

General Pay Policy

Date Prepared:	September 2022
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Date ratified (where relevant)	13.12.2022
Review date:	Term 1 2023
Date Published on Trust website: 06.01.2023	

Statement of Intent

(Where 'school' is used, this applies to the trust's academies).

This policy will be applied to the pay of all staff employed to work in the school, excluding any staff whose pay is not determined by the Trust Board. The prime statutory duty of governing bodies as set out in paragraph 21 (2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." The pay policy is intended to support that statutory duty.

In exercising its functions, the Trust Board will adhere to the Education (School Government) (Terms of Reference) (England) Regulations 2000, or the School Government (Terms of Reference) (Wales) Regulations 2000, in particular, the principles applicable to those in public life. The Trust Board will act with integrity, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to interested persons.

General Provisions

Delegated Decision Making Powers

The Trust Board operate using the circle Model for School Governorship. As such they delegate financial decision making powers regarding pay to the Business Group and the Chief Executive Officer (CEO) who report directly to the Trust Board.

Decisions will be communicated to each member of staff by the CEO, in writing. Decisions on the pay of the CEO will be communicated by the chair of the Trust Board, in writing.

Equal Opportunities Policy

The Trust Board will abide by all relevant legislation and, in particular, will not discriminate on grounds of age, sex, sexuality, marriage, gender re-assignment, pregnancy/maternity race, religion or disability. The Trust Board will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

Provision and Means of Revising Job Descriptions

The CEO will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trust Board. Job descriptions may be reviewed from time to time in consultation with the individual employee concerned in order to make reasonable changes. This would naturally form part of the annual performance management review meeting. Job descriptions will identify key areas of responsibility and may contain targets consistent with the school improvement plan for the performance meeting. Job descriptions will show who is responsible for what, and who is responsible to whom; job descriptions will also make clear what responsibilities are common to all posts.

Maintenance or Creation of Differentials

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

Use of Discretions

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

Safeguarded Payments and Allowances

Safeguarding will apply up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own.

Support for Staff

The Trust Board will endeavour to provide appropriate support for all staff, such as good working facilities and sufficient non-contact time for all teaching staff. All members of staff will be told how the school's Performance Management policy affects them and will have the opportunity to review their training and development needs with their line manager. The Trust Board will observe all health and safety requirements, in particular, as regards working time.

Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

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

Access to Records

Headteachers will ensure reasonable access for individual members of staff to their own employment records.

Performance Management

In England the performance management of teachers will take place in accordance with their contract of employment (statement of terms and conditions), and in accordance to the appraisal regulations set in 2012.

This provision also applies to support staff.

Further matters relating to pay recommendations will be administered in accordance with the Staff Appraisal Policy agreed by the Trust Board.

The Trust Board will fulfil its obligations for teachers according to:

- the School Teachers' Pay and Conditions Document
- the Conditions of Service for School Teachers in England and Wales (Burgundy Book);
- The Trust Board will fulfil its obligations for support staff according to:
- the Veritas MAT Kent Range, KCC's Blue Book and TCP guidelines

The Pay Policy will be reviewed in consultation with all staff affected. In any event, the policy will be reviewed each time a new School Teachers' Pay and Conditions Document comes into effect.

Procedures

The Trust Board will determine the annual pay budget on the recommendation of the Executive Group. Any person employed to work at the school, other than the CEO, must withdraw from a meeting at which the pay or performance review of any other employee of the school, is under consideration. Likewise, any trustee/governor related to a member of staff must withdraw from discussions regarding performance review or pay.

Matters relating to the pay of the CEO will be dealt with by the CEO Performance Review Group who will report directly to the full Trust Board. The CEO must withdraw from that part of the meeting where the subject of consideration is his or her own pay. A relevant person must withdraw where there is a conflict of interests or any doubt about his/her ability to act impartially. No member of the Trust Board/Governing Body who is employed to work in the school shall be eligible for membership of the CEO Performance Review Group.

Where the Trust Board has invited the external adviser to attend and offer advice on the determination of the CEO's pay, that person will withdraw at the same time as the CEO while the committee reaches its decision.

The report of the Trust Board dealing with matters relating to pay will be placed in the confidential section of the Trust Board's minutes. Pay decisions may be referenced back if the budget allocated for pay has been exceeded.

Decisions will be communicated to each member of staff by the CEO in writing in accordance the STPCD. Decisions on the pay of the CEO will be communicated by the chair of the Trust Board, in writing. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or immediately after an appeal has been concluded.

As required by the STPCD all teaching staff salaries, including those of the CEO, Headteacher(s), Deputy Headteacher(s) and Assistant Headteacher(s) will be reviewed annually on or after 1st September to take effect from 1st September. The award of a point on Band 3 will normally be considered two years after any previous award.

Appeal Procedure

All staff will receive a written statement of the determination of their pay. Notification of any appeal against the determination must be received by the CEO, with a copy to the clerk of the Trust Board, within ten working days of the date of the statement. The Trust Board may extend that time limit for good and sufficient reason. If the CEO wishes to appeal, notification should go to the chair of the Trust Board, with a copy to the clerk, within the same period of time.

