

## ST FRANCIS CATHOLIC MULTI-ACADEMY TRUST

### PAY POLICY

*We are a family of schools growing and working together to ensure provision of high-quality Catholic education that is inclusive and equitable for all children in our schools, as well as nurturing and developing the leaders, teachers and all staff in our communities to ensure outstanding teaching and learning at all times and strong leadership teams.*

*Following the example of St Francis of Assisi, we strive to serve all with care and love. We acknowledge each individual as created by God and deserving of respect and ensuring all have what they need to flourish and reach their full potential in God's love.*

**This Pay Policy has been approved and adopted by St Francis Catholic Multi-Academy Trust for use in all its academies on 18<sup>th</sup> Jan 2022 and will be reviewed by 30<sup>th</sup> June 2023.**

**Signed by Director of the Trust:**

**Signed by Headteacher/Principal of the Academy:**

#### DEFINITIONS

In this Pay Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means any academy operated by St Francis Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Companion' means a willing work colleague not involved in the subject matter of the issue being dealt with under this policy, or a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Pay Policy.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Francis Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.
- vii. 'Working Day' means any day on which you would ordinarily work if you were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Pay Policy.

## **1. About this Policy**

- 1.1 This policy sets out our framework for all our academies for making decisions on pay from 1 September [2022].
- 1.2 For the avoidance of doubt employees working on a part-time basis shall have the same opportunity to progress through the pay ranges as those working full-time.
- 1.3 The Trust is not bound by law to adopt the pay ranges in the School Teachers' Pay and Conditions Document (STPCD). However, pursuant to the mandate by the Catholic Bishops of England and Wales, the Trust adopts the STPCD, including the pay ranges contained therein.

## **2. Personnel responsible for implementing the policy**

- 2.1.1 The **Local Academy Committee** has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant contractual framework. The Headteacher has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review.
- 2.1.2 Managers have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

## **3. Purpose of this Policy**

- 3.1 Our aim is for all teaching in all lessons by all teachers at our academies to be good or excellent to ensure the best possible education for all our pupils. This policy supports that aim by supporting the recruitment and retention of a high quality workforce; recognising and rewarding staff appropriately for their contribution to the School; ensuring that decisions on pay are managed in a fair, just and transparent way; and focussing on the central importance of high quality teaching and learning, improving standards and making a positive impact on pupil progress and outcomes.

## **4. Procedure for determining Teacher and Support Staff Pay**

- 4.1 The Trust is responsible for setting teacher and support staff pay. The Trust has delegated its authority for setting pay for teachers and support staff in accordance with the tables at section 6 of this policy (for teachers) and section 23 (for support staff) of this policy. The tables set out, for each category of staff, the individual or committee that will carry out the roles of pay Recommender and pay Decision Maker. It offers the right of appeal in relation to the Pay Decision reached by the Decision Maker.

## **5. Timing of Pay Review**

### ***Teachers***

- 5.1 The arrangements for teacher appraisal are set out in our Teacher Appraisal Policy.
- 5.2 On or before 1<sup>st</sup> September of each year, or as soon as possible thereafter, the Recommender (see table below) will carry out an annual assessment of salary for each teacher, including those in the Leadership Group and unqualified teachers employed in the Academy. Each teacher will be informed in writing of the recommended salary for September of the new academic year including any increased salary, having regard to the annual performance review conducted in

accordance with the Trust's Appraisal Policy and this policy. The Recommender will inform each teacher of the proposed salary before making the recommendation to the Decision Maker.

- 5.3 When the appropriate Decision Maker has considered the recommendations from the Recommender for all teachers employed at the Academy, a decision (the "Pay Decision") will be provided in writing, by 30 November at the latest, to each teacher on the appropriate teacher salary assessment form. The salary assessment form will give information on each relevant aspect of the teacher's salary on which the Trust has discretion under this policy. All salary decisions will have been completed by 30<sup>th</sup> November at the latest, to be backdated to 1<sup>st</sup> September.

### **Support Staff**

- 5.4 The arrangements for support staff appraisal are set out in our Support Staff Appraisal Policy.
- 5.5 The timing of the annual review will either be based on the academic year or as set out in the Support Staff Appraisal Policy.

