



Transforming  
Futures  
TRUST

## Transforming Futures Trust

# Teachers Pay Policy

1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024

Issue	Date adopted by Trustees	Policy Author/Reviewer	Comments	Signed by Chair of Trustees
1	15 <sup>th</sup> November 2017	Chris Humphries	Policy for ACE Schools Plymouth	 15 <sup>th</sup> November 2017
2	10 <sup>th</sup> October 2018	Joanne Warn	Amendments to salary scales for 18/19	 30 <sup>th</sup> October 2018
3	4 <sup>th</sup> Dec 2018	Chris Humphries	Changes Remuneration Committee to Remuneration Committee	 4 <sup>th</sup> December 2018
4	16 <sup>th</sup> Oct 2019	Chris Humphries	Amendments to salary scales for 19/20	N/A
5	13 <sup>th</sup> Nov 2020	Tracey Savage	Amendments to salary scales for 20/21	 13 November 2020
6	27 <sup>th</sup> Nov 2021	Helena White	Policy Review	Tim Thexton 27 <sup>th</sup> November 2021
7	27 <sup>th</sup> October 2022	Helena White	Policy Review	Tim Thexton 27 <sup>th</sup> October 2022
8	7 <sup>th</sup> November 2023	Dani Peck	Policy Review	 7 <sup>th</sup> Nov 2023

### **Statement of Intent**

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to “...conduct the school with a view to promoting high standards of educational achievement at the school.” The pay policy is intended to support that statutory duty. The Trustees of Transforming Futures Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness, and accountability.

This policy sets out the framework for annual pay determination. It has been developed to comply with current legislation and the requirements of the School Teachers’ Pay and Conditions *Document 2023*

### **Equalities and Performance-Related Pay**

The Trustees will comply with relevant equalities legislation:

- a) Employment Relations Act 1999
- b) Equality Act 2010
- c) Employment Rights Act 1996
- d) The part-time workers (prevention of less favourable treatment) regulations 2000
- e) The fixed-term employees (prevention of less favourable treatment) regulations 2002
- f) The agency workers regulations 2010

The Trustees will ensure that its processes are open, transparent and fair. All decisions will be objectively justified and minutes of any decisions, and the reasons for them will be kept. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis.

The Trust will do everything in its power to make a performance-related judgement. If little or no performance evidence is available from the relevant appraisal cycle, because the Teacher has been away from school due to pregnancy, maternity, adoption leave or disability-related illness, it will use evidence from previous appraisal cycles.

In the absence of any evidence that the Teacher would not have received the increase in pay, the Trustees will make a pay award to avoid discrimination.

### **Annual Determination of Pay**

The Trust Board has delegated its pay powers to the Remuneration Committee. All teaching staff salaries, including those of the Head Teacher, Deputy Head Teacher(s) and Assistant Head Teacher(s) will be reviewed annually to take effect from 1 September. The Remuneration Committee will complete Teachers’ annual pay reviews by 31st October and the Head Teacher’s annual pay review by 31 December. The Teacher’s performance management/appraisal reports will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Remuneration Committee, having regard to the performance management / appraisal report and taking into account advice from the senior management team. In addition, each Teacher will receive a written notification setting out their salary and any other financial benefits to which they are entitled with the November pay.

Where possible, no member of the Trust who is employed to work in the school shall be eligible for membership of the Remuneration Committee. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

Individual staff will be informed of the Remuneration Committees decision (subject to appeal) prior to the stated deadlines for staff and the Head Teacher.

The Remuneration Committee will review the staffing establishment of Schools at least once a year as part of the School Development Plan. This review will take place before the Remuneration Committee determines the budget for the following year to take account of any recommendations by the Remuneration Committee which carry financial implications.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.

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

As per STCPD, A person has completed a "year of employment" if: 'the person has completed periods of employment amounting to at least twenty-six weeks ... which runs from the beginning of the week in which the employment commences to the end of the week in which the employment is terminated and includes any holiday periods and any periods of absence from work in consequence of sickness (pregnancy) or injury, whether the person's service during that period has been full-time, part-time, regular or otherwise'; staff who have not worked for more than 26 weeks prior to September the first will not be eligible for a new pay determination and their PM will not be taken into account for subsequent PM processes such as consideration for applying to go onto UPR or progressing on UPR where two previous PMs at this school are required.

In order to make review meetings and target setting more clearly defined Schools will split this into two separate meetings in order to ensure that the annual performance related pay review is completed before the deadline of October 31<sup>st</sup> and then a separate meeting to establish the objectives for the coming year will be held in November.

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and job weight, and the Head teachers need to recruit, retain and motivate sufficient employees of the required quality at all levels.

## **Obligations**

### **Trustees Obligations**

The Trust Board delegates to a Committee, referred to from this point as the Remuneration Committee, the administration and implementation of the Pay Policy.

