

## General Pay Policy

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### 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 Executive Headteacher 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 Executive Headteacher(s), Headteacher(s) and Deputy Headteacher(s) will be reviewed annually on or after 1<sup>st</sup> September to take effect from 1 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, Executive Headteacher & 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 Executive Headteacher model

the CEO Performance Management Review Group may review the headteachers' pay at any time; taking into account the guidelines within the STPCD.

the Principal Performance Management Review Group will determine pay where there is a need to retain an existing Headteacher/Executive Headteacher/CEO;

- the Principal 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 Document;
- 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 paragraph 9 of 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, 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, governing bodies 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.
- Has been graded as consistently good or outstanding in all lessons observed by the SLT, OFSTED and monitoring visits since the previous pay review or the past two years (whichever is the shortest period).

In reaching its decision, the Trust Board will seek and take into account the advice and recommendations of the principal. 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 award TLR points to Team Leaders (Teaching Staff) as a reflection of their heightened 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 SENCo. 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.

### **Fast Track Teachers**

The Trust Board notes the Fast Track Teacher Scheme. The Trust Board will, on the advice of the CEO, and in consultation with the staff of the school, determine a policy applicable to fast track teachers, if it is decided that the school intends to take part in the Scheme.

### **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.

## **Graduate Teachers**

Veritas MAT is committed to training high quality teachers of the future. The acceptance of the Graduate 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 Graduate Teacher will be funded centrally through the Graduate Teacher Programme. The Graduate Teacher will be paid in accordance to the Graduate Teacher Programme recommendations as an unqualified teacher during the training period. During this time the school will sign a contract with the Designated Recommending Body and offer the Graduate Teacher a school based trainer/mentor who will lead the Graduate Teacher through their training. The school based trainer/mentor will inform the CEO/Headteacher of the Graduate 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. Additional claim for travel may be made.

## **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. Additional claim for travel may be made. 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 and paternity 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.