### **The Process**

- 5.6 Where the Headteacher is the Recommender, they may choose to involve members of the Academy's Leadership team or middle management in assessing relevant evidence before making a decision or recommendation on staff pay. Additionally, where the Trust has engaged a third party to provide advice and support in relation to pay decisions, the Headteacher shall consult such third party before making a recommendation. The Headteacher will assess appropriate evidence before making a Pay Decision or Recommendation.
- 5.7 The Recommender and the Decision Maker must have regard to the Academy's approved budget, financial forecasts and the requirements of any relevant legislation, particularly the requirements of employment legislation, and the Academies Financial Handbook, when recommending and/or determining staff pay.
- 5.8 The Leadership Appraisal Group is composed as set out in our Teacher Appraisal Policy.
- 5.9 The Appeal Panel shall consist of no more than three directors. Insofar as is reasonably practicable the panel should not include directors who formed part of the Leadership Appraisal Group and should not include staff directors.
- 5.10 A Pay Decision means any decision by a Decision Maker listed in the tables at section 6 and section 18 of this policy to award a pay rise or to not award a pay rise. It does not include any reference or decision relating to a pay *recommendation*.
- 5.11 In the event that you are dissatisfied with a Pay Decision about you, you may request a review by the Decision Maker. You should do so in writing, within 5 working days of the Pay Decision being communicated to you. A review will involve a meeting between you and the Decision Maker to be held within 5 working days of your request for a review. You may be accompanied to this meeting by a Companion. The Decision Maker is also entitled to have an adviser present.
- 5.12 The Decision Maker will write to you within 5 working days of the review meeting with an outcome (the "Reviewed Pay Decision").
- 5.13 If you are dissatisfied with the Reviewed Pay Decision you may appeal in writing within 5 working days of the Reviewed Pay Decision being communicated to you, in accordance with the tables at sections 6 and 23 of this policy. Any such appeal must be sent to the Clerk.

5.14 An appeal meeting will be held within 10 Working Days of receipt of the written appeal. You may be accompanied to this meeting by a Companion.

5.15 You will be sent an appeal outcome within 10 Working Days of the appeal meeting. The appeal decision is final and there will be no further right of appeal.

**TEACHERS**

**6. Delegation of powers for pay decisions**

6.1 Decisions relating to pay awards shall be made in accordance with the chart below:

<i>Role</i>	<i>Recommender</i>	<i>Decision Maker/ Reviewer</i>	<i>Appeal</i>
Headteachers [including Executive Headteachers]	The Trust's Leadership Appraisal Group	The Trust Executive Team	The Board's Pay Appeal Panel
Other staff on Leadership Pay Range	The Academy's Headteacher	The Academy's Leadership Appraisal Group	The Trust Executive Team
Upper Pay Range (including decision to join Upper Pay Range) and Leading Practitioners	A member of the Academy's Leadership team	The Academy's Headteacher	The Trust Executive Team
Main Pay Range and Unqualified Pay Range	Appraiser (with Headteacher's nominee if appropriate)	The Academy's Headteacher	The Trust Executive Team

**7. Leadership Pay Range**

- 7.1 The Leadership Pay Range is set out at Appendix 1.
- 7.2 Neither a new post on the Leadership Pay Range nor any vacant post on the Leadership Pay Range will be advertised without prior approval of the Trust who shall set the appropriate range for the relevant role. There is no right of appeal against the salary level to which a person is appointed.
- 7.3 There will be no progression on the Leadership Pay Range unless there has been sustained high quality of performance judged against performance objectives, specific job description and the Teachers' Standards, as applicable. *Performance is about maintaining a high standard in the core job, while demonstrating professional development which allows a person to have a greater impact on the school.*
- 7.4 TLRs and Project Bonuses cannot be paid to employees on the Leadership Pay Range.

## **8. Basic Pay Determination on Appointment – Classroom Teachers**

- 8.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range set out in the appropriate table at Appendix 1.
- 8.2 On appointment the Trust will determine the starting salary to be offered to the successful candidate within those Ranges.
- 8.3 In making such determinations, a range of factors may be considered including the following:
- (a) the current salary earned by the candidate;
  - (b) the requirements of the post;
  - (c) any specialist knowledge required for the post;
  - (d) the experience required to undertake the specific duties of the post;
  - (e) the wider Trust and Academy context;
  - (f) the local labour market for teachers of particular subjects;
  - (g) the candidate's academic qualifications;
  - (h) the candidate's experience of teaching;
  - (i) the candidate's commitment to Catholic religious practice; and
  - (j) any verified evidence of the candidate's responsibility for improvement in pupil progress, achievement or attainment or in modelling school improvement.
- 8.4 There is no right of appeal against the salary level to which a person is appointed.
- 8.5 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. We will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to working time arrangements and by comparison with the Academy's timetabled teaching week for a full-time teacher in an equivalent post.

