



## Pay Policy

### Autumn 2023



Our Lady of Fatima Catholic Multi Academy Trust is a charitable company limited by guarantee registered in England and Wales under company registration number: 07696069 and registered address: St. Alban's Catholic Academy, First Avenue, Harlow, Essex, CM20 2NP.

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# 1. INTRODUCTION

- 1.1 This Policy sets out the framework for making decisions on staff pay.
- 1.2 Staff pay is affected by legislation, and national and local pay agreements, which give Trust Boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.
- 1.3 The objective of the policy is to:
- ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and school improvement plans;
  - support the recruitment and retention of high-quality staff;
  - recognise and reward staff for their contribution to school improvement;
  - ensure that pay decisions are made in a fair and transparent way;
  - ensure that available monies are allocated appropriately.

# 2. ROLES AND RESPONSIBILITIES

This Policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.

- 2.1 Individual roles and responsibilities are as set out in this Policy.

(A) Pay Committee(s) has been established

Pay Appeals will be heard by a Pay Appeals Committee established as required from members of the Local Trust Board\* and/or Trust Board.

The terms of reference for the Committee(s) is at Appendix A.

- 2.1.1 Trustees and Governors will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.

The Trust will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes for pupils.

- 2.2 **Performance Management**

Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the school to ensure consistency and fairness in pay decisions. The Performance Management Review Statement will include a pay recommendation which will be made by:

- The PM reviewer/ Head of School for Main Pay Range teachers and support staff
- The Executive Headteacher for Upper Pay Range and Leadership Range teachers
- The Headteachers' Performance Management Review Panel for the Head of School / executive headteacher

- 2.2.1 **Application for the Upper Pay Range**

The Executive Headteacher will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay Range.

- 2.3 **Staffing Structure**

The Pay Committee will, having regard to the advice and recommendation of the Executive Headteacher, determine, monitor and review the school staffing structure. The staffing structure sets out the number and pay ranges for all posts within the school and is at Appendix D.

- 2.4 **Executive Headteacher**

The *Trust Board* will be responsible for determining the pay range and starting salary of the Executive headteacher.

The Executive headteacher Performance Management Review Panel\* will be responsible for making pay progression recommendations for Executive headteacher.

Such recommendations will be subject to approval by the *Trust Board*\*

#### **Head of School/Executive Headteacher**

The Pay committee will be responsible for determining the pay range and starting salary of Head of School/Executive Headteacher.

The Headteachers' Performance Management Review Panel will be responsible for making pay progression recommendations for **Head of School/Executive Headteacher**

Such recommendations will be subject to approval by the *Trust Board*\*

#### 2.5 **Other Leadership Group and Lead Practitioners**

The Executive *Headteacher/Pay Committee* will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher)

The Executive *Headteacher* will be responsible for making pay progression recommendations for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the headteacher).

Such recommendations will be subject to approval by the *Pay Committee*\*.

#### 2.6 **Other teachers**

The Executive Headteacher will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges. Such decisions will be subject to approval by the *Pay Committee*.

#### 2.7 **Support Staff**

The Executive *Headteacher* will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for all support staff. Such decisions will be reported to the *Pay Committee*.

#### 2.8 **Central Trust Staff**

The *Executive Headteacher* will be responsible for determining the pay range and starting salary, for making pay progression decisions, for centrally employed staff. Such decisions will be reported to the *Pay Committee*

### **3. PAY TIMETABLE**

<b>Date</b>	<b>External</b>	<b>Internal</b>
April	Budget set (schools) Inflationary Pay Award for support staff	Complete PM review for support staff. Pay Progression decision effective for support staff
September	Inflationary Pay Award for teachers Budget set (academies)	Pay decision effective for teachers
Sept/Oct		Complete PM review for teachers
31 October (last day of half term)		Notify teachers of annual pay review decision
31 Dec. (last day of term)		Notify Executive headteacher of annual pay review decision

#### 3.1 **Setting and Reviewing Pay**

Salaries will be determined only in the circumstances set out below.