The obligations for the Remuneration Committee are as follows:

- a) The Remuneration Committee will need to assure themselves that appropriate arrangements for linking appraisal to pay are in place, can be applied consistently and that their pay decisions can be objectively justified.

- b) The Remuneration Committee will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see *Annual determination of pay section*) and the school's spending plan.
- c) The Remuneration Committee will monitor the outcomes of pay decisions, including the extent to which different groups of Teachers progress at different rates, ensuring the school's continued compliance with equalities legislation.

#### Head Teacher Obligations

The obligations for the Head Teacher are as follows:

- a) Develop clear arrangements for linking appraisal to pay progression and consult with staff and school union representatives on the appraisal and pay policies.
- b) Submit any updated appraisal and pay policies to the Remuneration Committee for approval.
- c) Ensure that effective appraisal arrangements are in place, and that any appraisers have the knowledge and skills to apply procedures fairly.
- d) Ensure that mid-term reviews are undertaken for all Teachers, including the leadership group.
- e) Submit pay recommendations to the Remuneration Committee and ensure the Remuneration Committee has sufficient information upon which to make pay decisions.
- f) Ensure that Teachers are informed about decisions reached, and that records are kept of recommendations and decisions made.
- g) Moderate objectives, performance assessment and initial pay recommendations to ensure consistency and fairness.
- h) Ensure the evidence used will be only that which is available through the performance management/ appraisal process
- i) Ensure Teacher's performance management/appraisal reports will contain pay recommendations.

#### Teachers' Obligations

The obligations for Teachers are as follows:

- a) Engage with appraisal; this includes working with their appraiser to ensure that there is a secure evidence base in order for an annual pay determination to be made.
- b) Keep records of their objectives and review them throughout the appraisal process.
- c) Share any evidence they consider relevant with their appraiser.
- d) Ensure they have an annual review of their performance as well as interim reviews.

#### **Teachers Leadership Group Pay**

*The pay ranges for the Leadership scale can be found in appendix 1a.*

#### **Head Teachers Pay - Pay on Appointment**

- a) The Remuneration Committee will review the school's Head Teacher group and the Head Teacher's pay range in accordance with paragraphs four, five, seven and eight.
- b) If the Head Teacher takes on permanent accountability for one or more additional schools, the Remuneration Committee will set a pay range in accordance with the provisions of paragraph 7.9, as the case may be.
- c) For appointments on or after 1 September 2023, the Remuneration Committee will determine a pay range, taking account of the full role of the Head Teacher (part seven), all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.3), including recruitment issues. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- d) The Remuneration Committee will use reference points within the pay range.

- e) At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Remuneration Committee will adjust the pay range to ensure appropriate scope of 7 point scale, for performance related pay progression as detailed in the above table.
- f) The Remuneration Committee will have regard to the provisions of paragraph 9.4 in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- g) The Remuneration Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with paragraph 10.
- h) The Remuneration Committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.2. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the Remuneration Committee and the Remuneration Committee will seek external independent advice before giving agreement.

### **Serving Head Teachers**

- a) The Remuneration Committee will only re-determine the pay range of a serving Head Teacher, in accordance with paragraph 9, if the responsibilities of the post change significantly, or if the Remuneration Committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2023, or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2023 (paragraph four).
- b) It will also re-determine the pay range if the group size of the school increases, or if the Head Teacher takes on permanent accountability for an additional school(s).
- c) If the Remuneration Committee re-determines the Head Teacher's pay range, it will take account of all indefinite responsibilities of the post, any specific challenges and all other relevant factors, including retention issues. The Remuneration Committee will take into account the factors set out in *Appendix 2* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions
- d) The Remuneration Committee will consider using its discretion, in exceptional circumstances, to exceed the 25 per cent limit beyond the maximum of the group range, as set out in paragraph 9.3. However, before agreeing to do so, it will make a fully documented business case and will seek external independent advice.
- e) The Remuneration Committee will use reference points within the pay range and will leave at least 7 reference points for performance-related pay progression
- f) The Remuneration Committee will review the Head Teacher's pay in accordance with the STPCD (and paragraph 26 of the statutory guidance) and award 1 reference point where there has been sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives. Where there has been exceptional performance the Remuneration Committee will review pay and may award up to 2 points
- g) The Remuneration Committee will be advised by the Head Teachers performance panel group on the agreed performance objectives and the outcome of the review of these. This submission will be in the form of a verbal or written statement to the Remuneration Committee as part of the annual performance review. In considering whether performance objectives have been met,

account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

- h) Where the Head Teacher's performance is exceptional, it will award accelerated performance related pay progression of 2 points taking account of the most recent appraisal and any recommendation on pay. The Remuneration Committee will consider whether the circumstances specific to the role or candidate warrant a higher than normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3. It will only set a range the maximum of which is more than 25 per cent above the maximum value of the group range in exceptional circumstances. In such circumstances, it will make a business case to the Remuneration Committee and the Remuneration Committee will seek external independent advice before giving agreement.
- i) The Remuneration Committee will have regard to the provisions of paragraph 9.4 in particular, and will also take account of the pay and ranges of other staff, including any permanent payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- j) The Remuneration Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10.
- k) The total sum of temporary payments made to a Head Teacher must not exceed 25 per cent of the annual salary which is otherwise payable to the Head Teacher; and the total sum of salary and other payments made to a Head Teacher must not exceed 25 per cent above the maximum of the Head Teacher group, except in wholly exceptional circumstances.

