



Pay Policy 2023-24

EKC Schools Trust

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Part A - Policy

Policy Statement

The Trust understands the importance of ensuring all Employees are appropriately recognised and rewarded for their contribution to the performance of the Trust and to outcomes for pupils.

The Trust is committed to rewarding all staff appropriately within the budget available and with due regard to the School Teachers Pay and Conditions Document (STPCD), Kent Scheme Conditions of Service (Kent Scheme) and equalities legislation¹. The Trust may use the discretions and flexibilities available within these terms and conditions to recruit, reward and retain the highest quality Employees according to the needs of the Academies.

This policy supersedes any previous Pay Policy sets out the pay framework for EKC Schools Trust Employees and explains:

- The role of the Trust, Governors, and the Headteacher / Line Manager with regards to pay decisions – See Terms of Reference – Appendix 1
- The Trust's adopted pay framework for both Teachers (Parts B and C and Appendix 2) and Support Staff (Part D and Appendix 6) and the process by which pay is determined.
- The criteria and process by which teachers' pay progression is determined each year, ensuring there is a clear and robust link with evidence of performance (Appendices 3 -5)
- The Trust's approach to the recruitment of senior postholders to the central Trust team.

All Employees in their commitment to our pupils and communities are responsible for maintaining high standards and continual improvement; and engage with line management and the appraisal process.

The Trust will ensure that all Employees are treated fairly and equitably and that pay determinations are managed objectively and transparently. Each Academy will ensure that Employees are informed in a timely manner about any pay determination and will endeavour to ensure appeals against pay progression decisions are managed promptly, fairly and objectively.

Adoption Arrangements and Date

The Trust Pay Policy is reviewed annually by the Trustees (or earlier if there is a need). Where material changes are proposed (i.e. other than those dictated by law or statutory guidance, for example, the STPCD), this will involve consultation with the recognised unions.

¹ This policy has been developed to comply (and or be compatible) with the provisions of the STPCD, Kent Scheme, The Education (School Teacher's Appraisal) (England) Regulations 2012 for Teachers and relevant equalities legislation (Employment Relations Act 1999, the Equality Act 2010, Part Time Workers (Prevention of Less Favourable Treatment Regulations) 2000 and the Fixed Term Employees (Prevention of Less Favourable Treatment Regulations) 2002).

Part B - Pay for Teachers

Teachers' pay, discretionary allowances and payments (provisions and rates) are published annually within the STPCD – See Appendix 2.

Teacher Pay on Appointment

The Headteacher will determine the appropriate pay range for a teaching post prior to advertising. When determining the pay range, consideration will be given to the responsibilities of the post and the need to ensure pay is fairly differentiated between roles across the school with differing levels of accountability.

On appointment, the Headteacher will determine the starting salary within the pay range to be offered to the successful candidate. In determining the appropriate starting salary, leaders will consider the nature and responsibilities of the post, the qualifications, skills and experience required alongside market conditions and the wider Academy context.

- **Appointment of Early Career Teachers (ECTs)** - in their first year of teaching, will usually be appointed at the minimum of the main pay range, however, the Headteacher has the discretion to appoint at a higher salary in recognition of prior skills and experience. ECTs who start employment with the School before receiving confirmation of their QTS status and completion of the basic skills test will initially be engaged as an Unqualified Teacher and paid within the unqualified Teacher salary range.
- **Appointment of Unqualified Teachers** - Unqualified Teachers may be appointed by the school as trainees working towards qualified teacher status; as instructors with a particular skill, specialist qualification or experience; or, for a maximum of 4 years only, as an overseas trained teacher (trained outside of the EEA). An Unqualified Teacher who gains QTS within the Trust will be appointed on a starting salary that equals or exceeds any previous pay and allowances they received as an Unqualified Teacher.
- **Appointment of teachers with previous teaching experience** - The Academy will give every regard to the current salary of a Teacher who is appointed from another School. A Teacher may be paid a rate equivalent to their current salary, however, there is no assumption that a Teacher will automatically be paid at the same level or on the same pay range as they were in their previous School.