- 3.1.1 An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.
- 3.1.2 The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.
- 3.1.3 The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9, makes such a review necessary to maintain consistency and fairness.

The salary, within the established range, of individual staff will be reviewed annually on or after:

- 1 September, but no later than 31 October (teachers)
- 1 September, but no later than 31 December (Executive headteachers)
- 1 April (support staff)

### 3.2 **Inflationary increases**

#### 3.2.1 **Executive Headteacher**

The Trust will determine the level of any inflationary increases to be applied to the salary of the Executive Headteacher each year. In determining any increase, the Trust will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term. Financial Handbook 2.31

#### 3.2.2 **Teachers' and Leadership Pay Ranges**

The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.

The salaries of individual teachers will increase accordingly, subject to them demonstrating satisfactory performance as assessed through the performance Management Process and otherwise where necessary to ensure the teacher receives the minimum of the salary range

#### 3.2.3 **Inflationary increases – Teacher Allowances**

The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers' Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.

The Trust Board will determine the values of all other allowances and discretionary payments payable to individual teachers on an annual basis.

#### 3.2.4 **Support Staff**

The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award

- 3.3 Teachers will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.

## 4. **TEACHERS' PAY**

- 4.1 Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.

The Pay Ranges in this school have been divided into pay points.

Teachers on the Main Pay Range will be paid on the six-point\* scale on the Main Pay Range as set out below

Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out overleaf.

### Main Pay Range

Point 1	£31,350
Point 2	£33,150
Point 3	£35,204
Point 4	£37,436
Point 5	£39,687
Point 6	£42,689

### Upper Pay Range

Point 1	£44,579
Point 2	£46,179
Point 3	£47,839

#### **4.2 Unqualified Teachers** will normally be paid on the Unqualified Pay Range.

The Pay Range for Unqualified teachers in this school has been divided into pay points as follows:

Point 1	£21,933
Point 2	£24,293
Point 3	£26,656
Point 4	£28,738
Point 5	£ 31,102
Point 6	£33,464

4.2.1 Where an unqualified teacher is on a recognised “route into teaching” programme, the Executive Headteacher may exercise its discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.

**4.3** Where a **Lead Practitioner** post(s) is (are) included in the Staffing Structure., each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.

In setting the specified Range, the Pay Committee will determine the number and value of performance pay progression stages within that range.

Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.

## **5. PAY ON APPOINTMENT**

5.1 The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:-

- the skills, experience and relevant qualifications of the individual;
- market conditions;
- any specific restrictions set out in the Teachers’ Pay & Conditions Document;
- the employee’s current salary level;

Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range.

There is no assumption that an employee will be paid the same rate they were being paid in a previous school.

## **6. PAY PROGRESSION BASED ON PERFORMANCE**

### **Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges**

6.1 Decisions regarding annual pay progression within the relevant ranges set out in 4.1-4.3 above, will be made with reference to teachers’ performance management statements and the pay recommendation they contain. In the case of Early Career Teachers, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Early Career Teachers will be eligible for pay progression after their first year of Induction.

The Trust Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. Performance Management objectives will be progressive and developmental, thereby ensuring that good performance is rewarded and that good teachers have the opportunity over a number of years, to progress to the maximum of their respective pay range.

6.2 Decisions on performance pay progression will be based on an assessment of the overall performance of the teacher.

A teacher will be eligible for annual (biennial for Upper Pay Range) performance pay progression where they:

1. have been assessed as meeting all of the teaching standards, throughout the assessment period;10
2. have had their teaching assessed as at least good overall during the assessment period;
- 2a) Upper Pay Range teachers will be expected to demonstrate increasing levels of outstanding teaching overall
- 2b) Lead Practitioners will be expected to demonstrate outstanding teaching overall
3. have been assessed as meeting the requirements of their job description/job role;
4. meet their individual performance management objectives;  
Consideration will be given where factors beyond the teacher's control have impacted on their ability to meet objectives;
5. have demonstrated a personal responsibility for identifying and meeting their CPD needs.