#### Deputy/Assistant Head Teachers

##### **Pay on Appointment**

- a) For appointments on or after 1 September 2023, the Remuneration Committee will determine a pay range, taking account of the full role of the Deputy/Assistant Head Teacher (part seven), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.3), including recruitment issues. The Remuneration Committee will take into account the factors set out in *Appendix 2* when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.
- b) The Remuneration Committee will use reference points within the leadership pay range.
- c) At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Remuneration Committee will adjust the pay range to ensure appropriate scope of 5 points, for performance related pay progression.
- d) The Remuneration Committee will consider whether the award of any additional payments is relevant, as set out in the STPCD.

#### Serving Deputy / Assistant Head Teachers

- a) The Remuneration Committee will review and, if necessary, re-determine the Deputy/Assistant Head Teacher pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Head Teacher (paragraph nine of section three guidance), or to maintain consistency with pay arrangements for new appointments to the leadership group made on or after 1 September 2023, or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change on or after 1 September 2022.
- b) When determining the pay range of a serving Deputy/Assistant Head Teacher, the Remuneration Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.3), including retention issues. The Remuneration Committee will take into account the factors set out in *Appendix 2*.

when determining an appropriate pay range. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions

- c) The Remuneration Committee will consider whether the award of any additional payments is relevant, as set out in paragraph 26 of the STPCD.
- d) The Remuneration Committee will use reference points within the pay range and will leave at least 5 points for performance-related pay progression
- e) The Remuneration Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure, but will note paragraph 9.4
- f) The Remuneration Committee will review pay in accordance with paragraphs 11 and award 1 reference point where there has been sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against the performance objectives. Where there has been exceptional performance the Remuneration Committee will review pay and may award up to 2 points
- g) The Remuneration Committee will be advised by the Head Teacher of the agreed performance objectives and the outcome of the review of these. Deputies and Assistant Head Teacher's will be able to make submissions in the form of a verbal or written statement to the Remuneration Committee. In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

#### Acting Allowances

- a) Acting allowances are payable to Teachers who are assigned and carry out the duties of Head Teacher, Deputy Head Teacher or Assistant Head Teacher in accordance with paragraph 23 of the STPCD. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

#### **Qualified Teachers Pay**

##### Qualified Teachers Pay Scale

The Remuneration Committee will determine the points within the Main Pay Range (MPR). *The pay ranges for the Main Pay Range can be found in appendix 1b.*

##### Pay on Appointment of Newly Appointed Teachers at the School

The Head Teacher will determine the starting salary of a vacant classroom Teacher post on the main pay range or upper pay range, such as the Remuneration Committee determines, having regard to:

- a) the specific nature and requirements of the post,
- b) any specialist knowledge and or experience required for the post,
- c) the experience required to undertake the specific duties of the post.
- d) the wider school context (excluding extra curricula activities.)

The Remuneration Committee will, if necessary, and on the recommendation of the Head Teacher use its discretion to award a recruitment and retention incentive benefit to secure the candidate of its choice.

##### Qualified Teachers Progression

To move up the main pay range, one point at a time, Teachers will need to have made good progress towards their objectives. A decision may be made not to award progression whether the Teacher is subject to capability proceedings.



The Remuneration Committee will be advised by the Head Teacher in making all such decisions. Any increase (i.e. no movement, one point, more than one point) will be clearly attributable to the performance of the Teacher in question. The Remuneration Committee must be able to justify its decisions.

Judgements will be properly rooted in evidence. As a Teacher moves up the main pay range, examples of evidence will show:

- a) An increasing positive impact on pupil progress,
- b) An increasing impact on wider outcomes for pupils,
- c) Improvements in specific elements of practice identified to the Teacher, e.g. behaviour management or lesson planning,
- d) Increased work with external bodies and agencies,
- e) An increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that a Teacher has exceptional performance, the Remuneration Committee will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point; teaching should be 'outstanding'. In the case of NQTs whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

A recommendation on pay will be made in writing as part of the Teacher's appraisal report by the Head Teacher, and the Remuneration Committee will have regard to this recommendation in making their decision.

#### Upper Pay Range

##### **Application to Be Paid on the Upper Pay Range**

Any qualified Teacher can apply to be paid on the upper pay range. If a Teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). The Trust will not be bound by any pay decision made by another school.