8.6 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

## **9. Pay Review Process**

9.1 All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in our Teacher Appraisal policy.

9.2 The Trust will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers (including those on the Leadership Pay Range) are given a written statement setting out their salary and any other financial benefits to which they are entitled.

## **10. Evidence Base for Pay Progression for Classroom Teachers**

10.1 In coming to make a pay recommendation in the teacher's appraisal and in coming to make a decision on that recommendation or on an appeal in relation to that decision, a holistic consideration of all of the following evidence and sources of guidance will be given:

Evidence:

- (a) the teacher's self-review;
- (b) the appraiser's mid-year and final reviews;
- (c) information from line manager;
- (d) data tracking student progress;
- (e) lesson observations;
- (f) learning walks;
- (g) book reviews;
- (h) work scrutiny;
- (i) homework tracking;
- (j) examination results;
- (k) teacher's attendance and punctuality record; and
- (l) any additional evidence supplied by the teacher.

Sources of guidance:

- (a) job description for each role held by the teacher;
- (b) the Teachers' Standards, as applicable;
- (c) relevant Ofsted grade descriptors;
- (d) the expectations of each role held by the teacher given the teacher's length of time in the profession; and
- (e) any career progression benchmarks in our Teacher Appraisal policy

- 10.2 Our appraisal process will include an appropriate mechanism to ensure that performance objectives and pay recommendations are moderated and that assessments of performance are fair and consistent.
- 10.3 The Board shall ensure that those making pay recommendations and decisions are trained or experienced in such matters and have sufficient time to undertake the process.

## **11. The Main Pay Range**

- 11.1 The Main Pay Range is set out at Appendix 1.

## **12. Main Pay Range Progression**

### **Evidential expectation**

- 12.1 As a teacher progresses through the Main Pay Range their objectives will naturally become more challenging and judgements will need to be based on secure evidence of:
- (a) increasing quality of teaching and learning;
  - (b) an increasingly positive impact on student progress;
  - (c) an increasing impact on wider outcomes for pupils;
  - (d) improvements in specific elements of practice identified in the appraisal process to the teacher;
  - (e) an increasing contribution to the work of the Academy;
  - (f) an increasing impact on the effectiveness of colleagues and staff;
  - (g) increasingly good behaviour management; and
  - (h) increasingly positive use of assessment for learning and differentiation

### **Standard progression**

- 12.2 A teacher may only progress one point on the Main Pay Range if all of the following conditions are met in relation to the appraisal cycle:
- (a) the teacher has fully met all the Teachers' Standards, as applicable;
  - (b) the teacher has substantially or significantly met all objectives set for the appraisal cycle;
  - (c) the teacher has brought about expected levels of pupil progress as set out in the teacher's performance objectives;
  - (d) the teacher has delivered teaching which is at least consistently good or better in the light of all evidence; and
  - (e) the teacher has not been issued with a formal disciplinary or capability warning during the year.
- 12.3 Whether a teacher progresses on the Main Pay Range is entirely at the discretion of the Trust but a teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Main Pay Range.

## **13. THE UPPER PAY RANGE**

- 13.1 The Upper Pay Range is set out in Appendix 1.

- 13.2 Any qualified teacher within the Trust (even if not yet at M6) may apply to be promoted to the Upper Pay Range. Only one such application may be made in an academic year and should be made by 31 October of that academic year.
- 13.3 If a person is placed on the Upper Pay Range that promotion will take effect immediately unless further evidence is required to support the application, e.g. examination results, when it will be implemented from the date the evidence is presented. It will not be backdated to the start of the academic year or the date of the application.
- 13.4 Applications should be made to the Headteacher in writing with whatever supporting evidence the teacher considers appropriate. The Headteacher should assess the application within 20 working days.
- 13.5 The Headteacher may exercise discretion to allow a teacher to join the Upper Pay Range if the Headteacher is satisfied that:
- (a) the teacher is highly competent in all elements of the Teachers' Standards, as applicable; and
  - (b) the teacher's achievements and contribution to the Academy are substantial and sustained.
- 13.6 To pass these two tests, the teacher must demonstrate clear and secure evidence covering a continuous period of at least 2 years of:
- (a) all their teaching being at least consistently good with a significant proportion excellent;
  - (b) excellent depth and breadth of knowledge, skills and understanding of the Teacher's Standards, as applicable, and of developing adherence to those Standards by colleagues;
  - (c) consistently positive impact on pupil progress to achieve or exceed expected outcomes;
  - (d) consistently positive impact on raising standards across the Academy, not just in the teacher's own classroom;
  - (e) effectively demonstrating to colleagues good and excellent teaching and learning practice and how to make a contribution to the work of the Academy;
  - (f) effectively working collaboratively across the Academy and/or the Trust in a wider role or outside the Trust;
  - (g) effectively leading and developing a team; and
  - (h) effective or innovative use of CPD opportunities.