The evidence which will be considered in assessing performance will include:

- pupil progress data;
- quality of teaching against the Teaching Standards, including observed practice;
- self-assessment;
- professional dialogue;
- received feedback;
- performance management statements;
- CPD records.

And in the case of Upper Pay Range teachers and Lead Practitioners, evidence of their contribution beyond their own classroom and their impact on the wider school. See career grade expectations for guidance

Where a teacher has been absent for some or all of the assessment period, an assessment will be based on performance during any periods of attendance and/or prior performance.

### 6.3 Decision to progress

Where all of the performance pay progression, criteria set out in 6.2 above are met, the teacher will move up to the next pay point. (Progression is biennial in the case of Upper Pay Range.) Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.

### 6.4 Decision not to progress

Where the performance pay progression criteria in 6.2 are **not** met, the teacher will not receive any performance pay progression. A decision not to award performance pay progression may be made without recourse to capability procedures. However, teachers who fail to meet the minimum teaching standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the teacher will be supported through the performance management process to improve their performance.

## 7. MOVEMENT TO THE UPPER PAY RANGE

7.1 Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:

- be made on the appropriate application and submitted to the Executive headteacher;
- be submitted by 31 October\* in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met).

### 7.2 The Criteria

An application will be successful, if the Executive Headteacher and the Pay Committee are satisfied that:

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

In this school, this means that the teacher has consistently



- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period;
  - been assessed as meeting their performance management objectives over a sustained period; and in addition that;
  - teaching has been rated as good overall, with some outstanding, over a sustained period;
  - the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement;
  - the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning;
  - the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include
  - demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice;
  - contributing to policy and practice which has improved teaching and learning across the school;
- Sustained means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

The school will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.

See career grade expectations for guidance

### 7.3 **The Assessment**

The Executive Headteacher will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Pay Committee.

The Executive Headteacher will use the evidence contained in the teachers' performance management review paperwork to make their assessment.

A teacher who has not been at the school for all of the 3 year assessment period, should provide their performance management review statement(s) from their previous employment with their application.

A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.

### 7.4 **Procedure**

The Executive Headteacher will discuss their recommendation with the teacher and the Pay Committee will confirm the decision by 31 December.

Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.

Where the application is not successful, the Executive Headteacher will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to them making a future successful application.

Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.

## **8. ADDITIONAL ALLOWANCES**

8.1 Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:

### **8.1.1 Teaching and Learning Responsibility (TLR) Payments**

There are 3 TLR levels: TLR1, TLR2 and TLR3

TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.

Posts which attract TLR1 and TLR2 Allowances, and the amount of those Allowances, are set out in the staffing structure (see Appendix D).

TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.

TLR3 Allowances are paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.

The Executive Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.

The Executive Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.

In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.

Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility;
- the level of the payment;
- in the case of TLR3, the date on which the Allowance will end.

### **8.1.2 Special Needs Allowances**

There is one special needs allowance consisting of a minimum and maximum amount.

The Pay Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure (see Appendix D).

Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:

- whether any mandatory qualification is required;
- the qualification and/or expertise of the teacher relevant to the post;
- the relative demands of the post.

In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.

### **8.2 Unqualified Teacher Allowance**

The Executive Headteacher may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:

- taken on a sustained additional responsibility which is:
- focussed on teaching and learning; and
- requires the exercise of a teachers' professional skills and judgement: or
- qualifications or experience which bring added value to the role they are undertaking.

The Executive Headteacher will determine the amount of any such allowances having due regard to consistency, fairness and transparency.

## **9. LEADERSHIP GROUP PAY**

Inflationary increases will be applied as set out in section 3.2

### **9.1 Executive Headteacher**

#### **9.1.1 Executive Headteacher**

The Pay Committee (or Trust Board) will determine an appropriate salary for the Executive Headteacher having regard to:

- all of the permanent responsibilities, and challenges that are specific to the role
- appropriate pay differentials with other staff;
- any other relevant considerations.

#### **9.1.2** Progression will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy.

Determination of whether there has been “sustained high quality of performance” will be made in accordance with the criteria outlined in Appendix C of this Policy.