Teachers may apply if they meet the criteria from Section 15.2 from STCPD:

- a) that the Teacher is highly competent in all elements of the relevant standards; and
- b) that the Teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

In Transforming Futures Multi Academy Trust (the Trust) this means.

- a) "highly competent": The Teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
- b) "substantial": the Teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.



- c) “sustained”: The Teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.
- d) Where Teachers are subject to the 2011 regulations or the 2012 regulations, the Remuneration Committee shall have regard to the assessments and recommendations in Teachers’ appraisal reports under those regulations.
- e) In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should submit a letter evidencing how they have met the teachers standards.
- f) A recommendation on pay will be made in writing as part of the Teacher’s appraisal report, and the Remuneration Committee will have regard to this recommendation in making their decision.
- g) The Remuneration Committee will be advised by the Head Teacher in making all such decisions. Any increase (one point or more than one point) will be clearly attributable to the performance of the Teacher in question. The Remuneration Committee must be able to justify its decisions.

#### Process for Application for UPR

One application may be submitted annually. The closing date for applications is the Tuesday prior to the October half term; however, exceptions will be made in particular circumstances, e.g. those Teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

#### **Step 1**

Complete the letter of application stating how you qualify for applying to move up to the **Upper pay Range**, your letter should include evidence of how you have met the teachers’ standards and how you have had a wider impact within your school.

#### **Step 2**

Submit the letter to the Head Teacher by the cut-off date.

#### **Step 3**

The Remuneration Committee will make the final decision, advised by the Head Teacher. HR will advise from a regulatory and employment law perspective, with reference to the STPCD and Burgundy Book.

Teachers will receive written notification of the outcome of their application by the 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

Successful applicants will move to the minimum of the UPR on the 1st September; and unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 3 of this policy.

The Remuneration Committee will be set up as a first Committee to allow for any appeals and a second Committee to follow if necessary.

#### Upper Pay Range Progression

The Remuneration Committee have determined there will be three reference points within the nationally set Upper Pay Range scale. *The pay ranges for the UPR scale can be found in appendix 1c.*

Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual Teacher in that they will show that they are highly competent in all elements of the relevant standards; and that their achievements and contribution to an educational setting or settings are substantial and sustained (as defined above in 6.2.1). A decision may be made not to award progression whether the Teacher is subject to capability proceedings. The Remuneration Committee will be able to objectively justify its decisions.

Where it is clear from the evidence that the Teacher's performance is exceptional, in relation to the criteria set out above (see 6.2.1), and where the Teacher has met or exceeded their objectives, the Remuneration Committee will use its flexibility to decide on enhanced progression from the minimum to the maximum of UPR.

The Remuneration Committee will be advised by the Head Teacher in making all such decisions.

#### Leading Practitioner Posts

At present the Trust does not have a defined place for a Leading Practitioner Role within the staffing structure. However, should the needs of the Trust change and this role be one which is required then any additional duties will be set out in the job description of the leading practitioner and will include:

- a) a leadership role in developing, implementing and evaluating policies and practices in the school that contribute to school improvement.
- b) the improvement of teaching within school, and within the wider school community, which impacts significantly on pupil progress.
- c) improving the effectiveness of staff and colleagues, particularly in relation to specific areas identified at that time as a significant requirement for school improvement.

#### Leading Practitioner

The Remuneration Committee will determine a pay range of £8,366 from minimum to maximum for each leading practitioner post in accordance with the STPCD.

**Minimum   £48,877**

**Maximum   £56,904**

#### Leading Practitioner Posts Progression

The Head Teacher will agree appraisal objectives for the leading practitioner. The Remuneration Committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay.

The Remuneration Committee will be advised by the Head Teacher in making all such decisions. The Remuneration Committee shall have regard to the results of the leading practitioner's appraisal, including the pay recommendation, when exercising any discretion in relation to their pay, in accordance with paragraph 19 of the STPCD.

The appraisal evidence should show the leading practitioner:

- a) Has made good progress towards their objectives.
- b) Is an exemplar of teaching skills, which should impact significantly on pupil progress, within school and within the wider school community, where relevant.

- c) Has made a substantial impact on the effectiveness of staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement.
- d) Is highly competent in the Teachers' standards; and
- e) Has shown strong leadership in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement.

"Highly competent" and "substantial" are defined in the section entitled, Applications to be paid on the upper pay range.

The Remuneration Committee will determine pay progression such that the amount is clearly attributable to the performance of the leading practitioner. The Remuneration Committee will be able to objectively justify its decision. Judgments will only be made on evidence gathered which is related to the formal appraisal process.

Where it is clear from the evidence that the Teacher's performance is exceptional, the Remuneration Committee will award enhanced pay progression of 2 reference points. Further information, including sources of evidence is contained within the school's appraisal policy.

The Remuneration Committee will be advised by the Head Teacher in making all such decisions.

