



## Pay Policy

Author	C Bowyer / A Gay	Source	BCC Model Policy
Approved By	Trust Board	Status	Statutory
Last Review	November 2023	Next Review	November 2024

### Details of Policy Updates

Date	Details
April 2022	Insertion of Section 8 – Executive Pay
	Appendix 4 – Support Staff Pay Scales updated to reflect 1 April 2021 pay award
October 2022	9.5 & 10.5 Teachers’ pay increases approved by the LGB Pay Committee rather than the Trust Board
November 2022	Appendix 1 – Trust Staffing Structure updated
	Appendix 2 – Pay Committee TOR’s replaced with separate Trust Board and LGB Committee TOR’s
	Appendix 3 – Teacher & Leadership Pay Scales updated to reflect 1 September 2022 pay award
	Appendix 4 – Support Staff Pay Scales updated to reflect 1 April 2022 pay award
November 2023	4.9, 9.8, 10.4 - On UPR one increment will be awarded annually instead of bi-annually 12.2 – deletion of ‘1/194 for the academic year 2022/2023 due to additional bank holiday’ Appendix 1 - Trust Staffing Structure updated

	<p>Appendix 3 – Teacher &amp; Leadership Pay Scales updated to reflect 1 September 2023 pay award</p> <p>Appendix 4 - Support Staff Pay Scales updated to reflect 1 April 2023 pay award (to follow)</p>
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## 1. INTRODUCTION

- 1.1 The Trust Board of North Star Academy has agreed this Pay Policy which applies to all staff employed to work at schools within the Trust.
- 1.2 This Policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document (STPCD). It should be read in conjunction with other HR policies and procedures, and relevant legislation as appropriate.
- 1.3 The Trust will maintain and publish a staffing structure, which shows the number and grades of jobs within the school. The current staffing structure is attached as Appendix 1.
- 1.4 The Trust Board has delegated full powers to the Pay and Benefits Committee which is responsible for determining all pay matters in accordance with the Pay Policy, and the school's Appraisal Policy or where an appointment (internal or external) is made to a post in the school.
- 1.5 Through this Policy the Trust Board aim is to:
  - Maximise the quality of teaching and learning at the Schools
  - Support the recruitment and retention of a highly skilled workforce
  - Support the school's development and improvement including current priorities and targets.
  - Demonstrate that all pay decisions are made consistently and fairly, in compliance with all relevant legislation.
- 1.6 The Trust Board, operating through the Finance, Audit, Risk and Resources Committee, will promote equality in all aspects of the school life, including all decisions on advertising posts, appointing, promoting paying, training and developing staff. It will ensure that this policy is applied in a fair, equitable and consistent manner.
- 1.7 Appendix 2 sets out the terms of reference for the LGB Pay Committee.
- 1.8 Adjustments will be made to take account of special circumstances, eg an absence due to maternity leave. Each case will be considered on an individual basis taking the full circumstances into consideration.
- 1.9 The outcome of pay decisions will be monitored by the Trust Board to ensure fairness of application.
- 1.10 The differentials required by the STPCD will be maintained where relevant.
- 1.11 In setting the budget the Trust Board will ensure that appropriate funding is allocated to support pay decisions and for pay progression at all levels. It is the Trust Boards intention to recognise and reward performance through this pay policy, not to withhold or prevent incremental progression.
- 1.12 Appeals against any pay review will be heard by the Appeals Panel of the Trust Board.

## **PART ONE - TEACHING STAFF**

### **2. PAY REVIEWS**

- 2.1 The Trust Board will ensure that each teacher's salary is reviewed annually, by no later than 31 October each year, to take effect from the preceding 1 September.
- 2.2 All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled.
- 2.3 Reviews may take place at other 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 the pay determination was made. The next review date may also be discussed as it is likely to be a year in September (to ensure that there is not more than one review in the year and to bring in line with the rest of the school)
- 2.4 Where a pay determination leads, or may lead, to the start of a period of safeguarding, the Trust Board will give the required notification as soon as possible and no later than one month after the date of the determination.

### **3. PAY DETERMINATION ON APPOINTMENT**

- 3.1 Prior to a post being advertised the Executive Leadership Team will determine the pay range for the post. On appointment of the successful candidate, it will determine the starting salary to be offered, within that range.
- 3.2 In making such determinations ELT may take into account a range of factors, including, as appropriate:
  - the nature of the post
  - the level of qualifications, skills and experience required
  - market conditions
  - the wider school context.
- 3.3 A teacher will be paid in accordance with this pay policy. As this pay policy applies specifically to North Star Academy Trust any teacher appointed may not be assessed to receive the same rate as s/he was being paid in a previous school, or is receiving in another school where s/he still works (if s/he is employed to work at more than one school).
- 3.4 Classroom teachers will always start on the Teachers Main Scale or UPR 1.
- 3.5 Appointment to UPR will only be made following satisfactory assessment at interview.