## 9.2 **Headteachers, Deputy Headteacher (including Head of School), Assistant Headteachers**

9.2.1 The Pay Range for Leadership Posts at this school has been divided into pay points as set out in Appendix E. The Salary Range for each Leadership Post will be determined on a case by case basis as set out in 9.2.2 (headteachers deputy headteachers, assistant headteachers and heads of school below and will consist of an appropriate number of pay points.

9.2.2 The Pay Committee or Trust Board will determine the group size of the school with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size<sup>1</sup>.

Where a person is appointed as Executive Headteacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post.

In setting the individual Salary Ranges for Leadership Posts the Pay Committee will:

- take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations;
- have regard to appropriate pay differentials with other staff;

Where the Trust Board determine a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 10.1 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case:

- a business case must be approved by the full Trust Board;
- the Trust Board must seek external independent advice.

<sup>1</sup>The Salary Ranges of Deputy and Assistant Headteachers must not exceed the Group Size of the school.

9.2.3 When determining the starting salary of a newly appointed member of the Leadership Group, the Trust Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.2.2. The starting salary will allow for performance progression over time.

9.2.4 Progression within the Salary Range will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy.

Determination of whether there has been “sustained high quality of performance” will be made in accordance with the criteria outlined in Appendix C of this Policy.

Where it is determined that there has been a sustained high quality of performance, the employee will move up to the next Pay Point.

Based on an assessment of performance, a decision will be made whether the employee should move up a pay point or points. The degree of progression will be directly related to the assessed level of performance.

9.2.5 Performance Progression is limited to the maximum of the Salary Range as determined in 9.2.2.

Discretion will be applied where not all performance management objectives have been fully met, but significant progress has been made.

9.3 Where the employee’s performance is assessed as not being of a sustained high quality, there will not be any performance pay increase. A decision not to award a performance pay increase may be made without recourse to capability procedures. However, those who fail to meet the minimum standards and/or who consistently fail to improve their practice or to sustain the expected level of performance for their pay level, may be subject to these procedures.

Where a decision not to progress is made, the employee will be supported through the performance management process to improve their performance.

## **10. ADDITIONAL PAYMENTS TO TEACHERS**

### **10.1 Temporary Payments to the Executive Headteacher / Head of School**

The Trust may determine that an additional temporary payment be made to the Executive Headteacher for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting, the permanent Salary Range under 9.1/9.2.

The total sum of any additional payments paid to a Executive Headteacher / Head of School set out in this section (and in 9.2.2) will not exceed 25% of the value of the Executive Headteacher / Head of School point on the Leadership Pay Spine. If the Pay Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case form the Trust Board before so doing.

## **10.2 Other Payments**

Except where specified, the following payments may **not** be made to a Executive Headteacher. Where relevant, any additional payments to a Executive Headteacher must be made as part of their permanent Salary Range (as set out in 9.2 above) or as a temporary payment (as set out in 10.1 above).

### **10.2.1 Continuous professional development undertaken outside the school day**

The Trust Board does not make payments for CPD outside of the school day.

### **10.2.2 Activities related to the provision of initial teacher training (ITT)**

Or The Trust Board does not make payments for ITT activities.

### **10.2.3 Participation in out of school learning activities**

Where a teacher at the school undertakes 1:1 Tuition outside of the school day, they will be paid an out of school learning allowance payment of **£10** per hour.

Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.

### **10.2.4 Provision of services to another school(s)**

The Trust Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school.

Where such an agreement is authorised, the Trust Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover.

Any payment to the Executive Headteacher / Head of School will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD.

All such payments are temporary with no entitlement to safeguarding when they cease.

### **10.2.5 Recruitment and Retention Payments and Incentive**

The Executive Headteacher may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:

- that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience;
- that there is a need to retain the skills, qualifications or experience of an individual;
- whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school;
- available financial resources;
- market forces.

Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.

Any such payment will be confirmed in writing, including details of:

- whether it is for the purpose of recruitment or retention;
- the nature of the payment or incentive;
- if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time;
- the basis for any uplifts where applicable;

- the date which the payment/incentive will be reviewed;
- Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.