In the event of an appeal, the Trust Board will convene an Appeals Committee (three trustees who were not involved in the original committee decision and who are not otherwise excluded (as in Procedures above) to meet within ten working days of the receipt of the appeal notice. The Trust Board may extend that time limit for good and sufficient reason. Any appellant has the right to see all relevant papers and to be accompanied/represented by a workplace colleague or trade union/association representative. The decision of the Appeal Committee will be final.

Leadership Group Pay

CEO & Headteacher Pay

The Trust Board will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the CEO Performance Management Review Group will review the school's Group and the Individual School Range (ISR);
- the CEO Performance Management Review Group will have regard to the formula for the calculation of the salary of the highest paid classroom teacher and will also take account of any other permanent payments, including the upper pay spine, made to staff within the school to ensure that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the CEO Performance Management Review Group will record its reasons for the determination of the ISR;
- the CEO Performance Management Review Group will determine the ISR in accordance with the need of the school to attract and appoint an appropriate candidate, not in accordance with the group size of the school; taking into account the guidelines within the STPCD.

- the CEO Performance Management Review Group will exercise its discretion and pay on any of the bottom four points on the ISR, in order to secure the appointment of its preferred candidate.

For serving headteachers:

The Trust Board will determine the salary of a serving headteachers:

- the CEO Performance Management Review Group will determine the headteachers' pay in accordance with the STPCD, however, decisions will reflect the reduced responsibilities within the trust model
- the CEO Performance Management Review Group may review the headteachers' pay at any time; taking into account the guidelines within the STPCD.
- the CEO Performance Management Review Group will determine pay where there is a need to retain an existing Headteacher/CEO;
- the CEO Performance Management Review Group will agree performance objectives with the CEO, taking account of the advice of the external adviser. The objectives will be agreed as early as possible in the autumn term;
- the CEO Performance Management Review Group is conscious of its duty to set performance objectives in default of agreement. This power will only be exercised as a last resort, after the appeal procedure has been exhausted. The general pay appeals procedure will apply. The CEO is, additionally, entitled to submit a written statement, commenting on any objectives set, which will be taken into account at the time of the review;
- the CEO Performance Management Review Group will review the performance of the CEO against the performance objectives and award up to two points where objectives are met.

Headteacher/Deputy Headteacher Pay

The Trust Board will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Trust Board will determine a pay range in accordance with paragraph 9 of the STPCD;
- the Trust Board will record its reasons for the determination of the pay range;
- the Trust Board will use its discretion and pay any of the bottom three points on the appropriate pay range, in order to secure the appointment of its preferred candidate.

For serving Headteacher(s)/Deputy Headteacher(s):

- The Trust Board will review pay and award up to two points where objectives are met;
- The Trust Board will determine the pay range;
- The Trust Board may determine the pay range at any time; taking into account the guidelines within the STPCD.
- The Trust Board delegates to the CEO the agreement of performance objectives for pay purposes
- The Trust Board is conscious of its duty to set performance objectives in default of agreement. This power will only be exercised as a last resort, after the appeal procedure has been exhausted. The general pay appeals procedure will apply. The Headteacher/Deputy Headteacher is additionally entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review.

Assistant Headteacher

The Trust Board will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Trust Board will determine an assistant headteacher pay range in accordance with the STPCD;
- the Trust Board will record its reasons for the determination of the pay range;

For serving Assistant Headteachers:

- The Trust Board will determine the pay range;
- The Trust Board may determine the pay range at any time; taking into account the guidelines within the STPCD.
- The Trust Board delegates to the Headteacher the agreement of performance objectives for pay purposes

The Trust Board is conscious of its duty to set performance objectives in default of agreement. This power will only be exercised as a last resort, after the appeal procedure has been exhausted. The general pay appeals procedure will apply. The Assistant Headteacher is additionally entitled to submit a written statement commenting on any objectives set, which will be taken into account at the time of the review.

Acting Allowances

Acting allowances are payable to staff who are assigned and carrying out the duties of CEO or Headteacher/Deputy Headteacher. Trust Board will, within a four week period of the commencement of acting duties, determine whether or not the acting postholder 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.

Pay Scale for Classroom Teachers

Classroom teachers will be paid in accordance with the Veritas MAT Teachers' Pay policy.

Qualifications: - All newly qualified teachers (Early Career Teachers (ECT) from September 2021), from 1 September 2002, will start at point 1, irrespective of degree qualifications.

The Trust Board will not exercise its discretion to recognise experience, other than teaching experience. Where there are recruitment difficulties, recruitment and retention allowances will be payable as set out below.

The Trust Board recognises that a classroom teacher who was employed before 1 September 2000 as a headteacher, deputy headteacher or assistant headteacher is entitled to be paid at point 7. In the case of a teacher who was first employed as a headteacher, deputy headteacher or assistant headteacher on or after 1 September 2000, he or she will have to occupy such a post for an aggregate period of 1 year or more in order to be paid at point 7. Otherwise he/she will be entitled to be paid at point 6 of the classroom teacher pay scale. In the case of a teacher who was previously employed as an Advanced Skills Teacher, who is not employed here as a Leading Practitioner, irrespective of the date of appointment to an AST post, he or she is entitled to be paid at point 7. From 1st September 2014, boards also have the discretion to pay at equivalent point 8.