## 4 PAY SCALES FOR TEACHING STAFF

The Trust Board has established the following pay scales and monetary amounts are detailed in the appendices in line with the current School Teachers' Pay and Conditions Document:

### 4.1 Classroom Teacher Posts

### 4.2 Main Pay Range

Classroom teachers will be paid on the Main Pay Range on appointment which is from M1 (minimum) to M6 (maximum). Progression to the Upper Pay Range is conditional on fulfilling certain progression criteria. Where appropriate assessment of these criteria may take place at the appointment interview. (see para 4.6 onwards)

4.3 New teachers to the school who are appointed on the Main Pay Range will be appointed to the minimum point except

- Previous experience  
One point will be awarded for each year of service, post qualification and satisfactorily completed, as a classroom teacher in a LA Maintained, MOD school or Education Action Forum, or a school in the EEA or in a school where the STPCD was applied until the top of the Main Pay Range is reached.
- One point for every three years' of relevant pre-qualification or other relevant experience where not working as a classroom teacher.

In both the above cases these points will be permanent for as long as the teacher remains as a class teacher at this school.

4.4 Once a minimum of four terms' teaching in this school has been completed there may be progression of one increment (until the top of the Main Range is reached) subject to paragraph 8 below, and with effect from 1 September each year. In order to be awarded an increment an appraisal descriptor of good or outstanding must be achieved.

4.5 A teacher new to the school need not be paid on the same level as s/he was receiving in any other school which s/he is /was working at.

### 4.6 Upper Pay Range

The range is from UPR 1 (minimum) to UPR 3 (maximum).

4.7 Progression to the Upper Pay Range must be by application. It is effective from 1 September following successful application, or the date of appointment if assessed at interview.

4.8 Any teacher applying for appointment at this school will only be offered a post on the Upper Pay Range where s/he has been subject to assessment at interview and satisfied the panel that s/he meets the UPR criteria for this school.

4.9 Subject to the conditions of paragraph 8 below, once on the Upper Pay Range, progression to subsequent points (to the top of the range) is subject to an annual appraisal score of good or outstanding. Progression will be with effect from 1 September.

## **5 LEADING PRACTITIONER POSTS**

The Schools do not employ any leading practitioners.

## **6 UNQUALIFIED TEACHER POSTS**

- 6.1 Unqualified teachers will be paid on the Unqualified Teacher Pay Range. The range is from UTPR 1 (minimum) – UTPR 6 (maximum).
- 6.2 New unqualified teachers to the school will be appointed to the minimum point of the Unqualified teacher pay scale except that one point may be awarded for every three years of relevant pre-qualification, or other relevant experience where not working as a classroom teacher.
- 6.3 Once a minimum of four terms' teaching in this school has been completed there may be progression of one increment with effect from 1 September each year (until the top of the Unqualified teacher scale is reached) subject to paragraph 8 below. In order to be awarded an increment an appraisal descriptor of satisfactory, good or outstanding must be achieved.

## **7 LEADERSHIP GROUP**

- 7.1 North Star 240° is a Group 4 school. North Star 82° is a Group 3 school.
- 7.2 The CEO of the Academy will be paid on the range Group 6.
- 7.4 The headteacher's pay range has seven incremental points.
- 7.5 The deputy and assistant head pay ranges each have five incremental points.
- 7.6 Any new appointments to a headteacher post will be placed on one of the first three incremental points of the range, current salary and experience will also be considered.
- 7.7 Any new appointment to the post of deputy or assistant headteacher will be put on to one of the first two points of the range, current salary and experience will also be considered.
- 7.8 Progression of one increment with effect from 1 September, subject to paragraph 8 below will be awarded to the headteacher, deputy headteacher or assistant headteacher where an appraisal has achieved a descriptor of good or outstanding.
- 7.9 Any discretionary payment made to any member of the leadership group will be in accordance with the provisions of the STPCD and will be reviewed annually

## **8. EXECUTIVE PAY**

### **8.1 The Chief Executive Officer**

The Trust Board will pay the CEO in line with the leadership pay structure. The Trust Board must ensure that their decisions about levels of executive pay follow a robust, evidence-based process and are reflective of the individual's roles and responsibilities. The Chair of the Trust Board will review the CEO annual pay progression which will combine cost of living award with performance-related pay and make recommendations to the Trust Board Pay Committee for approval.