### **Unqualified Teachers Pay**

#### *Unqualified Teacher Pay Range*

The Remuneration Committee have determined six reference points within the nationally set Unqualified Teacher Pay Range scale. *The pay ranges for the UQT scale can be found in appendix 1d.*

#### *Unqualified Teacher Pay on appointment*

The Senior Leadership Team will pay any Unqualified Teacher in accordance with the STPCD. The Senior Leadership Team will determine where a newly appointed Unqualified Teacher will enter the range, having regard to any qualifications or experience s/he may have, which they consider to be of value.

#### *Unqualified Teacher Pay Progression*

To move up the Unqualified Teacher pay range, one point at a time, Unqualified Teachers will need to have made good progress towards their objectives and have shown that they are competent in all elements of the Teachers' Standards and teaching should be at least 'good'. A decision may be made not to award progression whether the Unqualified Teacher is subject to capability proceedings.

Judgments will be properly based on evidence. As an Unqualified Teacher moves up the Unqualified Teacher pay range, evidence will show:

- a) an increasing positive impact on pupil progress,
- b) an increasing impact on wider outcomes for pupils,
- c) improvements in specific elements of practice identified to the Teacher, e.g. behaviour management or lesson planning,
- d) increased work with external bodies and agencies,
- e) an increasing impact on the effectiveness of staff and colleagues.

If the evidence shows that an Unqualified Teacher has exceptional performance, the Remuneration Committee will consider the use of its flexibilities to award enhanced pay progression, up to the maximum of one additional point, teaching should be 'outstanding'.

A recommendation on pay will be made in writing as part of the Teacher's appraisal report, and the Remuneration Committee will have regard to this recommendation in making their decision.

The Remuneration Committee will be advised by the Head Teacher in making all such decisions. Pay progression on the Unqualified Teacher range will be clearly attributable to the performance of the individual Unqualified Teacher. The Remuneration Committee will be able to objectively justify its decisions.

#### UQT Upper Pay Allowance

In recognition of the high standards and outcomes achieved by Unqualified Teachers the Trust has created a UQT Upper pay allowance which enables three points of progression beyond the top of the current UQT scheme. Applicants will only be able to apply after being employed at the Trust at UQT 6 for a minimum of one year as well as meeting the below criteria. This payment is an allowance for UQT staff only.

The Remuneration Committee have determined there will be three reference points within the UQT Upper Pay Allowance scale. *The pay ranges for the UQT Upper Pay Allowance can be found in appendix 1e.*

Unqualified Teachers may apply if they meet the criteria, in regard to:

- a) The Unqualified Teacher is highly competent in all elements of the relevant standards; and
- b) The Unqualified Teacher's achievements and contribution to an educational setting or settings are substantial and sustained as defined below.

In the Trust this means;

**"highly competent"**: The Unqualified Teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

**"substantial"**: the Unqualified Teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

**"sustained"**: The Unqualified Teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period. They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding. The UQT must have already completed a year's employment at UQT 6 prior to application.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Unqualified Teachers therefore should ensure that they build an evidence base to support their application through the Teachers standards matrix.

A recommendation on pay will be made in writing as part of the Unqualified Teacher's appraisal report, and the Remuneration Committee will have regard to this recommendation in making their decision.

The Remuneration Committee will be advised by the Head Teacher in making all such decisions. Any increase (of no more than one point) will be clearly attributable to the performance of the Unqualified Teacher in question. The Remuneration Committee must be able to justify its decisions.

#### Application to Be Paid on the UQT Upper Pay Allowance

One application may be submitted annually. **The closing date for applications is the Tuesday prior to the October half term;** however, exceptions will be made in particular circumstances, e.g. those Teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

##### **Step 1**

Complete the letter of application stating how you qualify for applying to move up to the **UQTUPA**, your letter should include evidence of how you have met the teachers' standards and how you have had a wider impact within your school.

##### **Step 2**

Submit the letter to the Head Teacher by the cut-off date.

##### **Step 3**

The Remuneration Committee will make the final decision, advised by the Head Teacher. Teachers will receive written notification of the outcome of their application by the 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.

Successful applicants will move to the minimum of the UQTUPA on 1 September and unsuccessful applicants can appeal the decision. The appeals process is set out in Appendix 3 of this policy.

The Remuneration Committee will be set up as a first Committee to allow for any appeals or second Committee to follow if necessary.

#### UQT Upper Pay Allowance Progression

Pay progression on the Upper Pay Allowance will be clearly attributable to the performance of the individual Teacher in that they will show that they are highly competent in all elements of the relevant standards; and that their achievements and contribution to an educational setting or settings are substantial and sustained (as defined above). A decision may be made not to award progression whether the Unqualified Teacher is subject to capability proceedings.

#### UQT Leadership Scale

In recognition of those UQT staff who are in leadership posts above management there is a scale to recognise these leadership responsibilities. *The pay ranges for the UQT Leadership Scale can be found in appendix 1f.*

The Remuneration Committee will use reference points within the UQTLS pay range 1 to 11 or if above UQTLS 11 then the Teachers Leadership range starting at L1 and finishing at L10.