### 10.7 Acting Arrangements

Where a teacher is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher, but has not been appointed in an acting capacity the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.

## 11. PART TIME TEACHERS

Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:

Teacher's timetabled teaching time  
 ----- = part-time percentage

School's timetabled teaching time

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

## 12. SHORT NOTICE/SUPPLY TEACHERS

Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.

Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.

Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.

## 13. SUPPORT STAFF PAY

The salary of support staff is as set out in their contract of employment.

### 13.1 Starting salary

The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of;

- the skills, experience and relevant qualifications of the individual;
- market conditions.

### 13.2 Pay Progression

Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.

### 13.3 Part-time staff

Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:

Hours per week x weeks per year  
 -----

37 x 52.14

## 14. SALARY SACRIFICE SCHEMES

The Trust Board does not operate any Salary Sacrifice Schemes.

## **15. PENSIONS**

15.1 All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.

Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (e.g. 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.

15.2 The Trust Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

## **16. SALARY SAFEGUARDING/PROTECTION**

The Trust Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the schools' Redundancy and Re-organisation Procedure.

Employees in receipt of safeguarding will be expected to undertake commensurate work.

## **17. STAFFING BUDGET**

The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the school. The Trust Board will endeavour to ensure that appropriate funding is allocated for performance pay progression at all levels.

## **18. EQUALITIES AND TRANSPARENCY**

The Trust Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

In accordance with the Academies Financial Handbook, the Trust will publish number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.

## **19. OVER/UNDER PAYMENTS**

The Trust Board shall be entitled to deduct from your salary any money which you may owe to the school at any time.

Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employee will be notified in advance of any adjustment.

Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement.

Recovery of overpayments will be pursued in the case of former employees.

In the case of underpayments, the Trust Board will apply appropriate refunds as soon as possible.

Employees are expected to draw to the attention of the Executive Headteacher any overpayment or underpayment as soon as possible. The Employer is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.

## **20. MONITORING**

The Trust Board will monitor the outcome and impact of this policy annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.

The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.

## **21. APPEALS PROCEDURE**

21.1 Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution.

Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.

21.2 An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.

The grounds of appeals are that the decision maker(s):

- incorrectly applied the provisions of the Teachers' Pay & Conditions Document / national / local terms and conditions
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence;
- were biased; or
- otherwise unlawfully discriminated against the employee.

21.3 Appeals will be heard by the Pay Appeals Committee

The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.

The procedure for the conduct of the appeal meeting is at Appendix B.

Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Trust Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.

The Executive Headteacher shall be entitled to attend, for the purposes of providing information and advice (except in the case of their own salary), all proceedings of the Pay Appeals Committee.

The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.

## **22. DATA PROTECTION**

22.1 A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes.

The school processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential.

Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the school's retention schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school's disciplinary procedure.



# APPENDIX A: TERMS OF REFERENCE PAY COMMITTEES

## Delegation of Function

The Trust may establish a Pay Committee for each Academy or across all Academies to set the Pay Policy for the Trust and to implement the approved Pay Policy in respect of the pay for some or all staff.

## Clerking

The meeting of the Pay Committee should be minuted.

## Membership

The Pay Committee shall consist of at least three named members of the Trust Board/Board of Trustees, none of whom shall be employees.

The Executive headteacher may attend all proceedings of the Pay Committee for the purpose of providing information and advice but must withdraw when their own salary is being discussed.

## Quorum

Three

## Meetings

The Pay Committee shall meet at least once annually, in the Autumn term.

## Chair

The Pay Committee shall agree a chair for each meeting.

## Decisions

Any decisions shall be made by a simple majority.

## Terms of Reference

- To determine the Pay Policy for the school.
- To advise the Trust Board (Board of Trustees)/Finance Committee on current and future pay levels.
- To ratify appropriate salary ranges and starting salaries in accordance with the Pay Policy.
- To approve annual pay progression for the Executive headteacher / Head of School (by 31 December at the latest), taking account of the recommendation made by the Executive Headteacher's/ Head of School Performance Review Panel, following the annual review.
- To determine the application of national inflationary increases as required.
- To monitor and report to the full Trust Board/Board of Trustees on the annual pattern of performance pay progression at each level and the correlation between pay progression, quality of teaching and outcomes for pupils.