Similarly, where a Teacher has been paid on the upper pay range (UPR) in a previous school or made a successful threshold application in a previous post there is no obligation for the school to honour this assessment. However consideration may be given to this when determining the starting salary or range.

Consideration will also be given to ensuring that Teachers returning to the profession following a career break/time out to care for a family are not disadvantaged in terms of pay offered on appointment.

- **Pay on appointment in particular circumstances** - Where a Teacher is engaged in 2 schools simultaneously, there is no requirement for them to receive the same rate of pay for each employment, even within the Trust. Where a Teacher is appointed on a part time basis, their salary, allowances and working time will be calculated in accordance with the pro rata principle.

Teachers engaged on a supply basis will receive a daily rate equivalent to 1/195 of the annual pay they would be entitled to if they were engaged on a regular contract. Supply Teachers who work less than a full day will receive a proportion of the daily rate pro rata to the hours they have been engaged in.

Appraisal and Pay Progression for Teachers

Effective line management and meaningful appraisal allow all staff to discuss their work-life - celebrate successes, discuss challenges and lean into management for feedback, guidance and coaching to support professional development and continual improvement.

Managers, through ongoing discussion and appraisal will equip their team with the support (feedback, guidance, coaching and connection) to solve (and learn) from today's challenges, deliver focused objectives and meet the standards required of the role and build capacity for great work in the future.

Pay progression within the pay framework is not automatic and will be subject to an annual performance-related assessment or pay review completed as part of the appraisal cycle.

The criteria against which entitlement to pay progression will be assessed is set out in Appendix 3 . These criteria reflect the Teaching Standards and expectations appropriate to the career stage and seniority of the Teacher.

- **MPR:** Where a Teacher paid on the main pay range is meeting the performance expectations in this school, it is usual that they will receive pay progression annually.
- **UPR:** Teachers paid on the upper pay range pay progression can be awarded every 2 years subject to meeting and sustaining the performance expectations for pay progression through the upper pay range.
- **ECTs:** In the case of ECTs whose appraisal arrangements are different, pay decisions will be made with reference to evidence from the statutory

induction process. It should be noted that ECTs have no automatic entitlement to pay progression on completion of their induction period.

In applying these criteria, each Academy ensures a clear and robust link between evidence of performance, as demonstrated through appraisal, and pay determinations.

All Teachers are responsible for engaging in the appraisal process and ensuring sufficient evidence is available on which pay decisions can be made.

Decisions regarding pay progression will be made with reference to the Teacher's appraisal report and its pay recommendations. The amount awarded in pay progression will be determined annually with reference to any pay uplift stated in the STPCD.

Pay reviews will be completed in a timely manner and before the 31st of October each year, with individuals notified no later than one month after their pay review, with any pay progression backdated to the 1st September.

Withholding Pay Progression

Where an Employee is not meeting the performance expectations of the Academy, pay progression may be withheld.

To allow an Employee the opportunity to address performance concerns, the Academy will highlight given concerns at the earliest opportunity.

When a teacher does not receive pay progression, appropriate feedback will be provided explaining the reasons for this decision and how any developmental issues can be addressed.

Employees currently under the formal stages of the capability procedure will not receive pay progression.

Pay Appeals

If an Employee seeks a review of any pay determination, Employees are encouraged to speak informally to their appraiser / Headteacher about any concerns prior to a formal pay appeal.

Pay appeals, if made, will be heard by a committee of the Local Governing Body. The arrangements for pay appeals are set out in Appendix 7 and will be dealt with fairly and promptly.

Applying for Progression to the Upper Pay Range

All qualified Teachers may apply to be paid on the upper pay range, and it is the responsibility of the Teacher to decide whether they wish to apply to be considered for progression to the upper pay range.

To progress to the Upper Pay Range a Teacher will be required to demonstrate that they have consistently made good progress towards their appraisal objectives over the 2 most recent appraisal cycles and in addition, demonstrate that:

- they are highly competent in all elements of the professional standards
- their achievements and contributions to the Academy are substantial and sustained
- Their overall quality of teaching is consistently outstanding and those with SEND make excellent progress in all curriculum areas

Appendix 4 sets out how the school will interpret whether a Teacher meets the criteria to progress to the Upper Pay Range.