When determining the pay range of a serving UQT Leadership post, the Remuneration Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role including retention issues. It will also take account of any other considerations it feels are relevant and minute carefully its decisions and reasons for those decisions.

The Remuneration Committee will ensure the pay range has appropriate scope of 5 points, for performance related pay progression.

The Remuneration Committee will review and, if necessary, re-determine the UQT Leadership pay range for a UQT Leadership post where there has been a significant change in the responsibilities of the serving UQT Leadership post holder.

The Remuneration Committee will be advised by the Head Teacher of the agreed performance objectives and the outcome of the review of these. UQT Leadership will be able to make submissions in the form of a verbal or written statement to the Remuneration Committee. In considering whether performance objectives have been met, account will be taken of whether unforeseen circumstances may have led to a particular objective not being achieved.

The Remuneration Committee will review pay and award 1 reference point where there has been sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against the performance objectives. Where there has been exceptional performance the Remuneration Committee will review pay and may award up to 2 points.

#### UQT Leadership Scale safeguarding

No salary safeguarding will apply in relation to any award of a UQTMA should the award be terminated for any reason.

### **Teacher Allowances**

#### Teaching and Learning Responsibility Payments

TLR 1 Payments may be used at the discretion of the Senior Leadership Team in line with the STCPD.

TLR 2 payments will be for clearly defined and sustained additional responsibility in the context of the schools staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which the Teacher is made accountable. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criterion and factors set out in the STPCD.

With the exception of sub-paragraphs (c) and (e) below, which do not have to apply to the award of TLR3s, before awarding any TLR the Remuneration Committee 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

*The TLR2 allowance ranges can be found in appendix 1g.*

#### TLR Payments safeguarding

TLR2s awarded to Teachers employed under a fixed-term contract or whilst they occupy another post in the absence of a post-holder will not be safeguarded after the fixed-term contract expires or after the date that the absent post holder returns to their role. Staff covering a TLR responsibility for an absent post holder will be notified in writing and this will be for posts which are expected to be vacant for a significant period.

#### **TLR 3 Range**

The Remuneration Committee may award a TLR3 of between £639 to £3,169 for permanent responsibilities, clearly time-limited school improvement projects, or one-off externally driven responsibilities. *The TLR3 allowance ranges can be found in appendix 1h.*

The Remuneration Committee will set out in writing to the Teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No salary safeguarding will apply in relation to an award of a TLR3.

#### **Special Needs Allowance**

The Senior Leadership Team will award a SEN1 spot value allowance of **£2,561** to any classroom Teacher who meets the criteria as set out in paragraph 21 of the STPCD.

When deciding on the amount of the allowance to be paid, the Senior Leadership Team will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the Teacher relevant to the post; and the relative demands of the post. The Senior Leadership Team will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.



## **UQT Allowances**

### *UQT Management Allowance*

The UQT Management Allowance recognises managerial responsibility associated with specific roles as determined by the Senior Leadership Team at appointment. There will be no progression within the points other than possible annual cost of living increase or any agreed permanent additional increases in responsibility for the management position.

The UQTMA 1 can be awarded for agreed short term and permanent responsibilities and the Senior Leadership Team will set out in writing to the UQT the duration of the fixed term, and the amount of the award that will be paid in monthly instalments.

The UQTMA's 2-4 will be allocated to UQT managerial posts appropriate to the managerial responsibility allocated to that role. The pay ranges for the UQT Management Allowance can be found in appendix 1j.

### *UQTMA Payments safeguarding*

No salary safeguarding will apply in relation to any award of a UQTMA should the award be terminated for any reason.

## **Supplementary**

### *Short Notice / Supply Teachers*

Teachers who work on a day-to-day or other short notice basis must be paid in accordance with the provisions of the STPCD on a daily basis calculated on the assumption that that a full working year consists of 195 days, periods of employment for less than a day being calculated pro rata.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 to arrive at the hourly rate.

A minimum of 2 hours will be payable for an appointment in any one-half day session during school time.

Any staff who are expected to be employed for longer than one term will be incorporated into the Trust appraisal system for their performance management.

## **Additional Payments**

The Senior Leadership Team may consider payments as they see fit and agreed in advance to a Teacher 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 Head Teacher or, in the case of the Head Teacher, between the Head Teacher and the relevant body
- d) responsibilities and activities due to, or in respect of, the provisions of services by the Head Teacher relating to the raising of educational standards to one or more additional schools.

Payment will be commensurate with the responsibilities taken on.

The Remuneration Committee recognises the STPCD makes no provision for bonus or honorarium payments to Teachers and specifically excludes such payments from this policy.