# **PAY APPEALS COMMITTEE**

## **Delegation of Function**

The Trust Board shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

## **Clerking**

The meeting of the Pay Appeals Committee should be minuted.

## **Membership**

The Pay Appeals Committee shall consist of at least three named members of the Trust Board/Board of Trustees, none of whom shall be employees or members of the Pay Committee.

The headteacher may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case).

## **Quorum**

Three

## **Meetings**

The Pay Appeals Committee shall meet on an as required basis.

## **Chair**

The Pay Appeals Committee shall agree a chair for each meeting.

## **Decisions**

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

## **APPENDIX B – PAY APPEALS MEETING PROCEDURE**

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The Headteacher should attend to provide information and advice (except where they are the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
3. School representative to ask questions
4. Pay Appeals Committee to ask questions
5. School to respond

This may include calling on the Performance Management Reviewer and/or a member of the Pay Committee/headteacher where they are not presenting the case to add any relevant information / answer question (where applicable]

6. Member of staff and/or representative to ask questions
7. Pay Appeals Committee to ask questions
8. Employee or representative to make closing statement
9. School to make closing statement
10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

## APPENDIX C: PERFORMANCE PAY PROGRESSION - LEADERSHIP

To achieve performance pay progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals to have demonstrated sustained high-quality performance. In making judgements against this criterion and in determining whether there should be progression the Trust Board will consider whether the individual has grown professionally by developing their leadership; and (where relevant), teaching, expertise.

In considering whether there has been professional growth, the Trust Board will consider whether the following description of a person on the leadership scale has been met:

- The Leadership group play a critical role in the life of the school/Trust.
- They inspire those around them and work with others to create a shared strategic vision which motivates pupils and staff.
- They take a lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others
- They have confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression (and for the above to be satisfied), there will need to have been a successful performance management review.

A successful performance management review involves a process of:-

- a) Performance Management objectives, linked to school improvement priorities, pupils' outcomes raising levels of achievement and attainment, leaderships and management skills and competencies, personal development
- b) Performance against the teaching standards including observed practice;
- c) Performance against any other relevant Standards (e.g. the Headteacher Standards)
- d) Other evidence, including of professional development/growth.

*Note: The Trust Board expects that a teacher's performance objectives will define what needs to be achieved to demonstrate that the individual has grown professionally by developing their leadership and (where relevant) teaching expertise.*

## APPENDIX D: STAFFING STRUCTURE

The Staffing Structure will be kept under regular review and may be amended from time to time, as the Trust Board considers appropriate, following consultation and as set out in the school's Redundancy and Re-organisation Policy.

