



Pay Policy

Author	C Bowyer / E Price	Source	BCC Model Policy
Approved By	Trust Board	Status	Statutory
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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	12.2 – deletion of '1/194 for the academic year 2022/2023 due to additional bank holiday' Appendix 1 - Trust Staffing Structure updated Appendix 3 – Teacher & Leadership Pay Scales updated to reflect 1 September 2023 pay award

	Appendix 4 - Support Staff Pay Scales updated to reflect 1 April 2023 pay award
September 2024	Section 13.8 SEN Point 2 – updated to include additional criteria for the award of SEN2
November 2024	Appendix 1 - Trust Staffing Structure updated Appendix 2 – ToR updated to reflect last versions Appendix 3 – Teacher & Leadership Pay Scales updated to reflect 1 September 2024 pay award Appendix 4 - Support Staff Pay Scales updated to reflect 1 April 2024 pay award Removed reference to the Council’s job evaluation scheme throughout Section 7 – inconsistent wording removed Section 8 – new wording in line with agreed practice.
September 2025	9.2 Amendment to ECT process for pay progression based on statutory induction process 10.5 Update to UPS progression criteria 13.1 Updated to include STPCD changes in TLR payment guidelines 13.10 Acting allowances determined by CEO rather than pay committee Trust Staffing Structure removed from Appendix – available on request Appendix 2 – Teacher & Leadership Pay Scales updated to reflect 1 September 2025 pay award Appendix 3 - Support Staff Pay Scales updated to reflect 1 April 2025 pay award

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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 a staffing structure, which shows the number of jobs within the schools, a copy of which is available on request.
- 1.4 The Trust Board has delegated full powers to the Pay Committees which are 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 Trust Board and LGB Pay Committees.
- 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 Board's 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 (ELT) 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 Upper Pay Scale.
- 3.5 Appointment to UPS 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 two 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 The CEO of the Trust will be paid in line with section 8.
- 7.2 The headteacher will be paid on the range appropriate to the academy's group size. The headteacher's pay range has seven incremental points.
- 7.3 The deputy and assistant head pay ranges each have five incremental points.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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 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 Trust Board will be responsible for determining the pay range and starting salary of a new CEO including guidance set out by the DfE document Implementing your School's Approach to Pay and the National Governance Association, as well as external benchmarks.

Objectives for the CEO will be linked to the strategic plan with allowances for personal development and achievement of specific department aims which will be agreed and reviewed by the Board of Trustees.

The Chair of the Trust Board will lead the review of the CEO performance in line with the Appraisal Policy and Trust Board Pay Committee Terms of Reference, and in consultation with other Trustees. Assessment will be against performance targets, success measures and evidence indicators that are specified clearly in the objectives and performance review form along with demonstration of compliance with the appropriate professional standards.

The Chair will make recommendations to the Trust Board Pay Committee for approval considering assessed performance, any significant growth and/or changed responsibilities, any external benchmarking or Human Resources advice and "cost-of-living award" (DfE annual pay uplift).

8.2 Executive Leadership Team Pay

The CEO will determine the pay of the Director of Finance and Operations/ Directors 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, pay recommendations will be determined by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) (England) Regulations 2012. The trust board will also ensure that ECTs are not negatively affected by the extension of the induction period from one to two years. This change does not prevent a school from awarding pay progression to ECTs at the end of the first year. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure, if there are concerns during the induction process.

- 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 Headteacher's, 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 bi-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 governing board will be satisfied that the teacher has met the expectations for progression to the upper pay range if the Upper Pay Range Progression Criteria has been met successfully during two consecutive performance appraisals.

The application will be assessed by the Headteacher. The Pay 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~~ 15 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.

From 1st September 2025, the Trust may calculate the value of any existing or new TLR1 or TLR2 payment based on the proportion of the TLR responsibility that a teacher is undertaking, i.e. the proportion of the full-time equivalent responsibility.

From 1st September 2026, the school will calculate all existing and new TLR1 and TLR2 payments on this basis. This will ensure that the level of payment reflects the proportion of responsibilities undertaken, rather than being automatically linked to a teacher's contracted hours.

In practice:

- Part-time teachers will be eligible to receive up to the full TLR1 or TLR2 payment where they undertake the full range of responsibilities associated with the allowance, even though their salary and other allowances are determined pro-rata.

- Full-time teachers will receive a proportion of the TLR1 or TLR2 payment where they undertake only a proportion of the responsibilities associated with the allowance.

The school will agree the appropriate level of allowance and the associated responsibilities with each teacher individually. For part-time teachers, the school will ensure that responsibilities can be undertaken within their contracted hours.

- 13.2 In addition to paragraph 13.1 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 Appendix 3. 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 in recognition of additional SEN responsibilities as defined in teacher job descriptions.

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.

Through performance management, 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.
- Proficient in understanding the SEND code of practice.

- Showing outstanding practice in annual reviews and the EHCP process.
- Ability to implement personalised teaching and learning provision that leads to students making accelerated progress.

For SEN Allowances to be awarded teachers must demonstrate through sustained evidence under section 51.7 of the current School Teachers' Pay and Conditions Document (STPCD):

In addition to the hours a teacher is required to be available for work under paragraph 51.5 or 51.6, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils.