### *Recruitment and Retention Incentive Benefits*

The Remuneration Committee can award payments or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The Remuneration Committee will consider exercising its powers under paragraph 27 of the STPCD where they consider it is appropriate to do so in order to recruit or retain relevant Teachers. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which it may be withdrawn.

The Remuneration Committee will, nevertheless, conduct an annual formal review of all such awards.

No new awards of recruitment and retention incentive benefits will be made to a Head Teacher, Deputy Head Teacher, or Assistant Head Teacher, other than as reimbursement of reasonably incurred housing or relocation costs. However, where the Remuneration Committee is already paying such an incentive or benefit, determined under a previous STPCD, subject to review, it may continue with it, at its existing value, until such time as the leadership group member moves to the leadership group pay arrangements, as set out in the STPCD.

At that point, all recruitment and retention considerations in relation to a leadership group member will be considered when determining the pay range.

### **Salary Safeguarding**

The Remuneration Committee will operate salary safeguarding arrangements in line with the provisions of the STPCD.

### **Salary Sacrifice Arrangement**

This includes any arrangement under which the Teacher 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:

(a) a cycle or cyclist's safety equipment scheme.

The Teacher may participate in any such arrangement and the Teacher's gross salary may be reduced accordingly for the duration of such participation.

## PAY POLICY APPENDICES

### Appendix 1a - Teachers Leadership Group Pay

L Point 1	£47,879.00	L Point 11	£61,381.00	L Point 21	£78,331.00	L Point 31	£100,069.00
L Point 2	£49,079.00	L Point 12	£62,793.00	L Point 22	£80,278.00	L Point 32	£102,557.00
L Point 3	£50,304.00	L Point 13	£64,363.00	L Point 23	£82,266.00	L Point 33	£105,106.00
L Point 4	£51,557.00	L Point 14	£65,968.00	L Point 24	£84,305.00	L Point 34	£107,703.00
L Point 5	£52,840.00	L Point 15	£67,610.00	L Point 25	£86,402.00	L Point 35	£110,381.00
L Point 6	£54,165.00	L Point 16	£69,407.00	L Point 26	£88,539.00	L Point 36	£113,114.00
L Point 7	£55,625.00	L Point 17	£71,002.00	L Point 27	£90,732.00	L Point 37	£115,927.00
L Point 8	£56,909.00	L Point 18	£72,788.00	L Point 28	£92,984.00	L Point 38	£118,795.00
L Point 9	£58,331.00	L Point 19	£74,592.00	L Point 29	£95,286.00	L Point 39	£121,687.00
L Point 10	£59,827.00	L Point 20	£76,442.00	L Point 30	£97,658.00	L Point 40	£124,727.00
						L Point 41	£127,843.00
						L Point 42	£129,747.00
						L Point 43	£132,988.00

### Appendix 1b - Main Pay Range:

Main Pay Range Point 1	£30,000
Main Pay Range Point 2	£31,737
Main Pay Range Point 3	£33,814
Main Pay Range Point 4	£36,051
Main Pay Range Point 5	£38,330
Main Pay Range Point 6	£41,333

### Appendix 1c - Upper Pay Range:

Upper Pay Range Point 1	£43,688
Upper Pay Range Point 2	£45,307
Upper Pay Range Point 3	£46,979

### Appendix 1d – Unqualified Teachers Pay Scale

UQT Point 1	£20,797
UQT Point 2	£23,183
UQT Point 3	£25,567
UQT Point 4	£27,675
UQT Point 5	£30,063
UQT Point 6	£32,448

### Appendix 1e – UQT Upper Pay Allowance Pay Scale

UQTUPA Point 1	£2,652
UQTUPA Point 2	£3,934
UQTUPA Point 3	£5,261

#### Appendix 1f – UQT Leadership Scale

UQTLS 1	£34,049	UQTLS 7	£41,344	L2	£49,078	L8	£56,908
UQTLS 2	£35,264	UQTLS 8	£42,560	L3	£50,303	L9	£58,330
UQTLS 3	£36,482	UQTLS 9	£43,777	L4	£51,557	L10	£59,826
UQTLS 4	£37,697	UQTLS 10	£44,992	L5	£52,840		
UQTLS 5	£38,912	UQTLS 11	£46,208	L6	£54,165		
UQTLS 6	£40,129	L1	£47,878	L7	£55,625		

#### Appendix 1g – Teaching and Learning Responsibility 2 (TLR 2) Range

TLR2a	£3,239
TLR2b	£5,401
TLR2c	£7,557
TLR2d	£7,784

#### Appendix 1h - Teaching and Learning Responsibility 3 (TLR 3) Range

TLR3a	£641
TLR3b	£1,278
TLR3c	£1,918

#### Appendix 1i - SEN allowance

A SEN allowance of **£2,561** for any classroom Teacher who meets the criteria as set out in paragraph 21 of the STPCD.