## 8.2 **Executive Leadership Team Pay**

The CEO will determine the pay of the Director of Finance and Operations/ Head of School Improvement and other members of the Executive Leadership Team in liaison with the Trust Board in accordance with the Leadership pay structure. The CEO will review the annual pay progression which will combine cost of living award with performance related pay and make recommendations to the Trust Board Pay Committee for approval.

## 9. **PAY PROGRESSION FOR ALL TEACHERS**

- 9.1 Pay progression will be subject to good or outstanding performance assessed through the school's appraisal system. The arrangements for teacher appraisal are set out in the school's appraisal policy. Appraisal objectives will be more challenging for teachers who are paid at higher points on the pay ranges.
- 9.2 Decisions regarding pay progression will be made with reference to teachers' appraisal reports and the pay recommendations they contain. In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 9.3 The pay policy and pay decisions will be monitored annually to ensure fairness and consistency of application.
- 9.4 The evidence used will be based on the appraisal process. For the headteacher wider evidence will be sought including financial and HR management.
- 9.5 Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Board Pay Committee, having regard to the appraisal report and taking into account advice from the senior leadership team.
- 9.6 One increment will be awarded to all teachers on the Main Range or the Unqualified teacher range who have achieved a descriptor of good or outstanding, until the top of the scale is reached.
- 9.7 Headteachers have the discretion to recommend an increase of two incremental points for exceptional performance.
- 9.8 For teachers on the UPR one increment will be awarded annually where a score of good or outstanding are achieved.
- 9.9 Leadership Group

To achieve progression on the leadership spine the headteacher, deputy headteacher, and assistant headteacher must demonstrate sustained high-quality performance against the set performance objectives. One increment will be awarded annually where a score of good or outstanding is achieved.



## 10 MOVEMENT TO THE UPPER PAY RANGE

### Applications and Evidence

- 10.1 Any qualified teacher may apply to be paid on the upper pay range provided s/he has been employed as a teacher (on the teachers' Main scale) at this school for at least four terms at the effective date of progression. Any such application will be assessed in line with this policy. It is for the teacher to decide whether or not s/he wishes to apply to be paid on the upper pay range
- 10.2 Applications may be made once a year by staff. All applications must be received by 31 August for progression with effect from 1 September. There can be no exceptions to this.
- 10.3 Any application for progression to the upper pay range can only be for progression in this school. This school will not be bound by any pay decision made by another school. Any teacher, therefore, who is simultaneously employed at another school, or schools, may be paid at different rates of pay at the different schools.
- 10.4 All applications should include the outcome of reviews or appraisal from the last year, including any recommendations made on pay (or, where that information is not applicable or available due to employment at another school, a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria). Applications should contain evidence from the previous year etc. including where necessary or appropriate evidence acquired whilst working in other schools.

### The Assessment

- 10.5 An application from a qualified teacher will be successful where the Local Governing Board Pay Committee is satisfied that:
  - (a) the teacher is highly competent in all elements of the relevant standards;
  - and
  - (b) the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy:

**highly competent** will include the ability, aptitude and experience to coach and mentor other teachers, and a demonstrated ability to perform at a good and often better level against all the relevant teaching standards.

**Substantial** will include the teacher playing a critical role, and making a distinctive contribution in the life of the school

**sustained** means *maintained continuously over a period of at least one year*

The application will be assessed by the Headteacher. The Pay and Benefits Committee, advised by the Headteacher will decide whether the standards for achieving UPR status

have been demonstrated, and the teacher may be required to provide reasonable information, as advised by the Headteacher, in support of their application. If unsuccessful the teacher can make representation to the Trust Board.

Once a teacher has been successfully assessed for UPR they will remain on that pay range whilst their period of employment in the school lasts or they are successful in gaining promotion to a higher graded post.

- 10.6 The outcome of any application received by 31 August will be given by 31 October each year or as soon as possible to this date.
- 10.7 Successful teachers will move to the bottom of the UPR (UPR1) with effect from 1 September following their application.
- 10.8 If unsuccessful, feedback will be provided by the headteacher within 10 working days of decision.
- 10.9 A teacher who is unsuccessful may appeal, in writing, to the clerk to governors within 10 working days of receiving the written outcome. Any appeal will be heard by a Trust Board panel.

