



# Pay and Reward Policy

## September 2021

### Office use

<b>Published:</b> September 2020 <b>Reviewed</b> September 2021	<b>Next review:</b> September 2022	<b>Statutory/non:</b> Statutory	<b>Lead:</b> Sarah Green – Head of HR
<b>Associated documents:</b>			
<ul style="list-style-type: none"> <li>▪ Safer Recruitment policy</li> <li>▪ Succession Planning policy</li> <li>▪ Personal Development policy</li> <li>▪ LGPS Discretionary policy</li> </ul>		<ul style="list-style-type: none"> <li>▪ Human Resources Strategy</li> <li>▪ General Principles underlying all employment policies and procedures</li> <li>▪ Managing People policy</li> <li>▪ UPS Application Form</li> </ul>	
<b>Links to:</b>			
<ul style="list-style-type: none"> <li>▪ School Teachers' Pay and Conditions Document (STPCD) – Burgundy Book</li> <li>▪ Academies Trust Handbook</li> </ul>		<ul style="list-style-type: none"> <li>▪ National Agreement on pay and conditions of service for local government services (Green Book)</li> </ul>	

## Contents

1. Policy Statement.....	3
2. Pay reviews .....	3
3. Pay scales .....	4
4. Roles and responsibilities .....	4
5. Pay progression.....	5
6. Movement to the Upper Pay Range .....	5
7. Part-time staff .....	6
8. Casual/supply teachers and support staff .....	6
7. Pay .....	6
8. Special Payments .....	7
9. Other payments and allowances .....	8
10. Death in Service insurance.....	8
11. Appeals.....	8
12. Monitoring and impact of the policy .....	8
13. Review of the policy .....	9
Appendix one: Teachers Pay Scales 2021/22.....	10
<b>NEW PAY SCALES TO BE INSERTED ONCE NATIONALLY AGREED .....</b>	<b>12</b>
Appendix two: Support Staff Pay Scales and Pay Structure 2021/22 .....	12

## **1. Policy Statement**

1.1 Reward and recognition of our people remains a key focus in line with our vision, mission and values. This policy supports the priorities and strategic objectives of the Trust and within the Human Resources Strategy 2019 – 2022.

1.2 We have committed to undertaking an annual review of our recognition and reward activities and in addition, linked to other areas of the strategy, health and well-being and employee engagement remains a key focus.

1.3 This policy sets out the framework for making decisions in relation to pay and reward. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) (Burgundy Book) and the National Agreement on pay and conditions of service for local government services (Green Book)

In adopting this pay policy, the aim is to:

- Provide a framework for staff attraction, recruitment, retention and reward
- Ensure accountability, transparency, objectivity and equality of opportunity
- Provide an accountable and transparent pay and grading structure – linked to our career structure and pathways
- Reward / recognise high performance
- Review Leadership pay and reward
- Benchmark and respond to market forces

## **2. Pay reviews**

2.1 Pay and progression decisions will be made by the relevant executive leader, principal or business leaders, except in the cases of the executive leaders which will be made by the chief executive officer. The decision regarding the chief executive officer which will be made by the Trust Board. All pay decisions will be reviewed by the Finance and Resources Committee

2.2 The relevant senior leaders will ensure that every member of staff's salary is reviewed annually; this will take place no later than 31st October each year. Following this all staff will have access to a written statement setting out their salary of the current year and any other financial benefits to which they are entitled.

2.3 Reviews may take place at other agreed times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

### **3. Pay scales**

3.1 All teachers will be reviewed against the pay scales and pay structure set out in Appendix one.

3.2 All support staff will be reviewed against the pay scales and pay structure set out in Appendix two.

3.3 All staff on fixed points, or protected salary points, will be reviewed separately by the relevant senior leader.

3.4 Executive leaders, principals and business leaders will be subject to a separate review undertaken by the relevant executive leader and/or CEO.