#### **14. Progression Through the Upper Pay Range**

##### **Evidential expectation**

- 14.1 A teacher's objectives will become more challenging as they progress through the Upper Pay Range and judgements will need to be based on evidence of:
- (a) an increasing and sustained high quality of teaching and learning;



- (b) an increasing sustained and consistently positive impact on pupil progress;
- (c) an increasing sustained and consistent impact on wider outcomes for pupils;
- (d) improvements in specific elements of practice identified to the teacher;
- (e) an increasing sustained and consistent contribution to the work of the Academy;
- (f) an increasing sustained and consistent impact on the effectiveness of colleagues and staff.

### **Standard Progression**

- 14.2 A teacher may be recommended for a one point rise on the Upper Pay Range if:
- (a) they have remained highly competent and their contribution to the Academy has remained substantial and sustained for at least two consecutive years;
  - (b) the teacher has been assessed under the appraisal process as having fully and consistently met the Teachers' Standards, as applicable, for two consecutive years;
  - (c) the teacher's teaching has been excellent for two consecutive years;
  - (d) the pupils taught by the teacher have made better than expected progress over two consecutive years;
  - (e) the teacher's objectives have been fully met for two consecutive years; and
  - (f) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years.
- 14.3 A teacher who has not met all of these conditions will not be eligible to an incremental pay award on the Upper Pay Range.

### **No exceptional progression**

- 14.4 A teacher may not progress more than one point on the Upper Pay Range every two years.

## **15. LEADING PRACTITIONERS**

- 15.1 The Leading Practitioner Range is set out in the appropriate table in Appendix 1.
- 15.2 Leading Practitioner roles which must have the primary purpose of modelling and leading improvement of teaching skills may only be advertised with the approval of the Board.
- 15.3 TLRs and Project Bonuses may not be paid to Leading Practitioners.

## **16. Progression Through the Leading Practitioner Range**

### **Evidential expectation**

- 16.1 A teacher's objectives will become more challenging as they progress through the Leading Practitioner Range and judgements will need to be based on evidence of:
- (a) an increasing and sustained high quality of teaching and learning;
  - (b) an increasing sustained and consistently positive impact on pupil progress;

- (c) an increasing sustained and consistent impact on wider outcomes for pupils;
- (d) improvements in specific elements of practice identified to the teacher;
- (e) an increasing sustained and consistent contribution to the work of the Academy; and
- (f) an increasing sustained and consistent impact on the effectiveness of colleagues and staff.

**Standard progression**

16.2 A Leading Practitioner may be progressed one point within their range if:

- (a) the teacher has fully met all the Teachers' Standards, as applicable, for two consecutive years;
- (b) the teacher has fully met objectives set for two consecutive appraisal cycles;
- (c) the teacher has brought about better than expected levels of pupil progress as set out in the teacher's performance objectives, for two years;
- (d) the teacher has delivered consistently excellent teaching for two years; and
- (e) the teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years appraisal cycles.

**No exceptional progression**

16.3 A Leading Practitioner may not progress more than one point on their range every two years.

**17. Teaching and Learning Responsibility Payments**

17.1 TLR1 and 2 payments are allowed only for a post of significant responsibility which:

- (a) focusses on teaching and learning;
- (b) requires exercise of professional skills and judgement;
- (c) requires leading, managing or developing a subject or curriculum area or pupil development across the curriculum;
- (d) impacts on the educational progress of pupils other than the teacher's own class; and
- (e) involves leading developing and enhancing the teaching practice of other staff.

17.2 A TLR 1 post must also involve management responsibility for a significant number of people.

17.3 Teachers will not be expected to undertake such additional responsibilities on a permanent basis without payment of a permanent TLR1 or TLR2 payment.

17.4 TLR1 and 2s may only be awarded on a temporary basis to a teacher occupying the post temporarily for secondments, maternity cover, sick leave or vacancies pending permanent appointment. The teacher must be notified at the start of a temporary TLR1 and 2 of either the date or circumstances in which the temporary TLR 1 or 2 will end.

