



Pay Policy

Tees Valley Education Trust

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1. INTRODUCTION

This policy sets out the framework for a clear and consistent assessment of the overall performance of CEO, SLT and all Teachers and for supporting their development needs within the context of the Trust but specific to the needs of each Academy and their plans for improving educational provision.

All of the above levels of teaching staff will be referred to as Teachers and where there are specific differences the difference will be stated.

2. AIM

For all teaching staff to be assessed in order to meet the requirements of their role, the Teachers' Standards, any identified needs of the specific Academy and their own professional needs.

To ensure where Teachers are eligible for pay progression, there is an assessment of their performance throughout the Appraisal period and against the performance criteria and objectives.

This assessment will be the basis on which the pay recommendation is made by the appraiser.

The appraisal period will also be used to address concerns that are raised about a teachers' performance. If concerns are such that they cannot be resolved through the appraisal process, there will be consideration of whether to commence the capability procedure.

3. POLICY

The policy applies to the all teaching staff employed by the Trust except:

- those on contracts of less than one term
- undergoing induction (NQT's)
- those who are the subject of capability procedures.

Teachers who are employed on fixed term contracts of less than one year will have their performance managed in accordance with this policy however the length of the period for appraisal will be determined by the duration of the contract.

4. APPRAISAL PERIOD

The Trust will promote equality in all aspects of academy life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development. The Trust Board ensures that all academies comply with relevant equalities legislation:

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

See 'Trust Board Responsibilities' in relation to monitoring.

5. EQUALITIES AND PERFORMANCE RELATED PAY

The Trust will ensure that its processes are open, transparent and fair. All decisions will be objectively justified and records of any decisions, and the reasons for them will be kept in personnel files (and retained for six years following the cessation of employment with TVED). 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 employee has been away due to pregnancy, maternity or disability-related illness, where appropriate, employees will be able to use evidence from previous appraisal cycles.

6. JOB DESCRIPTIONS

The Chief Executive Officer (CEO) will ensure that each member of staff is provided with a job description in accordance with the staffing structure.

Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in the light of the changing needs of the Trust or an individual academy. Job descriptions will identify key areas of responsibility.

All job descriptions will be reviewed annually as part of the appraisal process.

7. ACCESS TO RECORDS

The CEO and Headteachers will ensure access for individual members of staff to their own employment records.

8. APPRAISAL

The Trust Board has approved an Appraisal Policy which reflects the principles set out in the Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Performance appraisal of support staff is not a statutory requirement but Tees Valley Education recognises its value for employees and its ability to underpin the Trust's aim of improving outcomes for all.

The Trust's Appraisal Policy for teachers states that appraisal objectives must be such that, if they are achieved, they will contribute to:

- Improving the education of pupils at that academy; and
- The implementation of any plan of the 'governing body' (Trustees) designed to improve that academy's education provision and performance.

Assessment will be based on evidence from a range of sources (see the Trust's Appraisal Policy). Although each academy will establish a firm evidence base in relation to the performance of all employees, there is a significant responsibility on individual reviewees and reviewers to work together.

Employees are responsible for gathering any evidence that they deem appropriate in relation to meeting their objectives, the Teachers' Standards (where appropriate) and any other criteria (i.e. application to be paid on Upper Pay Range) so that such evidence can be taken into account at the review.

The CEO, in conjunction with Headteachers, will moderate objectives to ensure consistency and fairness; they will also moderate performance assessment and initial pay recommendations to ensure consistency and fairness.

9. TRUST BOARD RESPONSIBILITIES

The Trust Board will fulfil its obligations to;

- teachers: reflecting the principles set out in the school teachers' pay and conditions document (STPCD 2022) and the conditions of service for school teachers in England and Wales (commonly known as the Burgundy book).
- support staff: reflecting the principles set out in the national joint council for local government services national agreement on pay and conditions of service (Green book).

The Trust Board will monitor and ratify all decisions made by the Audit, Risk and Finance Committee in relation to pay including policy and the extent to which different groups of teachers progress at different rates, ensuring the Trust's continued compliance with equalities legislation. The Trust Board will oversee the arrangements for the CEO performance appraisal (including a mid-term review, where appropriate).