All applications must be submitted to the Headteacher using the appropriate EKC Schools Trust process. The Headteacher will assess all threshold applications and make recommendations to the Local Governing Body Pay Panel for review and approval.

A Teacher may only submit one application each academic year for progression to the upper pay range. The deadline for application is 31st August. No submissions after this date will be reviewed.

In assessing the application, the Headteacher will have regard to the outcome of the 2 most recent appraisal reviews. Teachers who have had significant periods of absence from work may submit additional evidence from the two appraisal cycles immediately before their absence to demonstrate how they meet the criteria for progression.

Where a Teacher is simultaneously employed at another school(s), they must submit separate applications for each employment. The Academy will not be bound by any threshold progression decision made by another school.

The Headteacher will assess the Teacher's application against the school's criteria and advise the individual in writing within 30 working days/ by the 30th of September (whichever is the later) whether the application has been successful.

Where the application is successful the Teacher will progress to the minimum value of the upper pay range from 1st October.

Where an application is unsuccessful the Teacher will receive feedback on the reasons for the decision from the Headteacher.

A Teacher may appeal against an unsuccessful application by following the EKC Schools Trust pay appeal process detailed in Appendix 7.

Absence During the Appraisal and Pay Review Cycle

Consideration will be given to adjusting the pay review process where a Teacher has had a significant period of absence due to maternity/family-related leave, sick leave or disability related absence.

The length and impact of the absence on the Teacher's ability to achieve their objectives will be considered when making pay recommendations and determinations.

The end-of-year review meeting may be brought forward to enable performance to be reviewed before a planned period of absence. Any pay recommendation would still be considered in line with the EKC Schools Trust usual timescales and pay progression awarded from 1st September.

Where a Teacher is absent from work at the end of the appraisal cycle or has been absent for some or all of the assessment period, an assessment may be based on performance during any periods of attendance and/or prior performance. Evidence from the two appraisal cycles immediately prior to the period of absence may also be considered.

The precise nature of the adjustments will be determined on a case-by-case basis following discussion with the Teacher.

Discretionary Allowances and Payments for Teachers

The provisions of the STPCD will determine allowances and additional payments. The Headteacher may determine on appointment or at any point during employment whether any allowance or additional payment will be made to a teacher. The current values of allowances and other payments are specified in Appendix 2.

Additional payments may be awarded as an incentive for the recruitment or retention of a Teacher in accordance with the criteria and provisions of the STPCD. Such payments may be made as a lump sum or periodic/recurring payment. Other financial assistance may be awarded at the discretion of the Academy – for example full or partial reimbursement of travel or relocation costs. When awarding such additional payments, the reason, duration, and end or review date will be confirmed in writing to the Employee.

Other Pay Considerations for Teachers

- **Salary Safeguarding** - Where a TLR 1 / TLR2 or other allowance is withdrawn due to organisational change, salary safeguarding will be paid for up to 3 years per the provisions of the STPCD. The Headteacher may require a Teacher in receipt of safeguarding to undertake reasonable duties commensurate with the value of the safeguarded sum.
- **Additional hours for part-time teachers** – Where a member of staff has a contract for teaching on a part-time basis and wishes to be considered for additional hours on their non-working days, this will be on a case-by-case arrangement by each Academy and not an expectation of staff working part-time. Any additional hours will be paid at the staff member's contractual rate of pay.

- **Casual teaching contracts** – From time to time, Academies may have casual contracts for seasonal work or supply, e.g. cover work, tutoring etc. All teacher casual contracts will be paid at Main Pay Scale 5 as a day rate.

Part C – Pay for Leadership Teachers

The pay framework for Teachers paid on the Leadership Pay Range is attached in Appendix 2

The Trust will review the pay framework for Leadership Teachers annually with effect from 1st September to reflect any changes to the national pay framework as set out in the STPCD.

Leadership Teacher Pay on Appointment

Headteacher: The Governing Body and CEO of EKC Schools Trust will review the Headteacher group size whenever it proposes to appoint a new Headteacher.

The Headteacher group size will be calculated in accordance with the provisions of the STPCD.