As of January 2024

### OLOFCMAT STAFFING

	St Alban's	St Luke's	St John Fisher
<b>EXECUTIVE HEAD</b>	Mr Ian Kendal	Mr Ian Kendal	Mr Ian Kendal
<b>HEAD OF SCHOOL</b>	Mrs Annemarie Black	Mrs AnneMarie Kendal	Mr Patrick Kenny
<b>ASSISTANT HEADTEACHER</b>	Miss Vicky Kendell	Miss Vicky Kendell	Mrs Lauren Alston
<b>TEACHING STAFF</b>			
6	Mr Richard Foster	Miss Sinead Crick	Mr Jack Horsford
6			Mrs Amanda O'Regan
5	Mrs Florenta Orasanu	Mrs Victoria McNaughton	Miss Kaila Raposeiro
4	Mr Wesley Gatulah	Miss Catherine Fisher	Ms Keira Cullen
4			Mr Sean Kelliher
3	Miss Jennifer Anderson	Miss Marzena Wisniewska	Ms Bernadette Hickey
3	Mrs Bethan Buck		
2	Miss Aimee Jones	Miss Hannah Gifford	Miss Amanda Minogue
2			Mrs Angela Hillario
1	Miss Rachel Howe	Mrs Carly Paget	
1			Ms Samantha Rumney(Supply)
R/1			Miss Abby-Rose King
R	Mrs Stacey Hynd		
R	Mrs Faye Linden-McCarron	Mrs Mona Nickb	Ms Natasha Mansouri(Supply)
<b>Leadership support</b>	Mrs Jayne White	Mrs Jamie Hawkins	
Cover			Mrs Liz Laysell
			Mr Richard Stubbs
Maternity	Mrs Abigail Patterson		Ms Tara O'Neill
			Mrs Clare Merrifield
<b>HLTAs</b>	Mrs Rosemary Duffy *	Mrs Caroline De-Freitas	Mrs Ruth Talbot
	Mrs Caroline Wood *	Mrs Alison Kahouadji	Mrs Joanne Graefe
	Mrs Maxine Holland	Mrs Mary Weston	
<b>LSAs</b>	Miss Saba Anjum	Mrs Kerry Andrews	Mrs Claire Bentley
	Mrs Kerry Beaton	Miss Becky Cargill *	Ms Vanessa Bryan
	Mrs Lisa Garbutt*	Mrs Gabriela Daltrey	Mrs Denis Butler
	Mrs Maxine Dennis	Mrs Magdalena Grzadziel	Mrs Kate Disson
	Mrs Hayleigh Galloway	Mrs Terese Hilley	Mrs Ruta Dovydaityene
	Mrs Marisa Garcia	Mrs Sylvia O'Byrne	Miss Caroline Gardiner

	Mrs Lorraine Kent *	Mrs Bogumila Pokusinska	Ms Clare Pye
	Ms Laurie-Ann Kellett	Mrs Lorraine Sarkies	Mrs Debbie Tofts
	Miss Claire Keen	Miss Kerry Turner*	Mrs Lucy Wiltshire
	Mrs Karen Minihane *		Mrs Debbie Tofts
	Mrs Joanne McCarthy *		Miss Charlotte Day
	Mrs Marion Rolland*		Mrs Lauren Sheridan
	Mrs Carly Rowlandson		
	Mrs Deirdre Farrow		
<b>MIDDAY ASSISTANTS</b>	Mrs Saba Anjum	Mrs Kerry Andrews	Ms Clare Pye
	Miss Jessie Brown	Mrs Becky Cargill **	Mrs Gill Hyett
	Mrs Karen Deacon	Mrs Tracey Crowe	Miss Sharlene Black
	Mrs Lorraine Kent **	Mr Keith Hampson	Ms Rebecca Martin
	Mrs Patricia Leonard	Miss Tracey McGlinchey	
	Mrs Sophie Lynch	Miss Kerry Turner**	
	Mrs Joanne McCarthy **	Mrs Caroline De-Freitas	
	Mrs Marion Rolland**	Miss Hufsa Tahir	
	Miss Francesca Jones		
<b>KITCHEN</b>	Mrs Michele Brady	Mrs Karen Fullen	Olivia Baggett
	Mrs Alex Crafton	Mrs Lisa Platt	Tracy Skipper
<b>PRE-SCHOOL</b>	Mrs Emma Chapman	Miss Lauren Saunders	
	Mrs Sue Jones	Mrs Kirsty Grant	
		Mrs Karen Man	
<b>OFFICE</b>	Miss Louise Maynard	Miss Rebecca Rose	Mrs Gina Binazir
		Mrs Ellen Walsh	Mrs Sarah-Jane Huxley
<b>CLEANER</b>	Miss Marisa Garcia	Mr Harry Hampson	Ms Clare Pye
	Mrs Caroline Wood **	Mrs Marina Jakimcuka	Ms Michel Mann
			Mrs Lisa Orwell
<b>BREAKFAST CLUB</b>	Mrs Lisa Garbutt **	Mrs Diane Clarke	Ms Michel Mann
	Miss Claire Keen	Mrs Caroline DeFreitas	Mrs Gill Hyett
		Mrs Sylvia O'Byrne**	
<b>AFTER SCHOOL CLUB</b>	Mrs Lisa Garbutt***	Miss Lauren Saunders	
	Deirdre Farrow	Mrs Sylvia O'Byrne	
	Mrs Marion Rolland***	Mrs Caroline De-Freitas	
<b>Trust Admin</b>	Mrs Irene Nelson		
	Mrs Natalie Pennells		
	Mrs Ellen Walsh		