10. AUDIT, RISK AND FINANCE RESPONSIBILITIES

The Audit, Risk and Finance Committee will:

- Consider any updated pay policy and 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.
- Monitor the Quality Assurance to ensure outcomes of individual pay decisions have been made fairly and objectively and in accordance with agreed policy
- Report all decisions to the Trust Board for ratification.

11. CEO RESPONSIBILITIES

The CEO will:

- Ensure that appraisers, decision-makers and any appeal committee members receive appropriate training to ensure fair and open decision-making
- In conjunction with the Chief Executive Officer (CEO) will ensure that funds are made available to support pay decisions, in accordance with this pay policy
- Oversee the arrangements for Directors and Headteacher (HT) performance appraisals (including a mid-term review, where appropriate)
- Oversee the arrangements for her/his personal assistant's (PA) performance appraisals (including a mid-term review, where appropriate)
- Oversee the performance appraisal arrangements for employees employed to work in more than one academy (including a mid-term review, where appropriate)
- Develop clear arrangements for linking appraisal to pay progression and any additional

rewards and consult with employees on the appraisal and pay policies

- Submit any updated appraisal and pay policies to the Trust Board for approval
- Ensure that effective appraisal arrangements are in place, and that any appraisers have the knowledge and skills to apply procedures fairly
- Submit an annual report to the Trust Board on pay differentials across the Trust

It is the responsibility of the CEO to observe all statutory and contractual obligations, to keep abreast of relevant developments, and to advise the Trust Board and Audit, Risk and Finance Committee when the Trust's Pay Policy needs to be revised.

It is the responsibility of the CEO to ensure that all decisions agreed by the Audit, Risk and Finance Committee and Headteachers are clearly recorded and reported at the next opportunity to the Trust Board. All decisions about pay will be placed in the confidential section of the Trust Board's agenda and minutes and will either be received or referred back.

12. HEADTEACHER RESPONSIBILITIES

The Headteacher will:

- Oversee the arrangements for all educational employees working solely within their academy, including other members of the leadership group (including a mid-term review, where appropriate). These arrangements must be submitted to the CEO by the end of the first week in July each year.
- Submit pay recommendations to the CEO ensuring that they have sufficient information upon which to moderate pay decisions; and
- Ensure that teachers are informed about decisions reached, and that records are kept of recommendations and decisions made.

13. DIRECTOR OF FINANCE, RESOURCES & OPERATIONS (DFRO)/ACADEMY BUSINESS MANAGER

The DFRO/Academy Business Manager (ABM) will:

- oversee the arrangements for all academy administrative staff (ABM) and members of the central team (DFRO) (including a mid-term review, where appropriate).
- ensure, in conjunction with the CEO, that funds are made available to support pay decisions, in accordance with this pay policy
- ensure that all direct employees of the Trust receive an appraisal letter detailing salary no later than 30th April each year indicating their overall pay and elements therein. Where changes are made at other times, the DFRO will ensure that the employee receives written notification with 8 weeks of the change.

14. REVIEWERS RESPONSIBILITIES

Reviewers will:

- oversee performance management appraisals (including a mid-term review, where appropriate) usually for people for whom they are directly responsible.
- attend, and actively participate, in training and development opportunities in their role as a reviewer.
- consider evidence presented by all reviewees in a fair and equitable manner, ensuring compliance with Trust policy at all times.
- meet with their reviewees within a reasonable timescale when requested.

15. REVIEWEES RESPONSIBILITIES

A reviewee will:

- 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;
- keep records of their objectives and agreed performance development and ensure that appropriate evidence is clearly presented throughout the appraisal process;
- engage in a mid-term review (where appropriate) and ensure they have an annual review of their performance.
- ensure that they understand their objectives and review them frequently to ensure they remain appropriate.
- advise their reviewer immediately if they are concerned about the appropriateness of their objectives or their ability to achieve them.

16. DIFFERENTIALS

Appropriate differentials will be created and maintained between posts within each academy, across the Trust and within the central service team, recognising accountability and job weight, and the Trust's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

17. SALARY SAFEGUARDING

Where a pay determination leads or may lead to the start of a period of salary safeguarding, the Trust Board will comply with the relevant provisions of the Document (STPCD 20221) and will give the required notification as soon as possible and no later than one month after the determination. In accordance with current policies, salary safeguarding will not apply to support staff.