The Headteacher Recruitment Panel and CEO will identify a pay range within the group size for the Academy, considering the permanent accountabilities of the post to which the Headteacher will be appointed.

In determining the pay range, in accordance with the STPCD consideration will be given to:

- The specific requirements of the post
- The Academy context and challenge
- The complexity of the post
- The requirement to recruit and retain appropriate candidates
- Affordability and comparable salary benchmarking

In determining the salary range for the Headteacher, the pay and ranges of other staff will also be taken into account to ensure appropriate differentials are maintained between posts of differing responsibility.

On appointment, the Headteacher Recruitment Panel and CEO will determine the appropriate starting salary for the successful candidate. Consideration will be given to ensuring appropriate scope within the range to allow for performance-related pay progression over time.

Deputy and Assistant Headteachers: The Pay Committee in agreement with the CEO, will determine the appropriate pay range for other Leadership posts within the Academy prior to advertising.

Consideration will be given to the role's accountabilities, the challenges of the

post and any potential recruitment issues when determining the pay range.

The maximum of the Deputy or Assistant's range will not exceed the minimum of the Headteacher range.

When determining the pay ranges of Leadership posts, consideration will also be given to the respective levels of accountability and the need to ensure pay is fairly differentiated between Leadership roles across the Academy with differing levels of responsibility and between teaching and Leadership posts.

On appointment the Pay Committee, in agreement with the CEO, will determine the starting salary to be offered within the identified pay range, ensuring appropriate scope for performance-related pay progression over time.

Appraisal and Pay Progression for Leadership Teachers

Line management and meaningful appraisal are as important for leadership teachers as for all staff and remain a valuable opportunity to celebrate successes, discuss challenges and access feedback and coaching.

Pay progression for Leadership Teachers is not automatic and will be subject to an annual performance-related assessment or pay review completed as part of the appraisal cycle.

The criteria for pay progression for Teachers paid on the Leadership pay range is in Appendix 5. These criteria reflect the Teaching Standards and expectations appropriate to the career stage and seniority of the Teacher. In applying these criteria, each Academy ensures a clear and robust link between evidence of performance, as demonstrated through appraisal, and pay determinations.

Sustained performance, as evidenced through the appraisal process, should give the Leadership Teacher the expectation of progression through the range.

Decisions regarding pay progression will be made with reference to the Teacher's appraisal report and its pay recommendations. The amount awarded in pay progression will be determined annually with reference to any pay uplift stated in the STPCD.

Pay reviews will be completed promptly and before the 31st of December each year, with leaders notified one month after their pay review, with any pay progression backdated to the 1st of September.

Withholding Pay Progression

Any performance concerns will be highlighted at the earliest opportunity, affording the Employee time to address the given concerns.

When pay progression is not recommended or awarded, appropriate feedback will be provided explaining the reasons for this decision and ongoing support.

Employees currently in the formal stages of the capability procedure will not

receive pay progression.

Pay Appeals

If a review of any pay determination is sought, leaders are encouraged to speak informally to their appraiser / Headteacher about any concerns before a formal pay appeal.

Pay appeals, if made, will be heard by a committee of the Local Governing Body. The arrangements for pay appeals are set out in Appendix 7 and will be dealt with fairly and promptly.

Other Pay Considerations for Leadership Teachers

- **Redetermination of Leadership Ranges** - The Local Governing Body, in agreement with the CEO, may redetermine the pay range of any Leadership Teacher in post should it be considered necessary where there has been a significant change in the permanent accountabilities of the post. This may include circumstances where post holders take on additional accountabilities for more than one Academy on a permanent basis.
- **Temporary Payments to a Headteacher** - The Local Governing Body, in agreement with the CEO, may determine that an additional temporary payment be made to a Headteacher for time-limited responsibilities/duties additional to the substantive post for which their salary has been determined. This may include circumstances in which a Headteacher is temporarily accountable for the Leadership of another Academy. Any such payment should not exceed 25% of the Headteacher's annual salary. The total of all discretionary payments in any one year should not be more than 25% above the ceiling of the Headteacher group size for the Academy.
- **Acting Allowances** - An Acting Allowance may be payable to individuals assigned to carry out the duties of a Headteacher, Deputy or Assistant Headteacher temporarily. Payment of an acting allowance will be at the discretion of the Governing Body. Whether to pay an interim allowance will be considered within four weeks of the start of the additional duties. Where it is determined that an acting allowance should be paid this will be at a rate no less than the minimum of the pay range of the substantive post holder and will be backdated to the start of the additional duties.
- **Salary Safeguarding** - Where the pay range of a Leadership Teacher is reduced due to organisational change, salary safeguarding may be paid for up to 3 years per the provisions of the STPCD. A Teacher in receipt of safeguarding is expected to undertake reasonable duties commensurate with the value of the safeguarded sum.