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 CEO. 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 available on request.
- 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 The appropriate grade of support roles will be established by reference to relevant model job descriptions and the existing staffing structure.
- 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 a staff member has less than six months' service in the grade by 1 April, they will receive their first incremental increase six months after their appointment, promotion or regrading.
- 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 24.1 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 in conjunction with the post holder. The school will seek advice from its HR Adviser. 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 where possible 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 in accordance with advice from its HR Adviser.

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

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, Director of School Improvement, Director of Communications and Trust Safeguarding Lead, Director of Behaviour and Attendance Lead and CPD, and the Clinical Director, 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 lead the review of the CEO performance in line with the Appraisal Policy, and in consultation with other Trustees, make recommendations to the Trust Board Pay Committee for approval taking into account any cost-of-living award.
- 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 Director 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 Director 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 Director 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.

Appendix 2

North Star Academy Trust Pay Points September 2025

Main pay range		2025 value
M1 (MPR minimum)		£32,916
M2		£34,822
M3		£37,101
M4		£39,556
M5		£42,056
M6 (MPR maximum)		£45,351
Upper pay range		
U1 (UPR minimum)		£47,472
U2		£49,232
U3 (UPR maximum)		£51,048
TLR 3		
Min		£706
Max		£3,477
TLR 2 (insert additional lines if other values are in use)		
Min		£3,527
SENDCo		£6,069
Max		£8,610
TLR 1 (insert additional lines if other values are in use)		
Min		£10,173
Max		£17,215
SEN allowances		
Min		£2,786
Max		£5,496
Unqualified pay range		
U1 (UTPR minimum)		£22,600
U2		£25,193
U3		£27,784
U4		£30,070
U5		£32,666
U6 (UTPR maximum)		£35,257
Lead practitioner (insert additional lines if other values are in use)		
Min		£52,026
Max		£79,092

Leadership Scale 2025-2026

Leadership group

L1 - Min	£ 51,772	Group 1: L6 - L18
L2	£ 53,068	Group 2: L8 - L21
L3	£ 54,393	Group 3: L11 - L24
L4	£ 55,746	Group 4: L14 - L27
L5	£ 57,137	Group 5: L18 - L31
L6	£ 58,569	Group 6: L21 - L35
L7	£ 60,144	Group 7: L24 - L39
L8	£ 61,534	Group 8: L28 - L43
L9	£ 63,070	
L10	£ 64,690	
L11	£ 66,368	
L12	£ 67,897	
L13	£ 69,596	
L14	£ 71,329	
L15	£ 73,105	
L16	£ 75,048	
L17	£ 76,772	
L18	£ 78,702	
L19	£ 80,654	
L20	£ 82,654	
L21	£ 84,699	
L22	£ 86,803	
L23	£ 88,950	
L24	£ 91,157	
L25	£ 93,423	
L26	£ 85,334	
L27	£ 98,105	
L28	£ 100,540	
L29	£ 103,030	
L30	£ 105,594	
L31	£ 108,202	
L32	£ 110,891	
L33	£ 113,646	
L34	£ 116,455	
L35	£ 119,349	

L36	£ 122,305	
L37	£ 125,345	
L38	£ 128,446	
L39	£ 131,578	
L40	£ 134,860	
L41	£ 138,230	
L42	£ 141,693	
L43 - Max	£ 143,796	

Appendix 3

North Star Support Staff Salary Scales								
1st April 2025								
Grade	SCP	Salary	Hourly rate		Grade	SCP	Salary	Hourly rate
G4	2	£24,413	£12.65		G10	22 (NJC 24)	£35,412	£18.35
	3	£24,796	£12.85			23 (NJC 25)	£36,363	£18.85
G5	4	£25,185	£13.05			24 (NJC 26)	£37,280	£19.32
	5	£25,583	£13.26			25 (NJC 27)	£38,220	£19.81
G6	6	£25,989	£13.47			26 (NJC 28)	£39,152	£20.29
	7	£26,403	£13.69		G11	27 (NJC 29)	£39,862	£20.66
G7	8	£26,824	£13.90			28 (NJC 30)	£40,777	£21.14
	9	£27,254	£14.13			29 (NJC 31)	£41,771	£21.65
	10	£27,694	£14.35		G12	30 (NJC 32)	£42,839	£22.20
	11	£28,142	£14.59			31 (NJC 33)	£44,075	£22.85
G8	12 (NJC 13)	£29,064	£15.06			32 (NJC 34)	£45,091	£23.37
	13 (NJC 14)	£29,540	£15.31			33 (NJC 35)	£46,142	£23.92
	14 (NJC 15)	£30,024	£15.56		G13	34 (NJC 36)	£47,181	£24.46
	15 (NJC 16)	£30,518	£15.82			35 (NJC 37)	£48,226	£25.00
	16 (NJC 17)	£31,022	£16.08			36 (NJC 38)	£49,282	£25.54
G9	17 (NJC 19)	£32,061	£16.62			37 (NJC 39)	£50,269	£26.06
	18 (NJC 20)	£32,597	£16.90		G14	38 (NJC 40)	£51,356	£26.62
	19 (NJC 21)	£33,143	£17.18			39 (NJC 41)	£52,413	£27.17
	20 (NJC 22)	£33,699	£17.47			40 (NJC 42)	£53,460	£27.71
	21 (NJC 23)	£34,434	£17.85			41 (NJC 43)	£54,495	£28.25