3.5 Inflationary awards for 'Executives' will be in line with the lowest pay award for any group of staff.

3.6 High salary roles are support staff roles with an annual salary above £50,000 and teaching roles above the highest scale point, which is currently Leadership scale point 23.

### **4. Roles and responsibilities**

#### **Basic pay determination on appointment**

4.1 The relevant senior leader, in consultation with the Head of HR, will determine the pay range for staff vacancies prior to advertising. The pay range advertised will not be restricted other than the minimum and maximum of the agreed pay scale.

4.2 The National Joint Council (NJC) job evaluation scheme will be used to determine the appropriate pay grade for all new and amended support staff job roles.

4.3 On appointment the relevant senior leader will determine the starting salary within the agreed range. In assessing the starting salary, the following factors will be taken into account;

- The principle of pay portability
- The scope and responsibilities of the role in comparison to the same or similar roles
- The level of skills, knowledge, and expertise of the successful candidate

## **5. Pay progression**

5.1 Staff will be awarded pay progression, if available, (not including movement from main scale to upper pay scale) on an annual basis. It is expected that all staff will progress unless significant concerns about standards of performance have been raised in writing in line with the Managing People policy.

5.2 Final decisions about whether or not to accept a pay recommendation will be made by the relevant senior leader.

5.3 Staff who are already receiving pay at the top of their pay range will remain at that level. It will be expected that they will continue to meet the professional standards at that level.

5.4 In the case of progression on the Upper Pay range, Teachers will be awarded progression on a bi-annual basis.

5.5 In the case of Early Career Teachers (ECT's), pay progression will be made by means of the statutory induction process. ECT's will remain on scale point M1 until they have successfully passed their 2-year induction period.

5.6 The following groups will be awarded pay progression in accordance with the provisions outlined in this policy.

- Lead Practitioner Teachers
- Unqualified Teachers
- Qualified Teachers
- Leadership Roles
- Support and Business staff

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

6.1 Any qualified teacher who is able to demonstrate threshold standards over a sustained period of time may apply to be paid on the 'Upper Pay' range. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the 'Upper Pay' range.

6.2 Where teachers wish to be assessed, they should notify the principal following their first personal development planning meeting of the academic year, no later than the end of the Autumn term. A written application should be submitted by the teacher to the principal by the end of the Spring term.

6.3 Qualified teachers may apply to be paid on the upper pay range at least once a year. The principal shall assess any such application received and make a determination, on whether the teacher meets the criteria determined under 'The Assessment'.

#### 6.4 **The Assessment**

An application will be successful where the principal/executive principal are satisfied 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 evidence to be used will be only that available through the information submitted by the teacher in the form of their application. [UPS Application Form](#)

The teacher will be notified of the decision as soon as is reasonably practicable.

### 7. **Part-time staff**

Staff employed on a permanent basis but who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the full-time staff in an equivalent post. Any additional hours worked will be paid at the same rate.

### 8. **Casual/supply teachers and support staff**

Staff employed on a day-to-day or other short notice basis will be paid on a daily basis calculated as follows:

- Teachers: on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro rata
- Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 1265 to arrive at the hourly rate
- Support staff: as a pro rata of 37/52.143

### 7. **Pay**

#### 7.1 **Pay inflation**

We are committed to awarding pay uplifts in line with School Teachers' Review Body (STRB) and STPCD and NJC pay inflation recommendations. Both awards, where possible, will be paid in September each year based on the latest recommendation. Where national pay negotiations do not conclude until after September the inflationary award will be implemented as soon as is practically possible and back dated to September.

## **7.2 Discretionary allowances and payments**

Teaching and Learning Responsibility Payments (TLRs)

- TLRs will be awarded to teachers undertaking additional duties in accordance with the conditions laid down in the STPCD.
- TLRs will be assigned to specific posts within the individual academy staffing structure, the role and associated responsibilities will be transparent within each academy.
- Fixed term TLRs may be awarded for timed specific projects.
- The values of TLRs are set out in Appendix two

## **7.3 Special Educational Needs (SEN) allowances**

SEN allowances will be paid in accordance with the criteria and provisions set out in the STPCD.