#### Appendix 1j – UQT Management Allowance Pay Scale

UQTMA Point 1	£607
UQTMA Point 2	£1,458
UQTMA Point 3	£2,432
UQTMA Point 4	£3,648
UQTMA Point 5	£5,470

## Appendix 2

*The statutory provisions of the school Teachers' pay and conditions document 2022 state that when determining the pay range of a leadership group member, the relevant body must take into account of "all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations".*

### a) **Social challenge:**

- (i) Number of pupils eligible for the pupil premium/free school meals,
- (ii) Number and challenge of children with special needs [NB: pupils with statements or education, health and care plans are considered when calculating the group size of the school<sup>1</sup>]
- (iii) Number of 'looked after' children
- (iv) Level of pupil mobility in the area
- (v) Number of pupils with English as a second language

### b) **Complexity of pupil population and school workforce**

- (i) Number of staff
- (ii) Variety of school workforce (e.g. Teachers, speech therapists)
- (iii) Small school
- (iv) Rural school
- (v) Specialist units or centres

### c) **Any specific challenges associated with running more than one school, e.g. managing geographically split sites, challenges of the additional school(s)**

- d) Contribution to wider educational development
  - (i) NLE, SLE, LLE responsibilities which are not time-limited
  - (ii) Teaching school status
  - (iii) Other relevant issues (e.g. NQT lead, multi-stakeholders)

### e) **Recruitment and retention issues**

## Appendix 3: Procedure for Appeals Hearing

The arrangements for considering appeals are as follows:

A Teacher may seek a review of any determination in relation to their pay or any other decision taken by the Remuneration Committee (or a Committee or individual acting with delegated authority) that affects their pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

- a) Incorrectly applied any provision of the STPCD.
- b) Failed to have proper regard for statutory guidance.
- c) Failed to take proper account of relevant evidence.
- d) Took account of irrelevant or inaccurate evidence.
- e) Was biased; or
- f) Otherwise unlawfully discriminated against the Teacher.

1. The order of proceedings is as follows:  
The Teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the Teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the Teacher continues to be dissatisfied, they may follow a formal appeal process.  
The Teacher should set down in writing the grounds for questioning the pay decision and send it to the person (or Committee) who made the determination, within ten working days of the notification of the decision being appealed against or of the outcome of the discussion referred to above.
4. The Committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the Teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and the right to appeal.
5. Any appeal should be heard by a panel of three Trustees who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. The Teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

#### The Modified Procedure

There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the Teacher has left the employment of the Trust.

Where a Teacher has, whilst employed at the Trust, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

1. The Teacher must have set out details of their appeal in writing
2. The Teacher must have sent a copy of their appeal to the chair of the Remuneration Committee
3. The chair of the Remuneration Committee will consult with relevant school personnel and provide the Teacher with an appropriate written response on behalf of the school

### **Appendix 4: SEN Allowances Guidance**

#### Arrangements for SEN Allowances - Guidance for Schools

With effect from September 2010 the previous system of two separate and defined SEN allowances were replaced with a spot value allowance that falls within a specified SEN range of between **£2,561 and £5,007**. This allows Trustees to determine the award of a SEN allowance within the range shown above.

#### **The Criteria**

A SEN Allowance must be awarded to a classroom Teacher:

- a) in any SEN post that requires a mandatory SEN qualification.
- b) in a special school.
- c) who teaches pupils in one or more designated special classes or units in a school?
- d) in any non-designated setting that is analogous to a designated special class or unit, where

the post -

1. involves a substantial element of working directly with children with special educational needs.
2. requires the exercise of a Teacher's professional skills and judgement in the teaching of children with special educational needs; and
3. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of Teachers throughout the school or unit within the school.

#### Assessment of Appropriate Allowance Values

The school's structure of SEN provision will inform the rational for decisions made regarding the appropriate allowances' values. These should be fair and transparent and set out in the school's Pay Policy and staffing structure.

The value of allowances should be based on whether:

- a) any mandatory qualifications are required.
- b) the qualifications and expertise of the Teacher relevant to the post; and
- c) the relative demands of the post.

This will require a judgment to be made about the nature and challenge of a Teachers work with pupils with SEN compared and related to that of other Teachers in the school.

In establishing appropriate values for the SEN allowances schools should ensure that they have considered the full range of payments available and that the values chosen are properly positioned between the minimum and the maximum established in the national framework.

For example, a Teacher who is teaching a special class for which a mandatory qualification is required and who has considerable relevant experience (and who is therefore seen as one of the schools leading professionals in this area) would more likely be paid at the top value of the SEN allowances. Differential values relating to SEN roles in the school should be established to properly reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified.

#### Mandatory Qualifications

The SENCO qualification (the National Award for Special Educational Needs Co-ordination) is not one of the mandatory qualifications leading to the payment of a SEN allowance. The role of the SENCO, as a managerial responsibility, is not one that meets the criteria for a SEN allowance, but consideration could be given to the award of a TLR if applicable.