## 11 **PART-TIME TEACHERS**

- 11.1 Part-time teachers will be paid the percentage of the appropriate full-time equivalent salary (based on teaching time) as calculated under the provisions of the STPCD.
- 11.2 The same percentage will be applied to any allowances awarded to the part-time teacher.

## 12. **SUPPLY TEACHERS**

- 12.1 A supply teacher employed to work at the school (not those provided by agencies) will be paid in accordance with the Trust's pay policy. This will be paid as an hourly or daily rate.
- 12.2 A daily rate is calculated as 1/195 of the teacher's assessed salary and will be payable where the teacher is directed to work at such times and at such places as specified by the headteacher, for 6.5 hours in that day (hours spent travelling to and from work should not count towards this 6.5 hours).
- 12.3 An hourly rate will be payable where para 11.2 does not apply. The hourly rate will be 1/1258.5 of the teacher's actual salary.
- 12.4 The calculations in paragraphs 11.2 and 11.3 above include mid-morning and mid-afternoon breaks where the teacher is directed to work both immediately before and immediately after that break. Payment for mid-morning and mid-afternoon break will also be made where the teacher is present in school and on duty throughout the break at the formal request of the Headteacher.

## 13. **DISCRETIONARY ALLOWANCES AND PAYMENTS for all teaching staff**

### **Teaching and Learning Responsibility Payments (TLRs)**

- 13.1 TLRs will be awarded to classroom teachers undertaking sustained

additional responsibilities above those required of all classroom teachers and for which they are accountable in accordance with the conditions laid down in the STPCD. Such TLRs will be assigned to specific posts within the school's staffing structure (as detailed in Appendix 1).

- 13.2 In addition to paragraph 12.1 above a TLR1 payment will include line management responsibility for minimum of five people.
- 13.3 The values of TLRs have been set by the Trust Board and are shown in the school's staffing structure (Appendix 1). The school will review the value of the TLRs annually taking into account any pay awards made under STPCD.
- 13.4 Permanent TLR posts can be awarded on a temporary basis to teachers who are temporarily undertaking the responsibilities of that post due, for example to cover maternity or sick leave, a vacancy or secondment. In such cases the teacher will not receive any safeguarding when the TLR ends.
- 13.5 A teacher cannot hold a TLR1 and a TLR2 concurrently.
- 13.6 A TLR3 will be awarded for a time limited period, for school improvement projects, or one-off externally driven responsibilities. The duration of the TLR3 will be made and stated at the outset and be paid monthly with the salary.
- 13.7 A TLR3 can be held concurrently with another TLR.

### **Special Educational Needs (SEN) Allowances**

- 13.8 The Trust Board will award SEN allowances to all teachers

The Pay and Benefits Committee will award a SEN allowance at a point between SEN Point 1 (minimum) and SEN Point 2 (maximum) to all classroom teachers. The level of the award will be determined by the following criteria:

#### **SEN Point 1**

This is payable to all teachers employed in the Trust.

#### **SEN Point 2**

A SEN 2 allowance may be awarded where the individual has significant and sustained experience teaching pupils with special education needs demonstrated through performance reviews.

The LGB Pay Committee will apply the following criteria:

- At least three years previous relevant experience in a similar or comparable SEN field.
- Three years' experience in the team demonstrating sustained and substantial contribution and illustrated through the annual performance management reviews.

The line manager will review entitlements on appointment, through the individual's performance management review or on application, and will make recommendations to the Headteacher. If an award is made as a result, the date of effect will be the date of appointment, the date of the performance review or the date of the application whichever is appropriate.

### **Acting Allowances**

- 13.10 Any teacher who is appointed to carry out the duties of head, deputy head, or assistant head, for a period of four weeks or more, will be paid at an appropriate point of the head's pay range, deputy head's pay range or assistant head's pay range, as determined by the pay committee. Normally payment will be at the bottom of the range. Payment will be backdated to the commencement of the duties. There will be no pay protection at the end of the Acting Up.
- 13.11 Any teacher who has been appointed to carry out the duties of a TLR in the temporary absence of the postholder, for four weeks or more, will receive the payment for the duration of the absence. The payment will be backdated to the first day of cover. There will be no pay protection at the ending of the Acting Up.