Increments: the decision whether or not to award pay progression must be related to the teacher's performance, as assessed through the trust's appraisal arrangements in accordance with the 2012 Regulations in England.

Additional increments: the Trust Board has a discretion to award one additional point where the teacher's performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties, but in particular classroom teaching, in accordance with the STPDC and appendix 3 of the Veritas MAT Teachers' Pay Policy.

The Trust Board will exercise this discretion on the recommendation of the CEO, where the outcomes of the performance review demonstrate that such an award is clearly merited.

Expert Teacher (Band 3): - The Trust Board will pay teachers who are successful at demonstrating they are operating at the Expert Teacher band in accordance with the STPCD.

In accordance with appendix 3 of the Veritas MAT Teachers' Pay Policy, the Trust Board will determine that one point be awarded to a teacher on band 3 who, throughout the relevant period:

- has maintained all the standards of an expert teacher in a good manner; and
- has addressed any areas for further development identified either during the appraisal assessment or in any subsequent performance review under the

Appraisal Regulations; and

- has achieved or made good progress towards targets agreed or set under the Appraisal Regulations.
- can demonstrate their impact on pupil learning for all learners in their class/es

In reaching its decision, the Trust Board will seek and take into account the advice and recommendations of the CEO. Teachers will be invited to provide supporting evidence through the performance review system.

Teaching and Learning Responsibility Points: -

The Trust Board, on the advice of the CEO, will pay the appropriate level of TLR points for clearly defined additional management responsibilities. Job descriptions will be regularly reviewed and will make clear which management tasks are common to all posts, and which additional tasks will attract TLR allowances. Any award of TLR points will make clear whether they are permanent or temporary (as determined by the staffing structure, in accordance with the School Plan) and where allowances are temporary, the start and end dates will form part of the pay statement. The financial amount designated for TLR 2 is agreed upon by the whole Trust Board. This figure is reviewed annually, this is taken to the Business Group for discussion. The recommendations from the Business Group is taken to the whole Trust Board for approval as part of the budget setting procedure.

The current structure for TLR points at Veritas MAT academies is to recommend TLR points to Team Leaders (Teaching Staff) as a reflection of their enhanced roles and responsibilities within this post.

Recruitment and Retention Allowances: - The Trust Board has discretion to make recruitment/retention payments.

The Trust Board will not exercise this discretion, but will periodically review this decision in the light of recruitment difficulties.

Shortage subjects/posts which are difficult to fill: an initial advertisement will not carry additional recruitment allowances. Where it is impossible to appoint or to shortlist owing to either insufficient numbers, or insufficient quality of applicants, consideration will be given on re-advertisement to the offer of a recruitment allowance of the appropriate value.

The Trust Board notes its duty under the STPCD. It will exercise this duty in the context of the school's capability or disciplinary procedure.

Special Educational Needs: - The Trust Board may award a TLR point to the SENDCo (if on Teacher Pay Scale). This is assessed on an individual basis.

Leading Practitioners

The Trust Board will determine a five point range on the Leading Practitioners teacher pay spine should they appoint a Leading Practitioner.

The Trust Board may re-determine the five point pay range with effect from 1 September

2014.

The Trust Board delegates to the CEO the agreement of performance objectives for the Leading Practitioner. Objectives will be agreed and reported to the Trust Board as early as possible in the autumn term. The Leading Practitioner may agree objectives directly with the Trust Board where agreement between the CEO and headteacher is not achieved.

The Trust Board will review the performance of the Leading Practitioner annually against the performance objectives and award one point where objectives are met.

Assessment Only QTS

The Trust Board notes the Assessment Only QTS teachers. The Trust Board will, on the advice of the CEO, and in consultation with the staff of the school, determine a policy applicable to such teachers.

Unqualified Teachers

The Trust Board will pay any unqualified teacher in accordance with paragraph 17 of the Document. The Trust Board will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience s/he may have, which they consider to be of value.

Support Staff

The Trust Board notes its powers to determine the pay of support staff in accordance with paragraph 15 of the School Staffing (England) Regulations 2003; however elect that support staff are paid in accordance with Kent Range (referred to as Veritas Kent Range) and TCP guidelines but on a September to August review cycle. Appeal procedures are set out above.

Support Staff will follow the TCP pay progression and will be awarded pay progression once a successful performance review has taken place. The CEO has delegated powers to award pay progression pending successful Performance Reviews and will inform the Business Group of these decisions.

Part-time Employees

The Trust Board will apply the provisions of this policy on a pro rata basis to all part-time employees. The Trust Board will act in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000.

School Direct Trainee

Veritas MAT is committed to training high quality teachers of the future. The acceptance of the Trainee Teacher will be based on a successful interview with both the school and a Designated Recommending Body (such as KCC or Canterbury Christ Church University). The School Direct Trainee Teacher will be offered either a Salaried or Unsalariated route as agreed by the Trust Board and according to the requirements of Veritas MAT at the time of advertising such a role. During this time the school will sign a contract with the Designated

Recommending Body and offer the Trainee Teacher a school based trainer/mentor who will lead the Trainee Teacher through their training. The school based trainer/mentor will inform the CEO/Headteacher of the Trainee Teacher's progress.