18. PROCEDURES

The Trust Board will determine the annual pay budget on the recommendation of the Audit, Risk and Finance Committee, taking into account the outcomes of the Appraisal Process and the assessment criteria set out in this Policy. It will also allocate agreed funds to allow for financial rewards for all staff with outstanding outcomes.

19. ANNUAL PAY DETERMINATION

All members of Trust staff are paid annually: NJC receive awards April to March and span over two years; All teaching staff up to Deputy Headteacher/Deputy Head of Academy level have their pay reviewed by July for increment in September. CEO, Executive Headteacher, Headteacher and Head of Academy have their pay reviewed in September by Trust Board to be considered by November of each year (this is back dated to 1st September)

in the July meeting. For CEO and HT final data published at the end of August will be used to look at pay awards in September. Backdated monies will be paid in October.

20. NOTIFICATION OF PAY DETERMINATION

Decisions will be communicated to each employee by the HT in writing in accordance with the time lines set out in paragraph 20 above and will set out the reasons why decisions have been taken. An instruction to amend pay from the relevant date will be issued immediately to the DFRO/ABM after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

21. APPEALS PROCEDURE

The Trust has an appeals procedure in relation to pay in accordance with the provisions of Trust's standard appeals procedure which is set out as in Annex A of this pay policy.

22. LEADERSHIP GROUP PAY

The Trust Board will determine the overall pay package for each post within the Leadership Pay Group. On appointment the Board will determine the starting salary within the appropriate pay range to be offered to the successful candidate.

In making such determinations, the Board may take into account a range of factors, including:

- the nature of the post
- the key priorities of the Trust and individual academies
- the level of qualifications, skills and experience required
- market conditions
- past experience of candidates
- the wider Trust context

Pay Progression within the Leadership Pay Group will be determined by the Trust Board following consideration of the recommendations of the Pay and Review Committee and taking into account evidence of meeting the Trust's Leadership Standards and the National Standards of Excellence for Headteachers 2015 which are reflected in the standards set out in the Trust's Appraisal Policy.

23. CEO PAY

The CEO pay within the Trust comprises of a spot salary including Executive Headteacher responsibilities.

The salary level associated with the CEO role will be determined by the Trust Board in the context of market rates and the specific operating circumstances of the Trust

Pay Progression along the relevant leadership pay range in respect of the CEO/Executive Headteacher and other members of the Senior Leadership Team will be determined, based on the criteria agreed during the Appraisal process and particularly related to:

- Evidence of meeting the expected Leadership Standards
- Achievement of objectives
- Achievement of required teaching and learning, attainment and progress outcomes at academy and Trust level
- Leading the academy improvement process – particularly relating to teaching and learning, attainment and progress
- Contribution to improvements across the Trust

24. HEADTEACHER

Pay on appointment

Under this Policy the Audit, Risk and Finance Committee will review the academy's Headteacher pay range in accordance with the principles set out in this Policy.

If the Headteacher takes on permanent accountability for one or more additional academies, the Audit, Risk and Finance Committee will set a pay range taking account of the full extent of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment and retention issues. The Audit, Risk and Finance Committee will take into account all relevant factors 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.

The Audit, Risk and Finance Committee will consider using its discretion, in exceptional circumstances only, to exceed the 25 per cent limit beyond the maximum of the pay range when setting the salary range for the Headteacher. However, before doing so, it will make a fully-documented business case and seek external independent advice.

The Audit, Risk and Finance Committee will use reference points within the pay range.

At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the Trust Board will adjust the pay range to ensure appropriate scope of 7 reference points for performance related pay progression.

The Audit, Risk and Finance Committee will have regard to the Trust's salary bands for all posts, including any permanent additional payments, to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability.

The Audit, Risk and Finance Committee will consider the use of temporary payments for clearly time-limited responsibilities or duties only, in accordance with principles set out in this Policy.

The Audit, Risk and Finance 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. It will only set a range, the maximum of which is more than 25 per cent above the maximum value of the Trust's salary range, in exceptional circumstances. In such circumstances, it will make a business case to the Trust Board and the Trust Board may seek external independent advice before giving agreement.