## **14 OTHER PAYMENTS**

### **Recruitment and Retention Incentives and Benefits**

- 14.1 Any awards made under this paragraph will be temporary and formally reviewed annually.
- 14.2 No award will be made to the headteacher, deputy headteacher or assistant headteacher (except in accordance with para 27.3 of the STPCD). Any award currently in place for the deputy/assistant headteacher will continue until the agreed review date/ the date at which any pay range for these posts is determined.
- 14.3 The payment of recruitment and retention incentives and benefits may be considered in respect of individual posts for which specific recruitment/retention difficulties have been identified.
- 14.4 In this Trust a recruitment and retention difficulty is defined as where the school is unable to appoint having advertised a post in the appropriate journals/web sites on two separate and consecutive occasions.
- 14.5 Where it is determined to pay an incentive/benefit, the amount will be determined on an individual basis to meet the circumstances of the case.
- 14.6 Any incentive/benefit will be paid for one year and will be reviewed at the end of that year, after which it may be withdrawn.

### **Continuing Professional Development Outside Directed Time; Initial Teacher Training Activities; and Out-of-School Learning Activities**

- 14.4 Payment for such activities will be made in accordance with the provisions of the STPCD.

## **In Service Training For Teachers (“Inset”)**

- 14.5 Payment for INSET may only be made in accordance with the provisions of the STPCD (except in the case of part-time teachers where it has been agreed locally that the appropriate proportion of 1258.5 hours will apply).
- 14.6 Where a classroom teacher undertakes such training outside his/her directed hours (and where payment is authorised, in writing, in advance) an additional payment may be made on an hourly basis of 1/1258.5 of the teacher’s actual salary.

### **Honoraria**

- 14.7 There is no provision for teachers to be paid an honorarium payment other than the additional payments as outlined above.

## **15. SALARY SAFEGUARDING**

- 15.1 Salary safeguarding will be paid to eligible teachers under the provisions of the STPCD.

## **16 WRITTEN PAY STATEMENTS**

- 16.1 All teaching staff will receive a written pay statement, annually, detailing their rate of pay and how it is arrived at, and for part time staff it should show the percentage time worked and how it was calculated.

## **PART TWO - SUPPORT (SINGLE STATUS) STAFF**

### **17 STAFFING STRUCTURE**

- 17.1 The staffing structure for support staff is attached as Appendix 1.
- 17.2 The duties/outcomes of each role will be set out in a job description and employee specification.
- 17.3 Vacancies will be filled in accordance with the school's Recruitment and Selection Policy.

### **18 GRADING OF POSTS**

- 18.1 In accordance with the requirements of the School Standards and Framework Act 1998 the school will grade all support staff posts in accordance with the Council's adopted scheme.
- 18.2 The Headteacher will consult with the staff and trade unions regarding significant changes in job descriptions within the school.

### **19 STARTING SALARY POINT**

- 19.1 The headteacher will determine the starting salary for new starters who will normally be appointed at the minimum scale point of the agreed grade. The headteacher will take into account
- the appointee's existing pay
  - their relevant experience and qualifications
  - the pay of other employees in the workgroup (to ensure equity)
  - any market rate considerations that can be objectively justified
  - any temporary pay variations within the workgroup (e.g. acting-up, additional increments)
  - any career grade progression procedures which may apply to the job

- 19.2 The formula for calculating salaries for staff who work on a "term time" only basis will be applied.

### **20 INCREMENTAL PROGRESSION AND ACCELERATION**

- 20.1 Incremental progression on the salary range for the post is awarded annually on 1 April of each year until the maximum of the scale is reached. If the employee has less than 6 months' service in the grade by 1 April s/he will be granted his/her first increment six months after the appointment, promotion or re-grading.
- 20.2 The headteacher may recommend to the Local Governing Board that one accelerated increment is awarded to an individual employee on the grounds of
- special merit or ability

- need to retain skills where the employee is in a hard to fill post and another employer has made a formal offer to him/her.

Where the Local Governing Board agrees, the accelerated increment will be payable from the date determined and will not affect the employee's entitlement to annual incremental progression as set out in 19.1 above.

20.3 From the anniversary of the completion of five years' continuous service, staff who are employed term time only will have their salary adjusted to take account of their entitlement to additional leave.

## 21 **WITHHOLDING AN INCREMENT**

21.1 An annual increment (as set out in para 19.1) may be withheld, exceptionally and where formal capability proceedings are in place. Only the headteacher or governing board can determine this. Once an increment has been withheld it can only be reinstated with the agreement of the headteacher if performance subsequently improves significantly and any improvement plan is removed. It cannot be backdated.

## 22 **AUTHORISING AND PAYING FOR WORKING ADDITIONAL HOURS.**

22.1 Additional hours may only be worked with the prior agreement of the headteacher. Where staff are required to work additional hours additional payment, or time off in lieu (TOIL), will be agreed.

