's Name</b>		<b>Role</b>	
<b>Home School</b>		<b>Current Pay Scale</b>	

<b>I confirm that I would like to be considered to progress from my current pay scale to the Upper Pay Range</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Date of Application:</b>	

Please **briefly** summarise the reasons that you wish to make the application to progress from main scale to upper pay range. Upper pay range requires teachers to be making a sustained and substantial contribution in line with the teacher standards and our upper pay range standards.

In preparation for the professional conversation which will be held with the Headteacher, please include below reference to any evidence you wish to be considered which is not available through the routine quality assurance processes.

Any evidence should be submitted electronically with this application form. Please note that there is **no requirement to submit any additional evidence** to be considered for progression from main to upper pay range.

<b>Signed (applicant)</b>		<b>Date of submission to Headteacher</b>	
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