17.5 The minimum and maximum values for TLR 1, TLR 2 and TLR 3 are set out in Appendix 1.

- 17.6 TLR1 and TLR2s may only be created as part of the staffing structure agreed by the Trust. There shall be at least a £[1] gap between each TLR1 sub-point and between each TLR2 sub-point.
- 17.7 The values of TLR1s and TLR2s for 2018-2019 are set by the Trust within this range.
- 17.8 We may make a TLR3 payment between the minimum and maximum set out in the appropriate table in Appendix 1 to classroom teachers for clearly time-limited school improvement projects, or one off externally driven responsibilities. The duration of the fixed term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed term. Each such TLR3 must be advertised internally and requires prior approval of the Trust. A TLR3 is not subject to safeguarding.
- 17.9 A TLR3 may be paid to the holder of a TLR1 or a TLR2.
- 17.10 No TLR is payable to a member of the Leadership Pay Range or the Leading Practitioner Range.
- 17.11 All TLR payments are pensionable under the Teachers' Pension Scheme.

## **18. Unqualified Teachers**

- 18.1 The Unqualified Teachers' Pay Range is set out at Appendix 1.
- 18.2 Pay reviews for unqualified teachers shall follow the same process as for teachers on the Main Pay Range but taking into account the lack of Qualified Teacher Status and the need to evidence substantial progress to achieving the Teachers' Standards, as applicable. The Trust pay exercise its discretion to pay an unqualified teacher on an employment-based route to Qualified Teacher Status as a qualified teacher.

## **19. Recruitment and Retention Allowances and Incentives**

- 19.1 We may make such payments or provide such other financial assistance, support or benefits to a teacher as we consider to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
- 19.2 We will review the use of existing and future allowances annually.
- 19.3 Recruitment and Retention Allowances and Incentives require the prior approval of the Chair of Finance Committee up to a limit of £5,000 and the full Board for amounts above £5,000 and will not be paid to persons on the Leadership Pay Range other than as reimbursement for housing or relocation costs.
- 19.4 Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

## **20. Special Educational Needs Allowance**

- 20.1 Special Educational Needs Allowances may be awarded to a classroom teacher in accordance with the table at Appendix 1.

## **21. Additional Payments**

- 21.1 The Trust may make additional payments to staff (other than the Headteacher):

- (a) for CPD outside of the academy day;
- (b) activities relating to the provision of initial teacher training as part of ordinary conduct of the Trust and/or Academy;
- (c) participation in out-of-school hours learning activity agreed by the Headteacher; and
- (d) additional responsibilities and activities due to or in respect of the provision of service by a Headteacher relating to the raising of educational standards to one or more additional academies.

PROVIDED:

- (a) the Headteacher shall have given prior approval; and
- (b) the total of such payments are reported termly to the Trust.

21.2 Participation in any such activities is entirely voluntary for classroom teachers.

21.3 All additional payments are pensionable under the Teachers' Pension Scheme.

**22. Acting Allowances**

22.1 We may pay an acting allowance to a teacher who is temporarily assigned and carrying out duties of a teacher on the Leadership Pay Range within 4 weeks beginning on the day on which such duties are first assigned and carried out.

**SUPPORT STAFF PAY**

**23. DELEGATION OF POWERS FOR PAY DECISIONS FOR SUPPORT STAFF**

23.1 Support staff pay will follow the NJC pay scales for local government support staff and any relevant local agreements. See Appendix.

23.2 Decisions relating to pay awards for support staff shall be delegated by the Trust in accordance with the table below.

<i>Staff Role</i>	<i>Recommender</i>	<i>Decision Maker/Reviewer</i>	<i>Appeal</i>
Trust Central Team Support Staff	Line Manager	Chief Executive Officer	The Board's Pay Appeal Panel
All Academy Support Staff	Line Manager	The Academy's Headteacher	Chair of Local Academy Committee

23.3 The procedure for determining pay for support staff is set out at section 4 of this policy, including the right of appeal against a Pay Decision.

**24. Evaluating Pay for Support Staff**

24.1 On appointing a member of support staff, the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with an approved scheme. Advice will be sought from persons engaged by the Trust to advise on an approved evaluation process.

24.2 The Headteacher, in consultation with the Chair of the Local Academy Committee, will determine the appropriate point on the evaluated scale having regard to relevant qualifications and/or competencies; and/or recruitment/retention needs of the Trust and/or Academy in respect of the

post. The decision of the Headteacher will be reported to the appropriate committee of the Board.