Additional Payments

The Trust Board may make payments as they see fit to a member of staff, including a CEO in respect of

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the CEO, between the CEO and the relevant body.

Payment for teachers will be calculated in accordance with short notice or supply rate calculations. Payments for teaching assistants and support staff will be calculated on an hourly rate.

Commissioning Support as a National Support School

As a National Support School, staff from trust schools involved in school to school support may be called upon to support. In order to recognise the additional workload supporting another school has on our capacity to maintain standards in school and the additional workload for the member of staff in a supporting role, the following charges and remuneration levels are in place.

In commissioned support as a National Support School the chargeable daily rates (based on a 1 day being equivalent to six hours) for staff are:

- National Leader of Education rate is £500 per day
- Local Leader of Education rate is £400 per day (paid to the LLE's school)
- Senior Leader of Education rate is £350 per day (paid to the SLE's school)
- School based Senior teaching and teaching staff rate is £300 per day
- School based non-teaching staff is £150 per day

Schools in the Deal Learning Alliance will be charged 40% of the full rate for school to school support linked to a commissioned contract. In such cases, the remuneration will also reflect a 40% rate for staff supporting the commissioning plan.

In commissioned support as a National Support School the remuneration daily rates (based on a 1 day being equivalent to six hours) for staff are:

Trust staff supporting commissioned work as part of commissioned support will receive the following remuneration in recognition of the additional work needed to ensure their support is effective:

- National Leader of Education remuneration is £150 per day.
- School based Senior Leader remuneration is £100 per day for members of the SLT.
- School based Non-SLT teacher remuneration is £50 per day for Middle Leaders and teachers.
- School based non-teaching staff remuneration is £40 per day.
- Local Leader of Education remuneration is £400 per day – The entire rate will be paid to the LLE's school

Commissioning Support as an Ofsted Inspector

Trust staff carrying out Ofsted commissions will receive 50% remuneration with their school receiving the remaining 50%. Claims to be made and remuneration made via payroll. Claim for travel may be made from funds received from commissioner.

Commissioning Support as an ISBL Fellow

Trust staff carrying out work on support work on behalf of the ESFA and or as a result of ISBL Fellowship will receive 50% remuneration with their school receiving the remaining 50%. Claims to be made and remuneration made via payroll. Claim for travel may be made from funds received from commissioner. Weekend commissions will either be paid in full (100%) or time re-paid in lieu, as agreed with the CEO.

Recruitment incentives and benefits

The Trust Board will consider exercising its powers under the current STPDC where it is appropriate to do so. Incentives may include corporate membership of health clubs as an incentive to staff well-being.

Maternity / Paternity Payments

The Trust Board will follow the guidelines and policies in accordance with maternity, paternity and shared parental entitlements and ensure the payments are made to the members of staff in accordance with their statutory entitlements.

Review

This policy is to be reviewed annually.

Teachers' Pay

1. INTRODUCTION

This policy sets out the framework of Veritas Multi Academy Trust for making decisions on teachers' pay. It has been developed in consultation with staff, unions and HR.

In preparing this Policy we have considered the documents listed at Appendix 1 and the extracts from the Academy Trust Handbook (previously the Academies Financial Handbook) at Appendix 2.

In this Policy "**School**" means any of our schools.

In this Policy the relevant pay ranges shall be those for Outside London.

We will have regard to the guidance attached to the current School Teachers' Pay and Conditions Document.

2. OUR OVERRIDING PURPOSE

Our aim is for all teaching in all lessons by all teachers in all our Schools to be of the highest standard 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 teacher workforce
recognising and rewarding teachers appropriately for their contribution to the school
ensuring that decisions on pay are managed in a fair, just and transparent way
focusing on the central importance of high quality teaching and learning, improving standards and making a positive impact on pupil progress and outcomes.

This policy refers to the **Teachers' Standards**. By way of a reminder, Part I of the Standards requires a teacher to:

- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Plan and teach well structured lessons;
- Adapt teaching to respond to the strengths and needs of all pupils;
- Make accurate and productive use of assessment;
- Manage behaviour effectively to ensure a good and safe learning environment; and
- Fulfil wider professional responsibilities;

Part II of the Standards requires a teacher to:

demonstrate consistently high standards of personal and professional conduct;

uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;

- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

have proper and professional regard for the ethos, policies and practices of the school in which they teach, and maintain high standards in their own attendance and punctuality; and

have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

3. DELEGATION OF POWERS FOR PAY DECISIONS

3.1 Decisions relating to pay awards shall be made in accordance with the chart below and in alignment with the Veritas MAT Scheme of Delegation.

<i>Role</i>	<i>Recommender</i>	<i>Decision Maker/ Reviewer</i>	<i>Appeal</i>
CEO	CEO Performance Review Group	Trust Board	Pay Appeal Panel
Other Leadership Team Members	CEO	Trust Board	Pay Appeal Panel
Upper Pay Range (including decision to join Upper Pay Range)	CEO	CEO	Pay Appeal Panel
Leading Practitioners (if applicable)	Line Manager	CEO	Pay Appeal Panel
Main Pay Range	Line Manager	CEO	Pay Appeal Panel
Unqualified Pay Range	Line Manager	CEO	Pay Appeal Panel

3.2 The Headteacher may choose to involve members of the School Leadership Teams in assessing evidence before making a decision or recommendation.