The CEO will consider whether there is a need for any temporary payments for clearly time-limited responsibilities or duties. The total sum of the temporary payments made to a Headteacher will not exceed 25 per cent of the annual salary which is otherwise payable to the Headteacher; and the total sum of salary and other payments made to a Headteacher must not exceed 25 per cent above the maximum of the Headteacher normal pay range, except in wholly exceptional circumstances.

All Headteachers are paid on a seven-point scale.

The Audit, Risk and Finance Committee will determine a pay range, taking account of the full role of the Deputy/Assistant Headteacher, all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including recruitment issues. The factors to be taken into account by the Audit, Risk and Finance Committee will include whether or not the Deputy/Assistant Headteacher role incorporates classroom teaching.

The Audit, Risk and Finance Committee will use reference points within the pay range.

At the appointment stage, candidate specific factors will be taken into account when determining the starting salary. If necessary, the governing body will adjust the pay range to ensure appropriate scope of 5 reference points, for performance related pay progression.

The Audit, Risk and Finance Committee will consider whether the award of any additional payments are relevant, in accordance with this Policy.

25. SERVING DEPUTY/DEPUTY HEADS OF ACADEMY/ASSISTANT HEADTEACHER

The CEO will re-determine the Deputy/Assistant head pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher, or to maintain consistency with pay arrangements for new appointments to the leadership group. This will be reported to the Audit & Risk Committee.

When determining the pay range of a serving Deputy/Assistant head, new to the Trust, the Audit, Risk and Finance Committee will take account of all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations, including retention issues. The Audit, Risk and Finance Committee will take into account all relevant factors when determining an appropriate pay range. It will minute carefully its decisions and reasons for those decisions.

The Audit, Risk and Finance Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure.

The Audit, Risk and Finance Committee will consider whether the award of any additional payments are relevant in accordance with the provisions of this Policy.

The Audit, Risk and Finance Committee will review pay structures in accordance with the criteria set out in this Policy. Headteacher and CEO are responsible for determining which staff should receive one reference point where there has been sustained high quality of performance having regard to the results of the recent appraisal.

26. ACTING ALLOWANCES (TEACHING STAFF ONLY)

Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher/Deputy or Assistant HT in accordance with the provisions of this Policy. The CEO will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. 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.

Any teacher who carries out the Headteacher/Deputy or Assistant HT role for a period of four weeks or more, will be paid on the appropriate range for the post, as the case may be. Payment will be backdated to the commencement of the duties.

27. PAY ON APPOINTMENT

The Trust will usually, where appropriate, maintain an employee’s previous pay entitlement. Decisions to alter previous pay entitlement will be negotiated prior to employment (e.g. where a teacher requests to be transferred from UPR to MPR).

In respect of Support Staff, the CEO will determine the pay grade of support staff on appointment in accordance with the provisions of this Policy and the current grading structure and salary rates of the Trust. The Appointment Panel will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

28. ANNUAL PAY DETERMINATION

The Audit, Risk and Finance Committee will use reference points. Therefore, the pay scale for main pay range for teachers in this Trust is: £28,000 – £38,810

Reference point 1	£28,000
Reference point 2	£29,800
Reference point 3	£31,750
Reference point 4	£33,850
Reference point 5	£35,990
Reference point 6	£38,810

Appraisal objectives will become more challenging to reflect a teacher's experience and responsibilities. Objectives will, however, be such that, if achieved, will meet the requirements of the Trust's Appraisal Policy and key priorities.

To move up the main pay range, one reference point at a time, teachers must have shown that they are competent in the 2012 Teachers' Standards and their teaching is consistently 'good', as defined by Tees Valley Education Trust. Such judgments will be made considering a range of evidence gathered which is related to the appraisal process and includes the outcomes of in year monitoring.

Teaching is deemed to be good when:

- pupil progress objective(s) are met
- evidence of good progress towards achievement of other objectives
- evidence of impact on wider outcomes for pupils
- outcomes of lesson observations, work scrutiny and other in year monitoring reflect good progress and consistent application of academy policies and procedures
- effective improvements in any specific elements of practice identified to the teacher through the appraisal process
- effective contribution to the wider life of the academy
- effective contribution to the attitude, ethos and disposition of the Trust is made

Teaching will be deemed to be exceptional when at least three aspects of the above are deemed to be outstanding and all of the above criteria relating to good teaching are met. Where teachers are deemed to have been working at an exceptional level, reviewers may recommend that the teacher is awarded a non-consolidated and non-pensionable incentive payment of £1000. This can be paid as a one-off award in July/August.