## 23 **PAYMENT ABOVE THE GRADE**

23.1 Staff will not be paid increments above the grade.

## 24 **PAY PROTECTION**

24.1 Where an employee is displaced and is redeployed into a lower graded post, s/he will be entitled to pay protection as set out in the Trusts Managing Change Procedure. During the period of pay protection the employee's pay is 'frozen' and increments/annual pay awards will not be paid (unless the salary of the new post exceeds the protected salary).

24.2 Pay protection, as set out in paragraph 23.1 above is also paid to employees whose post is 'downgraded'.

## 25 **HARD TO FILL POSTS**

25.1 In this school a hard to fill post is where the school is unable to appoint a suitably qualified or experienced person having advertised the post in the appropriate journals/web sites on two separate and consecutive occasions.

Where there is a hard to fill post the Local Governing Board will consider

- Other ways of filling the vacancy
- Restructuring the section or team
- Redesigning the duties and responsibilities of the post

- The introduction of a career grade or trainee position allowing for the appointment of a candidate with lesser skills but who will be supported to develop in the post.
- Awarding a market supplement, linked to specific skills not recognised through the job evaluation process. This supplement will
  - not change the grade of the post
  - be a maximum of 15% of the top of the grade
  - be reviewed periodically (at least every three years). The level of supplement may be revised up, down or be discontinued as a result of the review
  - cease should it no longer be difficult to recruit for the same type of job.
  - not attract any pay protection when it is removed
  - be pensionable

25.2 Market supplements are intended as a recruitment tool and will not be awarded to existing post holders.

## 26 **CHANGE OF DUTIES OVER TIME**

(see also Para 17)

- 26.1 Where the duties of a post change significantly over time the school will seek to review the grading. This will follow a review of the job description, and the job evaluation questionnaire (JEQ), in conjunction with the post holder. The school will seek advice from its HR Provider. New and additional responsibilities can be added into this documentation, which reflect changes and proposed changes in the role following consultation with the employee and the trade union representative.
- 26.2 The school will utilise 'model' job descriptions/JEQs provided by the city council, unless there is no appropriate template available in which case the school will draw up its own. Where the school and the employee fail to reach agreement on the level of responsibility of the duties within the post the school's decision will be final.
- 26.3 New/revised documentation will be evaluated under the JE scheme.
- 26.4 Where, as a result of job evaluation the post's grade has increased by more than one grade the school will follow a managing change process.