3.3 Our Leadership Performance Review Group shall comprise three non-staff trustees. It shall be supported by an External Adviser in relation to setting the CEO's objectives and appraising their performance. It shall receive a report from the CEO on the objectives and appraisal of the other members of staff on the Leadership Pay Scale and a recommendation in relation to pay. It shall report to the Trust Board (excluding staff trustees and as a confidential item) the objectives set for the CEO for the current appraisal cycle, the number of staff on the Leadership Pay Scale who were appraised during the appraisal cycle just reviewed, the number of such staff who were given an incremental pay increase on the Leadership Pay Scale, the total cost to the School of the staff on the Leadership Pay Scale for the current academic year following its pay decisions.

3.4 Our Pay Appeal Panel shall comprise three non-staff trustees not previously involved in the matter.

Informal Stage

A teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or headteacher before the recommendation is actioned and confirmation of the pay decision is made by the school.

3.5 In the event that an employee is dissatisfied with a pay decision they may request a review by the decision maker which will involve a personal hearing held within 10 working days of the original decision and at which the employee may be accompanied by a co-worker or accredited trade union representative.

3.6 If the employee is dissatisfied with the pay decision after the review they may appeal within 5 working days of the review decision, in accordance with 3.1 above. An appeal hearing will be heard within 15 working days of the appeal. The employee may be accompanied by a co-worker or accredited trade union representative. The appeal decision is final.

4. LEADERSHIP PAY SCALE -

Leadership Scale Ref Points	2022-23 Salaries	Group							
		1	2	3	4	5	6	7	8
L1	44,305								
L2	45,414								
L3	46,548								
L4	47,706								
L5	48,895								
L6	50,122	1							
L7	51,470	1							
L8	52,659	1	2						
L9	53,973	1	2						
L10	55,360	1	2						
L11	56,796	1	2	3					
L12	58,105	1	2	3					
L13	59,558	1	2	3					
L14	61,042	1	2	3	4				
L15	62,561	1	2	3	4				
L16	64,225	1	2	3	4				
L17	65,699	1	2	3	4				
L18	67,351	1	2	3	4	5			
L19	69,022	1	2	3	4	5			
L20	70,733	1	2	3	4	5			
L21	72,483	1	2	3	4	5	6		
L22	74,283	1	2	3	4	5	6		
L23	76,122	1	2	3	4	5	6		
L24	78,010	1	2	3	4	5	6	7	
L25	79,949	1	2	3	4	5	6	7	
L26	81,927	1	2	3	4	5	6	7	
L27	83,956	1	2	3	4	5	6	7	
L28	86,040	1	2	3	4	5	6	7	8
L29	88,170	1	2	3	4	5	6	7	8
L30	90,365	1	2	3	4	5	6	7	8
L31	92,597	1	2	3	4	5	6	7	8

L32	94,898	
L33	97,256	
L34	99,660	
L35	102,137	
L36	104,666	
L37	107,267	
L38	109,922	
L39	112,601	
L40	115,410	
L41	118,293	
L42	121,258	
L43	123,057	

(Please note Max group figs actually fall mid leadership scale represented – see STPCD).

- 4.2 Neither a new post on the Leadership Pay Scale nor any vacant post on the Leadership Pay Scale will be advertised without prior approval of the Trust Board who shall set the appropriate range for the relevant role by reference to the current STPCD, taking into account roles and responsibilities relevant to the Veritas MAT staffing structure.
- 4.3 There is no right of appeal against the salary level to which a person is appointed.
- 4.4 Pay ranges for the CEO/headteacher should not normally exceed the maximum of the headteacher group. However, the CEO/headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment. The relevant body must ensure that the maximum of the CEO/headteacher's pay range and any additional payments made under paragraph 10 does not exceed the maximum of the headteacher group by more than 25% other than in exceptional circumstances; in such circumstances, the Trust Board must seek external independent advice before providing such agreement and support its decision with a business case. Roles and responsibilities relevant to the Veritas MAT staffing structure must be taken into consideration.
- 4.5 TLRs and Project Bonuses may not be paid to employees on the Leadership Scale.

5. BASIC PAY DETERMINATION ON APPOINTMENT – CLASSROOM TEACHERS

- 5.1 Any vacant posts for classroom teachers will be advertised within the teacher pay scale depending upon the responsibilities to be undertaken.
- 5.2 On appointment, the CEO/ headteacher will determine the starting salary within those ranges to be offered to the successful candidate in conjunction with any trustee involved in the recruitment process.

- 5.3 In making such determinations, a range of factors may be considered including the following:
- The current salary earned by the candidate
 - The requirements of the post
 - Any specialist knowledge required for the post
 - The experience required to undertake the specific duties of the post
 - The wider school context
 - The local labour market for teachers of particular subjects
 - The candidate's academic qualifications
 - The candidate's experience of teaching
 - Any verified evidence of the candidate's responsibility for improvement in pupil progress achievement or attainment or in modelling school improvement
- 5.4 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school but we anticipate it will be an unusual occurrence to pay less than the candidate was currently earning.
- 5.5 There is no right of appeal against the salary level to which a person is appointed.
- 5.6 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 the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.
- 5.7 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.