The Audit, Risk and Finance Committee will take account of the pay recommendations contained in the appraisal report from the Headteacher. Review of pay (i.e. no movement, one reference point, one reference point + an incentive payment) will be clearly attributable to the performance of the teacher in question. The Audit, Risk and Finance Committee will be able to justify its decisions to the Trust Board. HTs/Deputy Head of Academy /Deputy or Assistant HTs are eligible for incentive payments if they are deemed to have made an outstanding contribution to the Trust or one of its academies.

In accordance with the provisions of this policy support staff are entitled to an annual pay increment until they have reached the top of their pay range, subject to their performance being assessed as good and objectives agreed as part of the appraisal process being achieved or where all of the necessary work has been completed but the objective not achieved because of factors outside of the control of the employee. Annual increments are payable in April. An employee must have been employed by the Trust for six months prior to the increment date in order to receive an increment.

29. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE (UPR) (TEACHING STAFF ONLY)

Any qualified teacher within the Trust can apply to be paid on the upper pay range. If a teacher is simultaneously employed at another school/ academy(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school/ academy(s). An academy will not be bound by any pay decision made by another school/ academy unless it is part of the Trust.

All applications should include the results of the two most recent appraisals showing clear evidence against UPR standards. Where such information is not applicable or available for the current year, e.g. those returning from maternity or sickness absence, evidence may be presented from the two cycles prior to the absence.

In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. This should include evidence of meeting the performance criteria set out in this Policy, together with substantial and sustained contribution to whole academy or Trust development. Those teachers who have been absent, through sickness, disability or maternity, may cite written evidence of working consistently at UPR standards from the previous year or, in exceptional circumstances, the most recent cycle in support of their application.

30. APPLICATION PROCEDURE - (TEACHING STAFF ONLY)

One application may be submitted annually. The closing date for applications is 14th June each year. The process for applications is:

- submit the application form and supporting evidence to the Headteacher by the cut-off date of 14th June;
- the Headteacher will review the application within 10 working days; which will include a pay recommendation to the CEO;
- any application will be reviewed by the CEO for moderation purposes and final decisions made.
- The applicant will receive written notification of the outcome of their application by 20th July. If the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see Assessment below);
- If requested, oral feedback will be provided by the CEO. Oral feedback will be given within 10 working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria;
- Successful applicants will move to the minimum of the UPR on 1 September.
- Unsuccessful applicants have the right of appeal. The appeals process is set out in the Annex A of this pay policy).

31. ASSESSMENT (QUALIFIED TEACHING STAFF ONLY)

The teacher will be required to meet the criteria set out in this Policy, namely that:

- The teacher is highly competent in all elements of the relevant standards
- The teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- The teacher embraces and makes a considerable contribution towards the development of other professional or organisation within their own or another academy.

In this Trust, this is interpreted as follows:

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.

Substantial: the teacher's achievements and contribution to the academy 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 academy improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

Sustained: in relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

32. UPPER PAY RANGE (TEACHING STAFF ONLY)

Annual pay determination

The upper pay range in this Trust will consist of three reference points as set out below:

UPR1: £40,625

UPR2: £42,131

UPR3: £43,685

Progression through the UPR will be considered annually, in line with the provisions of this Policy.

The Headteacher and CEO will determine whether there has been continued good performance. In making such a determination, it will take into account:

- the performance criteria set out in this policy;
- the appraisal report and the pay recommendation of the reviewer
- the appraisal evidence that the teacher is highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

Pay progression on the upper pay range will be clearly attributable to the performance of the individual teacher. The CEO and HT will be able to objectively justify its decisions to the Audit & Risk Committee.

Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above, and has made good progress towards their objectives, the teacher will move to the next salary reference point within the Upper Pay Range.

Further information, including sources of evidence is contained within the Trust's appraisal policy. The Audit, Risk and Finance Committee will be advised by the CEO/Headteachers in making all such decisions.

Once achieved, teachers are expected to maintain their performance against objectives for the upper pay range. In instances where a teacher has failed to achieve this, consideration will be given to any request from the teacher to revert to the maximum point of the main pay range.