## **PART THREE – APPEAL ARRANGEMENTS ALL STAFF**

### **27 APPEAL ARRANGEMENTS - ALL STAFF**

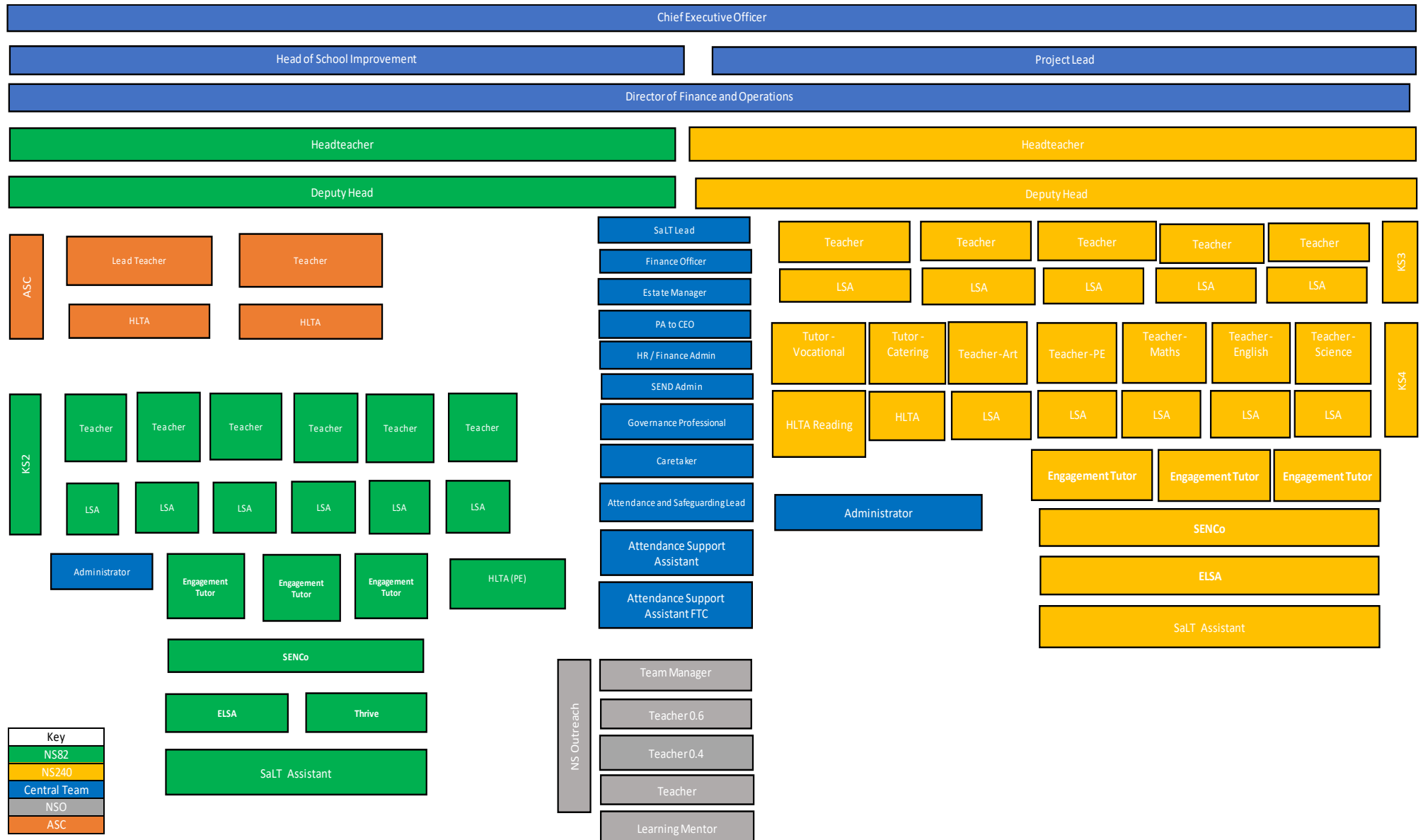
- 27.1 Any employee dissatisfied with any pay decision affecting them made in accordance with this Pay Policy may appeal and seek a review of that decision.
- 27.2 If, when an employee receives written advice of his/her pay determination, s/he is not satisfied s/he should seek to resolve this by discussing the matter informally with the headteacher, within ten working days of the decision being received in writing.
- 27.3 The outcome of this informal discussion should be confirmed in writing by the headteacher.
- 27.4 Where an informal resolution is not possible, or where the employee continues to be dissatisfied, s/he may follow a formal process.
- 27.5 Within ten working days of written notification of the outcome of the discussion at para 27.2 the employee should put the grounds for dissatisfaction in the pay decision and the remedy being sought, in writing, to the headteacher.
- 27.6 Taking account of the need to circulate relevant documentation the headteacher should arrange a hearing, normally within ten working days of receipt of the written grounds for questioning the pay decision. The employee will be given the opportunity to make representations in person to the Trust Board Pay Committee. Following the hearing the employee should be informed in writing of the decision, the reasons for the decision and the right to appeal.
- 27.7 Any appeal should be heard by the Trust Board Pay Committee, normally within twenty working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations at the appeal hearing in person.
- 27.8 The decision of the appeal panel will be given in writing, within five working days. Where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision.
- 27.9 The employee is entitled to attend the meeting of the appeals panel and has the right to be accompanied and represented at any such meeting by a trade union representative, friend or colleague.
- 27.10 Advice from a HR Adviser should be sought if the appeal relates to the grading of the post.

### **28 RELATED DOCUMENTS**

- 28.1 This Pay Policy will be applied as supplemented by specific provisions contained within:-
- The School Teachers Pay & Conditions Document
  - The NJC National Agreement on Pay and Conditions of Service (“the Green Book”)
  - The Managing Change Policy
  - The TP & LGPS
  - The School’s Capability Procedure for Teachers and Improving Performance Policy for Support Staff
  - The Trust’s Appraisal Policy

# Appendix 1

## Trust STAFFING STRUCTURE



# Trust Board Pay Committee

## Terms of Reference

### Composition and Frequency

- A minimum of three trustees with the appropriate skills, knowledge, and experience to fulfil its remit.
- The Chair of the Committee will not be the Chair of the Trust Board.
- The Committee will meet at least annually and when required to consider appeals.
- The quorum shall be three committee members.
- The Committee will keep the Board of Trustees regularly informed of the Committee's activities and key decisions.