6. PAY REVIEW PROCESS

- 6.1 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 the School's Teacher Appraisal Policy.
- 6.2 We 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 are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 6.3 Where a pay determination leads or may lead to the start of a period of safeguarding, we will give the required notification as soon as possible and no later than one month after the date of the determination.

7. EVIDENCE BASE FOR PAY PROGRESSION FOR CLASSROOM TEACHERS

- 7.1 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

- The teacher's self-appraisal
- The appraiser's mid-year and final reviews
- Information from line manager
- Data tracking pupil progress

Lesson observations
Learning walks
Book reviews
Work scrutiny
Homework tracking
Examination results
Teacher's attendance and punctuality record
Any additional evidence supplied by the teacher

Sources of guidance

Job description for each role held by the teacher
The Teachers' Standards
The expectations of each role held by the teacher given the teacher's length of time in the profession

7.2 Our appraisal process will include an appropriate mechanism to ensure that performance objectives and pay recommendations to the relevant decision maker are moderated.

We shall ensure that those making pay recommendations and decisions are trained or experienced in such matters and have sufficient time to undertake the process.

As from 1 September 2014 there shall be no incremental pay rises on the Main or Upper Pay Range for Classroom teachers unless justified by relation to performance. There may be cost of living increases on the Main Pay Range or the Upper Pay Range but this cannot be guaranteed.

8. THE TEACHER/ADVANCED TEACHER PAY RANGE

8.1 Teachers on Bands 1 & 2 will be paid as follows:

2022-23		Outside London
Band 1 Teacher	M1	28,000
	M2	29,800
	M3	31,750
Band 2 Advanced	M4	33,850
	M5	35,990
	M6	38,810

9. TEACHER/ADVANCED TEACHER PROGRESSION

Evidential expectation

9.1 As a teacher progresses through the range their objectives will naturally become more challenging and judgements will need to be based on secure evidence of:

- Increasing quality of teaching and learning
- An increasingly positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified in the appraisal process to the teacher
- An increasing contribution to the work of the School
- An increasing impact on the effectiveness of colleagues and staff.
- Increasingly good behaviour management
- Increasingly positive use of assessment for learning and adaptive teaching strategies

Standard progression

9.2 A teacher will **only** progress one point on the range if all of the following conditions are met in relation to the appraisal cycle:

- The teacher has fully met all the Teachers' Standards
- The teacher has substantially or significantly met all objectives set for the appraisal cycle

- The teacher has delivered teaching which is at least consistently good or better in the light of all evidence
- The teacher has brought about expected levels of pupil progress
- The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the appraisal cycle.

Further details of the criteria for progression in relation to the Teachers' Standards can be found in Appendix 3.

A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Main Pay Range.

Exceptional progression

9.3 A teacher may **exceptionally** be progressed two points on the Main Pay Range if:

The teacher has fully met all the Teachers' Standards for two consecutive years.

The teacher has fully met objectives set for two consecutive appraisal cycles

The teacher has delivered consistently outstanding teaching for two years

The teacher has brought about better than expected levels of pupil progress for two years.

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.

It is financially sustainable to award such a pay rise.

Further details of the criteria for progression in relation to the Teachers' Standards can be found in Appendix 3.

THE EXPERT TEACHER RANGE

Teachers on the Expert Teacher Range will be paid as follows:

2022-23		Outside London
Band 3	7	40,625
	8	42,131
	9	43,685

10.2 A qualified teacher within the School (even if not yet at point 6) may be assessed to be promoted to the Expert Teacher Pay Range. Only one such assessment may be made in an academic year during the appraisal cycle.

10.3 The CEO/headteacher may only allow a teacher to join the Expert Teacher Pay Range if the CEO/headteacher is satisfied that:

the teacher is highly competent in all elements of the Teachers' Standards and the teacher's achievements and contribution to the School are substantial and sustained.

To pass these two tests, the teacher must demonstrate clear and secure evidence covering a period of at least 2 years of:

- All their teaching being at least consistently good with a significant proportion outstanding
- Excellent depth and breadth of knowledge, skills and understanding of the Teachers' Standards and of developing adherence to those Standards by colleagues
- Consistently positive impact on pupil progress to achieve or exceed expected outcomes
- Consistently positive impact on raising standards across the School, not just in the teacher's own classroom
- Effectively demonstrating to colleagues good and outstanding teaching and learning practice and how to make a contribution to the work of the School
- Effectively working collaboratively across the School in a wider role or outside the School
- Effectively leading and developing a team
- Effective or innovative use of CPD opportunities

The teacher must demonstrate that they meet all the criteria in the pay progression document for expert teacher range (appendix 3)

PROGRESSION THROUGH THE UPPER PAY RANGE

Evidential expectation

11.1 A teacher's objectives will become more challenging as they progress through the Expert Teacher Pay Range and judgements will need to be based on evidence of:

- An increasing and sustained high quality of teaching and learning
- An increasing sustained and consistently positive impact on pupil progress
- An increasing sustained and consistent impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher
- An increasing sustained and consistent contribution to the work of the School
- An increasing sustained and consistent impact on the effectiveness of colleagues and staff

Standard Progression

11.2 A teacher will be recommended for a one point rise on the Expert Teacher Range if:

They have remained highly competent and their contribution to the School has remained substantial and sustained for at least two consecutive years

- The teacher has been assessed under the appraisal process as having fully and consistently met the Teachers' Standards for two consecutive years

- The teacher's teaching has been mostly outstanding for two consecutive years for progress from Point 7 to Point 8 and wholly outstanding for two consecutive years for progress from Point 8 to Point 9 (See Appendix 3 for clarification).
- The pupils taught by the teacher have made better than expected progress over two consecutive years
- All of the teacher's objectives have been fully met for two consecutive years
- 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 appraisal cycles.