Staff who have progressed to the Upper Pay Range can, in certain circumstances, request that they revert to payment on the main pay range, even though there are no concerns regarding performance. Enquires would be dealt with on a case by case basis.

33. LEADING PRACTITIONER ROLES (TEACHING STAFF ONLY)

Tees Valley Education will not, at the present time, employ Leading Practitioners.

34. UNQUALIFIED TEACHERS (TEACHING STAFF ONLY)

Pay on appointment

The Trust will pay any unqualified teacher (UQT) in accordance with the Trust's salary range for unqualified teachers.

Unqualified Teacher Range 2022

1: £19,340

2: £21,559

3: £23,777

4: £25,733

5: £27,954

6: £30,172

Annual pay determination

In order to progress up the unqualified teacher range, one reference point annually, unqualified teachers will need to show that they have made good progress towards their objectives.

Judgments will be made on evidence gathered which is related to the appraisal process. Information on sources of evidence is contained within the Trust's appraisal policy.

The Audit, Risk and Finance Committee will be advised by the CEO/Headteachers in making all such decisions. Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The Audit, Risk and Finance Committee will be able to objectively justify its decisions.

Where an UQT employed by the Trust is awarded qualified teacher status (QTS) during their employment, they will be awarded the closest higher reference point on the main pay range in the September following the award of QTS.

35. RESPONSIBILITY PAYMENTS

The CEO, in conjunction with the Headteachers, may award a Responsibility Enhancement (RE) to a classroom teacher in accordance with the criteria set out in this Policy and the approved structure for the academy. Such allowances will be for clearly defined and sustained additional responsibility in the context of the academy's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a Responsibility Enhancement is awarded.

The CEO, in conjunction with the Headteachers, will ensure that sufficient differential exists between different levels of allowance, taking account of the responsibilities for which, the allowance is awarded. All decisions will be objectively justified.

In this Trust, the different levels of Responsibility Enhancement are:

RE 1:	£3,017
RE 2:	£7,368

The CEO, in conjunction with the Headteacher, may award a responsibility enhancement of between £600 and £2,975 for clearly time-limited academy improvement projects, or one-off externally driven responsibilities. The project/responsibility will be focused on teaching and learning; require the exercise of a teacher's professional skills and judgement and have an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils. The Trust will set out in writing to the teacher the duration of the fixed term, and the amount of the award. If a temporary allowance is awarded to a part-time teacher, the pro rata principle will not apply. No safeguarding will apply in relation to an award of a Temporary Responsibility Enhancement.

All Responsibility Enhancements are applied subject to the teacher continuing to meet the criteria for good teaching and can be withdrawn following a period of monitoring and support within the Capability Procedure if sufficient performance is not maintained.

In some cases, the duties and responsibilities associated with a Responsibility Enhancement will be an integral part of the post and the salary will be set accordingly. In such instances, the enhancement cannot be separated from the overall requirements of the post. If there is no longer a need for the associated duties and responsibilities the teacher can only be redeployed to an alternative post if an appropriate vacancy is available.

Support staff can be paid an additional Responsibility Allowance (RA1) of between £600 and £2,975 for clearly defined and sustained additional responsibility in the context of the academy's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning outcomes. The additional responsibilities may be for a permanent or temporary period involving clearly time-limited academy improvement projects, or one-off externally driven responsibilities.

36. SPECIAL NEEDS ALLOWANCE (TEACHING STAFF ONLY)

The CEO, in conjunction with the Headteacher may award a SEND teaching and learning responsibility allowance on a range of between £2,384 and £4,703 to any classroom teacher who meets the criteria as set out as reflected in the STPCD.

When deciding on the amount of the allowance to be paid, the CEO and Headteacher will take into account the structure of the Trust's and individual academy's SEND 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 CEO and Headteachers will also establish differential values in relation to SEND roles across the Trust and within each academy 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. The Trust Board will take account of the criteria set out in this Policy when reviewing the annual report provided by the CEO.