- 24.3 If at any time the Headteacher, in consultation with the Chair of Local Academy Committee, considers that a member of support staff is being asked to undertake, or has undertaken, increased or reduced responsibilities on a permanent basis, they shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding.
- 24.4 At the time of the annual assessment of *teachers'* salaries, the Headteacher may also make any recommendation to the appropriate individual/committee in respect of the salary of any member of the support staff. Where the Headteacher considers it appropriate they may recommend that a named member(s) of the support staff shall be awarded an ~~honorary~~ additional payment for the excellence of their performance during the previous year. The ~~honorary~~ additional pay may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year. The payment of an ~~honorary~~ additional payment in one year shall not entitle you to payment ~~of an honorary~~ in subsequent years and shall not confer on you a contractual entitlement to payment ~~an honorary~~ each year.

#### **Support Staff Pay – Progression**

- 24.5 There will be no automatic progression through any pay range. Pay progression will only be awarded if the Headteacher is satisfied that all the conditions and/or objectives as determined in accordance with the Appraisal Policy are met in relation to the Appraisal Period.

#### **25. OVERTIME**

- 25.1 The Trust shall not pay any member of support staff overtime unless it is approved in advance in writing by the Headteacher.
- 25.2 Any overtime paid will only be at the standard hourly rate (except in relation to any terms protected under TUPE).

#### **ALL STAFF**

#### **26. Salary Sacrifice Arrangements**

- 26.1 We may operate a salary sacrifice arrangement to teachers which may include any arrangement under which the teacher gives up the right to receive part of their gross salary in return for the Trust's agreement to provide a benefit-in-kind under any of the following schemes:

- a) a child care voucher or other child care benefit scheme;
- b) a cycle or cyclist's safety equipment scheme; or
- c) a mobile telephone scheme; and
- d) that benefit-in-kind is exempt from income tax

#### **27. Bonuses and Honoraria**

- 27.1 Save as described below the Trust may not make any payment in the form of a bonus or honorarium.
- 27.2 The Trust may approve the creation of time limited Project Bonuses worth no more than £2500. A person may receive no more than one Project Bonus in an academic year.
- 27.3 A Project Bonus is only payable on the successful completion of a project. The availability of the project must be internally advertised to teaching staff.
- 27.4 A Project Bonus may not be paid to a member of teaching staff on the leadership spine. A Project Bonus may not be paid alongside a TLR3 for the same work.
- 27.5 As a matter of policy we will treat a Project Bonus as pensionable under the Teachers' Pension Scheme even though the rules of the Pension Scheme are not absolutely certain on this point.

**28. Retention of Records**

- 28.1 Given the ongoing need to ensure equal pay the Trust shall retain all paperwork relating to any decision whether or not to make a pay rise and shall not destroy any records until at least 7 years after the relevant employee has ceased to be employed by us.

**29. Maternity Leave, Shared Parental Leave and Adoption Leave**

- 29.1 A teacher who is absent from work on maternity leave, shared parental leave or adoption leave at the time of the annual pay review in September/October, shall have a pay decision made on the basis of all available evidence for the previous appraisal year. This evidence may include the performance of pupils whom the teacher taught prior to leave in exams taken during the teacher's leave.
- 29.2 In the unlikely event of there being no evidence at all on which to base a pay decision because of a teacher's absence of maternity leave, shared parental leave or adoption leave the Trust may make a pay decision based on the previous two years' performance and appraisals.
- 29.3 Where a pay decision requires evidence of two years performance this period may be extended to three years if the teacher was absent for one year on maternity leave, shared parental leave or adoption leave.
- 29.4 The purpose of these provisions is to ensure that a teacher on maternity leave, shared parental leave or adoption leave is not unfairly prejudiced in her career progression. We believe that this is a proportionate approach as it does not give an automatic pay rise but rather allows one that is connected to past performance.

## Appendix 1

[Insert Pay Ranges from STPCD] updated on GOV.UK website

[School teachers' pay and conditions document 2021 and guidance on school teachers' pay and conditions \(publishing.service.gov.uk\)](#)

[payscales\\_april\\_2020.pdf \(nicva.org\)](#) CHECK IS THIS CORRECT VERSION?

[School Teachers' Review Body 31st Report 2021 \(publishing.service.gov.uk\)](#) CHECK IS THIS CORRECT VERSION?