Further details of the criteria for progression in relation to the Teachers' Standards can be found in Appendix 3.

A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Upper Pay Range.

No exceptional progression

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

12. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

12.1 TLR1 and 2 payments are allowed only for posts of significant responsibility which are:

- focused on teaching and learning
- requires exercise of professional skills and judgement,
- requires leading managing or developing a subject or curriculum area or pupil development across the curriculum,
- has an impact on the educational progress of pupils other than the teacher's own class involves leading developing and enhancing the teaching practice of other staff.

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

12.2 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.

12.3 The values for TLR 1 for 2022/23 (which must fall between £8,706 and £14,732) are as follows:

No TLR1s are paid by a primary school within the Trust.

12.4 The values for TLR 2 for 2022/23 (which must fall between £3,017 and £7,368) are as follows:

£3,730.65

12.5 TLR1 and TLR2s may only be created as part of the staffing structure by the Trust Board.

12.6 We may make use of TLR3 between £600 and £2,975 per annum for time limited, clearly specified projects and will be paid on a monthly basis. Each such TLR3 must be advertised internally and requires prior approval of the Trust Board.

12.7 No TLR is payable to a member of the Leadership Pay Scale or the Leading Practitioner Range.

12.8 All TLR allowances are pensionable under the Teachers' Pension Scheme.

13. UNQUALIFIED TEACHERS

13.1 We may pay unqualified teachers on the following unqualified teachers' pay range:

UNQ 2022/23	
1	19,340
2	21,559
3	23,777
4	25,733
5	27,954
6	30,172

13.2 Pay reviews for unqualified teachers shall follow the same process as for teachers on the Teacher Pay Range but taking into account the lack of Qualified Teacher Status and the need to evidence substantial progress to achieving the Teachers' Standards.

14. RECRUITMENT AND RETENTION ALLOWANCES AND INCENTIVES

14.1 The School will follow the requirements of the current STPCD in relation to the use of such allowances and incentives and will review the use of existing and future allowances annually.

14.2 Recruitment and Retention Allowances and Incentives require the prior approval of the Trust Board.

14.3 All Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

15. SPECIAL NEEDS ALLOWANCE

Special Needs Allowances may be awarded in accordance with the current STPCD.

16. ADDITIONAL PAYMENTS

16.1 The School may only make additional payments to staff (including the CEO/ headteacher):

for CPD outside of the school day;

- activities relating to the provision of initial teacher training as part of ordinary conduct of the School;
- participation in out-of-school hours learning activity agreed by the CEO/ headteacher;
- additional responsibilities and activities due to or in respect of the provision of service by a CEO/ headteacher relating to the raising of educational standards to one or more additional schools

on the following basis: teacher's hourly rate (for NSS commission rates see 16.4)

16.2 The total of such payments are regularly reported to the Trust Board/Local Governing Body.

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

16.4 **Commissioning Support as a National Support School**

As a National Support School, staff from Warden House involved in school to school support may be called upon to support. In order to recognise the additional workload supporting another school has on our capacity to maintain standards at Warden House and the additional workload for the member of staff in a supporting role, the following charges and remuneration levels are in place.

In commissioned support as a National Support School the chargeable daily rates (based on a 1 day being equivalent to six hours) for staff are:

- National Leader of Education rate is £500 per day
- Local Leader of Education rate is £400 per day (paid to the LLE's school)
- Senior Leader of Education rate is £350 per day (paid to the SLE's school)
- School based Senior teaching and teaching staff rate is £300 per day
- School based non-teaching staff is £150 per day

Schools in the Deal Learning Alliance will be charged 40% of the full rate for school to school support linked to a commissioned contract. In such cases, the remuneration will also reflect a 40% rate for staff supporting the commissioning plan.

In commissioned support as a National Support School the remuneration daily rates (based on a 1 day being equivalent to six hours) for staff are:

Warden House staff supporting commissioned work as part of commissioned support will receive the following remuneration in recognition of the additional work needed to ensure their support is effective:

- National Leader of Education remuneration is £150 per day.
- School based Senior Leader remuneration is £100 per day for members of the SLT.
- School based Non-SLT teacher remuneration is £50 per day for Middle Leaders and teachers.
- School based non-teaching staff remuneration is £40 per day.
- Local Leader of Education remuneration is £400 per day – The entire rate will be paid to the LLE's school

17. **ACTING ALLOWANCES**

Each School will follow the current STPCD which governs the use of acting allowances for persons temporarily filling roles on the Leadership Pay Scale.

18. **SALARY SACRIFICE ARRANGEMENTS**

Where such arrangements are in place the current STPCD shall apply to the relevant teacher.