### Responsibilities

- Review and recommend to the Trust Board the pay range and salary of the CEO to include reference to benchmarking against trusts of a similar size.
- Review the CEO's recommendation for any pay progression for the Director of Finance and the Head of School Improvement, in accordance with the Leadership Pay Structure.
- Approve the contracts of employment of the CEO and executive management team.
- Ensure that robust performance management processes are in place for the CEO and executive team.
- Ensure that pay appeals are managed in line with the Pay and Appraisal policies.

### Committee Process

- The Chair of the Trust Board will review the CEO annual pay progression which will combine cost of living award with performance-related pay and make recommendations to the Trust Board Pay Committee for approval.
- The CEO will then enter the meeting to provide input on their recommendation for the pay of the Director of Finance and the Head of School Improvement, in accordance with the Leadership Pay Structure.

# **LGB Pay Committee**

## **Terms of Reference**

### **Composition and Frequency**

- A minimum of three local governors, not including Staff Governors.
- The Chair of the Committee will be determined at the meeting.
- The Head of School Improvement and the Headteachers will be the lead members of staff in attendance.
- The Committee will meet annually following receipt of recommendations from the Head of School Improvement and the Headteachers.
- The quorum shall be two Committee members, if a decision cannot be agreed then the matter will be referred to the Local Governing Board Chair.

### **Pay Committee Responsibilities**

The Local Governing Board delegate the following activities to the Pay Committee:

- Undertake the annual salary review of the Headteachers by reviewing and ratifying the CEO's recommendations for pay (with input from the Head of School Improvement).
- Undertake the annual salary review of all school staff by reviewing and ratifying the Headteachers' recommendations for pay.
- Approve the appraisal and pay recommendations for the Senior Leadership Team.
- Review the Headteachers' recommendations for applicants to progress to Upper Pay Scale.
- Review the Headteachers' recommendations for SEN 2 Allowance.
- Ensure the Appraisal and Pay Policies have been consistently applied to all recommendations.
- Ensure that the pay decisions for each member of school staff are communicated to them in writing.
- Ensure that pay appeals are managed in line with the Pay and Appraisal policies.

### **Committee Process**

- The LGB Pay Committee will first meet with the CEO to review their recommendations for the Headteachers pay.
- The CEO will withdraw from the Pay Committee meeting and the Headteachers will enter the meeting in order that the LGB Pay Committee can review their recommendations for school staff pay.

## North Star Academy Trust Pay Points September 2023

<b>Main pay range</b>		<b>2023 value</b>
M1 (MPR minimum)		£30,000
M2		£31,737
M3		£33,814
M4		£36,051
M5		£38,330
M6 (MPR maximum)		£41,333
<b>Upper pay range</b>		
U1 (UPR minimum)		£43,266
U2		£44,870
U3 (UPR maximum)		£46,525
<b>TLR 3 (for new TLR 3s awarded from 01.09.23)</b>		
Min		£639
Max		£3,169
<b>TLR 2 (insert additional lines if other values are in use)</b>		
Min		£3,214
Max		£7,847
<b>TLR 1 (insert additional lines if other values are in use)</b>		
Min		£9,272
Max		£15,690
<b>SEN allowances</b>		
Min		£2,539
Max		£5,009
<b>Unqualified pay range</b>		
U1 (UTPR minimum)		£20,598
U2		£22,961
U3		£25,323
U4		£27,406
U5		£29,772
U6 (UTPR maximum)		£32,134
<b>Lead practitioner (insert additional lines if other values are in use)</b>		
Min		£47,417
Max		£72,085
<b>Leadership group</b>		
Min		£47,185
L2		£48,366
L3		£49,574
L4		£50,807
L5		£52,074
L6		£53,380
L7		£54,816

L8	£56,082
L9	£57,482
L10	£58,959
L11	£60,488
L12	£61,882
L13	£63,430
L14	£65,010
L15	£66,628
L16	£68,400
L17	£69,970
L18 max group 1	£71,019
L18	£71,729
L19	£73,509
L20	£75,331
L21 max group 2	£76,430
L21	£77,195
L22	£79,112
L23	£81,070
L24 max group 3	£82,258
L24	£83,081
L25	£85,146
L26	£87,253
L27 max group 4	£88,530
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31 max group 5	£97,639
L31	£98,616
L32	£101,067
L33	£103,578
L34	£106,138
L35 max group 6	£107,700
L35	£108,776
L36	£111,470
L37	£114,240
L38	£117,067
L39 max group 7	£118,732
L39	£119,921
L40	£122,912
L41	£125,983
L42	£129,140
Max	£131,056

Appendix 4

**Support Staff**

Awaiting confirmation of pay points from Integra