## **7.4 Acting allowances**

Where it is necessary for staff to "act-up" to a post carrying a higher salary than the staff members substantive post, then a rate of pay and duration of "acting up" will be agreed with the staff member.

# **8. Special Payments**

## **8.1 Severance Payments**

Severance payments are paid to employees outside of normal statutory or contractual requirements when leaving employment whether they are dismissed or reach and agreed termination of contract. They are different to ex gratia payments. When considering making a staff severance payment we must consider a number of issues, outlined in the Academies Trust Handbook, before making a binding commitment.

## **8.2 Compensation payments**

Compensation payments are made to provide redress for loss or injury, for example: personal injuries; traffic accidents; or damage to property. When considering making a

compensation payment we must base its decision on a careful appraisal of the facts, including legal advice where relevant, and ensure value for money will be achieved.

### **8.3 Ex-gratia payments**

Ex gratia payments are another type of transaction that go beyond statutory or contractual cover, or administrative rules. Annex 4.13 of HM Treasury's Managing Public Money provides examples, which include payments to meet hardship caused by official failure or delay, and payments to avoid legal action on the grounds of official inadequacy. Ex gratia transactions must always be referred to ESFA for prior authorisation.

## **9. Other payments and allowances**

Additional payments may be made and authorised in line with the provisions of the Academies Trust Handbook, STPCD and Green Book to all staff where this is agreed and appropriate.

## **10. Death in Service insurance**

Any permanent member of staff can apply for death in service insurance on the basis they have chosen to opt out of the pension scheme. Any application should be made to the Head of HR who will seek Chief Executive and Trustees approval. Decisions will be based on a value for money principle.

## **11. Appeals**

In the event that a staff member wishes to review or challenge any decision made within the scope of this policy, they are entitled to appeal against the decision, details regarding the appeal process is outlined in the General Principles and Practices of Employment document.

## **12. Monitoring and impact of the policy**

The Chief Executive Team and Finance and Resource Committee will monitor the outcomes and impact of this policy on an annual basis. This will include continued compliance with equalities legislation.

### **13. Review of the policy**

This policy will be reviewed annually, no later than the end of July each year by the Head of HR and approved by Executives and Trustees.

## Appendix one: Teachers Pay Scales 2021/22

Unqualified	2021/22
UQT1	£18,418
UQT2	£20,532
UQT3	£22,643
UQT4	£24,507
Qualified	Qualified
M2	£27,600
M3	£29,663
M4	£31,777
M5	£34,099
M6	£36,960
Upper Pay Scale	Upper Pay Scale
UPS1	£38,689
UPS2	£40,124
UPS3	£41,603

### TLR Rates

TLR	2021/22
1a	£8,291
1b	£10,200
1c	£12,112
1d	£14,029
2a	£2,873
2b	£4,783
2c	£6,693
2d	£7,017
3a	£570
3b	£1,666
3c	£2,215
3d	£2,833

SEN Allowances	2021/22
Min	£2,270
Max	£4,479

<b>Leadership Pay Scales</b>	<b>2021/22</b>
L1	£42,194
L2	£43,251
L3	£44,330
L4	£45,434
L5	£46,565
L6	£47,735
L7	£49,019
L8	£50,150
L9	£51,402
L10	£52,722
L11	£54,091
L12	£55,337
L13	£56,720
L14	£58,135
L15	£59,581
L16	£61,165
L17	£62,570
L18	£64,142
L19	£65,734
L20	£67,364
L21	£69,031
L22	£70,744
L23	£72,496

**NEW PAY SCALES TO BE INSERTED ONCE NATIONALLY AGREED**

**Appendix two: Support Staff Pay Scales and Pay Structure 2021/22**