19. **BONUSES AND HONORARIA**

19.1 Save as described below we may not as a matter of policy make any payment in the form of a bonus or honorarium.

19.2 The Trust Board may approve the creation of time limited Project Bonuses worth no more than £2,866. A person may receive no more than one Project Bonus in an academic year. 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. A Project Bonus may not be paid to a member of

teaching staff on the Leadership Pay Range or a Leading Practitioner. A Project Bonus may not be paid for work under a TLR3.

- 19.3 As a matter of policy we will treat a Project Bonus as pensionable under the Teachers' Pension Scheme.

20. FREEDOM OF INFORMATION ACT

This policy is disclosable under the Freedom of Information Act.

21. RETENTION OF RECORDS

Given the ongoing need to ensure equal pay the School 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 the School.

22. MATERNITY

22.1 A teacher who is absent from work on maternity 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 maternity leave in exams taken during the teacher's maternity leave.

22.2 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 the School may make a pay decision based on the previous two years' performance and appraisals. The purpose of this provision is to ensure that a person on maternity leave is not unfairly prejudiced in her career progression. The School believes 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.

23. MONITORING

Pay decisions made by the CEO/headteacher will be monitored by the Trust Board. Pay recommendations/decisions for Leadership roles will be made by the Trust Board.

Appendix 2 Documents reviewed in Preparation of this policy:

DfE Advice and Model Policy

<http://www.education.gov.uk/aboutdfe/advice/f00224072/review-teacher-pay>

NASUWT Checklist

<https://www.nasuwt.org.uk/static/uploaded/560214f1-6a5c-41c5-9c7997735ec0953a.pdf>

NEU Model Pay Policy

<https://neu.org.uk/advice/pay-model-policy>

ASCL Guidance Note

<https://www.ascl.org.uk/Help-and-Advice/My-employment,-pay,-conditions-and-pension/Pay-and-conditions>

NAHT Guidance Note & Model Policy

<https://www.naht.org.uk/Advice-Support/Topics/Pay-pensions-and-conditions/ArtMID/562/ArticleID/1312/Pay-and-appraisal-in-202122>

Appendix 3

[Pay Progression Appendix 3.pdf](#)

Appendix 4 Extracts from the 2017 Academies Finance Handbook.

The board of trustees of the academy trust has wide responsibilities under statute, regulations and the funding agreement. Principally, it is responsible for ensuring that the trust's funds are used only in accordance with the law, its articles of association, its funding agreement and this handbook.

The board of trustees has wide discretion over its use of the trust's funds, which it must discharge reasonably and in a way that commands broad public support. It is responsible for the proper stewardship of those funds, including regularity and propriety, and for ensuring economy, efficiency and effectiveness in their use – the three key elements of value for money.

The board of trustees must understand their statutory duties as company directors as set out in the Companies Act 2006. These comprise the duties to:

- act within their powers
- promote the success of the company
- exercise independent judgement
- exercise reasonable care, skill and diligence
- avoid conflicts of interest
- not to accept benefits from third parties
- declare interest in proposed transactions or arrangements

These duties are especially relevant when entering into transactions with connected parties.

The role of accounting officer (AO) includes specific responsibilities for financial matters. It includes a personal responsibility to Parliament, and to ESFA's accounting officer, for the financial resources under the trust's control. AOs must be able to assure Parliament, and the public, of high standards of probity in the management of public funds, particularly:

- value for money – this is about achieving the best possible educational outcomes through the economic, efficient and effective use of resources. A key objective is to achieve value for money not only for the trust but for taxpayers generally. A full definition is included in Annex A.
- regularity – dealing with all items of income and expenditure in accordance with legislation, the terms of the trust's funding agreement and this handbook, and compliance with the trust's internal procedures – this includes spending public money for the purposes intended by Parliament
- propriety – the requirement that expenditure and receipts should be dealt with in accordance with Parliament's intentions and the principles of parliamentary control – this covers standards of conduct, behaviour and corporate governance

The AO must complete and sign a statement on regularity, propriety and compliance each year and submit this to ESFA with the audited accounts. The AO must also demonstrate how the trust has secured value for money via the governance statement in the audited accounts. Trusts are no longer required to submit to ESFA a separate value for money statement.

Whilst the trust's AO is accountable for the trust's financial affairs, for keeping proper financial records, and for the management of opportunities and risks, the delivery of the trust's detailed accounting processes will be delegated to a chief financial officer, who will perform the role of finance director, business manager or equivalent.

The AO must take personal responsibility (which must not be delegated) for assuring the board that there is compliance with the handbook and the funding agreement. The AO must advise the board in writing if, at any time, in his or her opinion, any action or policy under consideration by them is incompatible with the terms of the articles, funding agreement or this handbook. Similarly, the AO must advise the board in writing if the board appears to be failing to act where required to do so by the terms and conditions of the handbook or funding agreement. Where the board of trustees is minded to proceed, despite the advice of the accounting officer, the accounting officer must consider the reasons the board gives for its decision. If, after considering those reasons the accounting officer still considers that the action proposed by the board is in breach of the articles, the funding agreement or this handbook, the accounting officer must notify ESFA's accounting officer immediately, and in writing.