Part D – Pay for Support Staff

Support staff are paid in accordance with the Trust Support Staff Pay Framework, a fixed-point remuneration scheme with a four-point scale for leadership- See Appendix 6.

Salary increases are not automatic but determined each year by the Trust Board, who will ensure pay decisions are affordable. In making its decision, the Trust Board will give due regard to market forces including schools' funding allocation, measures of inflation, other forces that may influence recruitment and retention and, of course, our budgetary position. Recommendations will be made to the Trust Board for review and approval.

Support Staff Pay on Appointment

The Headteacher will determine the grade of a support staff post before advertising in accordance with the Trust structures.

In determining the grade, the Headteacher will refer to the Trust's Support Staff Job Evaluation Framework and the scope and accountabilities of the role.

Where an Employee works part-time (i.e. less than 37 hours per week / 52 weeks per year), their salary will be pro rata to the hours and weeks worked. Employees engaged on a term time-only basis will receive a payment for their annual leave entitlement incorporated within their yearly salary.

Appraisal for Support Staff

Effective line management and meaningful appraisal allow all staff to discuss their work life - celebrate successes, discuss challenges and lean into management for feedback, guidance and coaching to support professional development and continual improvement.

Through ongoing discussion and appraisal, managers will equip their team with the support (feedback, guidance, coaching and connection) to solve (and learn) from today's challenges, deliver focused objectives and meet the standards required of the role and build capacity for great work in the future.

Kent Rewards - Kent Rewards is a platform for Kent Scheme employees containing a huge variety of benefits. For more information, visit Kent Rewards.

Other Pay Considerations for Support Staff

- **Overtime** – Overtime should only be worked with the prior approval of the Headteacher, and all claims must be appropriately authorised. Extra time of less than half an hour each day will not constitute overtime. Overtime is aggregated for each calendar month and paid in complete half hours. Where less than half an hour of overtime is worked in a month, this will be paid at plain time.

Overtime will not be paid to staff Graded EKC 6 or above; rather, Time off with lieu may be granted with the prior agreement of the Headteacher.

It is the responsibility of the employee to claim their overtime within one calendar month of the additional hours being worked. The Academy may not make payments for late overtime claims.

- **Acting up arrangements** - Where a member of staff takes on additional accountabilities temporarily, the Headteacher may determine whether they should move to a higher grade commensurate with the additional responsibilities for a time-limited period. An Employee may also be seconded to a higher-graded post to cover the temporary absence of the substantive post holder.
- **Salary Protection** - Employees who are engaged on Kent Scheme terms and conditions may be eligible to be paid salary protection for up to 18 months should the grade of their post be reduced or if they are redeployed to a lower-graded post due to organisational change. Where the redeployment is to a position which is more than two grades below the Employee's previous post, the Loss of Earnings compensation will only apply to a maximum of two grades above the grade of the new substantive post.
- Changes in hours/weeks worked will not attract salary protection.

Part E – Pay for Executive Leaders

Salary for Executive leaders will be determined by the Trust Board, following benchmarking to ensure an appropriate salary for the post in line with similar roles nationally.

Cost of living rises are not automatic but determined each year by the Trust Board, who will determine its ability to afford a pay uplift to the pay framework or whether to award a Trust bonus to the executive team. In making its decision, the Trust Board will give due regard to market forces including schools' funding allocation, measures of inflation, other forces that may influence recruitment and retention and, of course, our budgetary position. Recommendations will be made to the Trust Board for review and approval.