### Leadership Pay Ranges 2023

	England (excluding the London Area)	Fringe Area	Outer London Area	Inner London Area
	£	£	£	£
<b>Group 1</b>	53,380 - 71,019	54,685 - 72,311	57,124 - 74,730	62,304 - 79,856
<b>Group 2</b>	56,082 - 76,430	57,383 - 77,730	59,826 - 80,142	65,007 - 85,267
<b>Group 3</b>	60,488 - 82,258	61,789 - 83,554	64,229 - 85,965	69,407 - 91,095
<b>Group 4</b>	65,010 - 88,530	66,316 - 89,818	68,749 - 92,234	73,933 - 97,359
<b>Group 5</b>	71,729 - 97,639	73,034 - 98,935	75,478 - 101,350	80,655 - 106,476
<b>Group 6</b>	77,195 - 107,700	78,507 - 108,995	80,944 - 111,406	86,119 - 116,535
<b>Group 7</b>	83,081 - 118,732	84,391 - 120,021	86,826 - 122,437	92,007 - 127,564
<b>Group 8</b>	91,633 - 131,056	92,933 - 132,352	95,377 - 134,765	100,552 - 139,891

### Leadership Spine - National ADVISORY Pay Points 2023

	NO Fringe	Fringe	Outer London	Inner London
1	47,185	48,484	50,929	56,100
2	48,366	49,668	52,113	57,288
3	49,574	50,876	53,314	58,500
4	50,807	52,116	54,555	59,731
5	52,074	53,383	55,822	61,004
6	53,380	54,685	57,124	62,304
7	54,816	56,126	58,565	63,745
8	56,082	57,383	59,826	65,007
9	57,482	58,785	61,225	66,402
10	58,959	60,261	62,703	67,880
11	60,488	61,789	64,229	69,407

12	61,882	63,189	65,629	70,807
13	63,430	64,737	67,178	72,351
14	65,010	66,316	68,749	73,933
15	66,628	67,928	70,368	75,545
16	68,400	69,705	72,144	77,324
17	69,970	71,285	73,718	78,896
18*	71,019	72,311	74,730	79,856
18	71,729	73,034	75,478	80,655
19	73,509	74,811	77,258	82,433
20	75,331	76,641	79,076	84,256
21*	76,430	77,730	80,142	85,267
21	77,195	78,507	80,944	86,119
22	79,112	80,419	82,852	88,036
23	81,070	82,373	84,812	89,898
24*	82,258	83,554	85,965	91,095
24	83,081	84,391	86,826	92,007
25	85,146	86,450	88,890	94,067
26	87,253	88,561	90,995	96,172
27*	88,530	89,818	92,234	97,359
27	89,414	90,718	93,157	98,332
28	91,633	92,933	95,377	100,552
29	93,902	95,207	97,642	102,827
30	96,239	97,536	99,980	105,160
31*	97,639	98,935	101,350	106,476



31	98,616	99,924	102,364	107,541
32	101,067	102,376	104,808	109,986
33	103,578	104,887	107,325	112,502
34	106,138	107,446	109,884	115,062
35*	107,700	108,995	111,406	116,535
35	108,776	110,085	112,519	117,700
36	111,470	112,774	115,210	120,389
37	114,240	115,547	117,987	123,168
38	117,067	118,373	120,813	125,988
39*	118,732	120,021	122,437	127,564
39	119,921	121,222	123,662	128,840
40	122,912	124,223	126,661	131,840
41	125,983	127,289	129,729	134,913
42	129,140	130,448	132,881	138,062
43	131,056	132,352	134,765	139,891