37. PART-TIME EMPLOYEES

The Trust Board will apply the same provisions as set out in the STPCD in relation to part-time teachers' pay and working time and applying pro-rata payment arrangements. The CEO/Headteachers and the Trust Board will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

38. TEACHERS EMPLOYED ON A SHORT-NOTICE BASIS (TEACHING STAFF ONLY)

Such teachers will be paid on a daily basis calculated on a working year of 195 days. Periods of employment of less than a day will be calculated on a pro-rata basis. A teacher employed by the Trust for a 12 months period beginning in August or September will not be paid more than would have been paid had the teacher been in regular employment throughout that period. Where a teacher is employed on a fixed term basis or more than 12 months, the standard salary determination process will apply.

39. ADDITIONAL PAYMENTS

The Audit, Risk and Finance Committee/Trust Board may make additional payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the academy day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy;
- participation in out-of-academy hours learning activity agreed between the CEO/Headteachers and the employee; and
- additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional academies
- engagement in system leadership. In such instances teachers' rates will apply where a qualified teacher is required, otherwise an agreed rate of pay will be determined.

Additional payments will be made to employees where advised by the CEO/Headteacher.

Additional payments will be based on the value of the work to be undertaken and will therefore apply to all staff engaged on the agreed activity.

Additional payments may also apply to Support Staff. In such instances, the appropriate non-teaching rate of pay will be applied according to the nature and level of activity undertaken.

40. RECRUITMENT AND RETENTION INCENTIVE BENEFITS

All academies must operate within the Trust's agreed procedures for recruitment taking into account employment legislation and safer recruitment practices.

The Trust Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive as indicated above. The Audit, Risk and Finance Committee will consider exercising its discretion 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 Trust Board 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 Headteacher, Deputy Headteacher, Deputy Head of Academy or Assistant Headteacher other than as reimbursement of reasonably incurred housing or relocation costs.

41. SALARY SACRIFICE ARRANGEMENTS

Where the Trust operates a salary sacrifice arrangement, an employee may participate in any arrangement and his/her gross salary shall be reduced accordingly.

42. APPEAL PROCEDURE – PAY POLICY DECISIONS

A pay policy is not a statutory requirement for academies. However, the Trust has established an appeal process to consider appeals against pay decisions, as outlined at Annex A.

43. APPEAL HEARING PROCEDURE

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

44. GUIDANCE

When a member of staff feels that a pay decision is incorrect or unjust, they may appeal against that decision. The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That the person or committee by whom the decision was made:

- incorrectly applied the Trust's pay policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;

- was biased; or
- otherwise unlawfully discriminated against the teacher.

Any appeals should be made in writing to the Headteacher or CEO; the appeal should include sufficient details of its basis. Appeals should be heard without unreasonable delay and at an agreed date, time and place.

Employees have a right to be accompanied at any stage of an appeal hearing by a work colleague or a trade union representative.

Annex (A)

APPEAL AGAINST DECISION OF PAY COMMITTEE FOR HEADTEACHERS AND CEO APPEAL PROCEDURE

Appeals against decisions on pay progression will be considered by a Pay Appeal Committee comprising two members of the Trust Board who have played no part in earlier stages of the decision making process.

The meeting should be attended by:

- the employee; who may be accompanied by a work colleague or an accredited trade union representative
- a representative of the Audit, Risk and Finance Committee or initial Panel of the Trust Board
- the Principal who will provide information and advice (except where he/she is the appellant)
- the Pay Appeal Committee
- HR Adviser

The meeting agenda should be;

1. The Chair of the Panel to make introductions and opening remarks to clarify the procedure.
2. The member of staff and / or representative to present his / her case (and call witnesses if appropriate).
3. The Audit, Risk and Finance Committee or Trust Panel Representative to ask questions.
4. The Pay Appeal Committee to ask questions.
5. The Audit, Risk and Finance Committee or initial Trust Panel representative to respond and outline the rationale for the original decision.
6. The member of staff and / or his / her representative to ask questions.
7. The Pay Appeal Committee to ask questions.
8. The Headteacher to add any relevant information (where not the appellant).
9. The employee and Audit, Risk and Finance Committee/Initial Trust Panel Representative to summarise their respective cases if they so wish.
10. Both parties withdraw to allow the Appeal Committee to consider its decision.
11. The Pay Committee may ask both parties to wait to hear the decision on that day, or advise that the decision will be forwarded in writing within three working days of the meeting.