Executive Leader Pay on Appointment

Trustees will be informed that a new appointment will need to be made. For the appointment of a CEO, Trustees will agree on a Job Description and Person Specification for the role. For all posts other than the CEO, the CEO will design and approve a Job Description and Person Specification for the position.

Benchmarking will be carried out to ensure an appropriate salary for the post in line with similar roles nationally

A recruitment panel will be arranged. For the CEO, this will be made up of no less than three Trustees and appointed in agreement with the Full Trust Board. For roles other than the CEO, the panel will be made up of the CEO, one other Trust Executive and at least one Trustee.

Adverts will be posted nationally for all Trust Executive positions and Trustees, Local Governors and Headteachers will be informed of the recruitment process.

A full interview and recruitment process will be held, following all Safer Recruitment practices. Any offer made for a CEO appointment will be subject to ratification by the Full Trust Board. Panel members will arrange an extraordinary meeting directly following the recruitment process and recommend the appointment for ratification to the full Trust Board. Any offer made by the panel for roles other than the CEO will be made with the full support of the panel. Trustees will be informed of the appointment at the next Full Board meeting.

Changes to Executive Pay

Where there are significant changes to the roles and responsibilities of an executive leader e.g., Trust growth, increase in overall pupil numbers, additional levels of challenge or changes to levels of accountability and responsibility, at the point of appraisal the Trustees may re benchmark the salary associated with the role.

Trustees, at the point of appraisal may also agree a three-year salary arrangement for the CEO and/or executive members to support with the Trust's three-year financial planning. Any offer made remains subject to successful appraisal each year.

Appraisal for Executive Leaders

Effective line management and meaningful appraisal allow all staff to discuss their work life - celebrate successes, discuss challenges and lean into management for feedback, guidance and coaching to support professional development and continual improvement.

Through ongoing discussion and appraisal, managers will equip their team with the support (feedback, guidance, coaching and connection) to solve (and learn) from today's challenges, deliver focused objectives and meet the standards required of the role and build capacity for great work in the future.

See Performance Management and Appraisal Policy (Central Trust Staff) for more information.

Appendices

Appendix 1: Terms of Reference

EKC Schools Trust - It is the role of the Trust to:

- establish the Trust Pay Policy, including the criteria and framework for pay decisions and review these provisions annually
- determine which functions are to be delegated to the Headteacher
- to ensure the Academy meets its statutory and contractual obligations with regard to pay
- determine the annual budget for pay and any uplift to be applied to the Trust's pay framework for Teachers and support staff

Local Governing Body – In each Academy pay decisions for Teachers have been delegated to the Governing Body, with leadership and Headteacher decisions delegated to the Pay Committee of the Governing Body in accordance with the Trust Pay Policy.

It is the role of the Local Governing Body to:

- monitor the application and effectiveness of the policy on behalf of the Trust, ensuring pay decisions are linked to evidence of performance and the criteria for pay progression are applied consistently, fairly and objectively

The Pay Committee will be comprised of one or more members of the Governing Body. It is the role of the Pay Committee to:

- determine the pay progression to be awarded to Teachers
- apply the criteria set out in the Pay Policy and consider fully the recommendations made by the Headteacher regarding a Teacher's pay
- ensure all Teachers are made aware of the outcome of their pay review in writing
- record the reasons for the pay decisions taken
- report summary information regarding Teachers' pay decisions to the full Local Governing Body as required

The Headteacher will make recommendations and provide professional advice and guidance to the panel to assist with decision-making.

Staff and Parent Governors will not be appointed to serve on any Pay Committee or Appeal Panel.

Headteacher - It is the role of the Headteacher to:

- ensure Employees are appraised in accordance with EKC Schools Trust policy
- Make written recommendations to the Local Governing Body Pay Committee regarding an individual's pay with reference to the criteria for pay progression within the Academy.
- ensure that appropriate written records are kept of appraisal discussions – including targets set and any progress/review meetings
- undertake moderation of pay recommendations to ensure consistency and fairness across staff groups

Appendix 2: Pay Framework and Allowances for Teachers and Leadership Teachers

From the 1st of September, Teachers and Leadership Teachers will be paid in accordance with the provisions of the STPCD.

The amount awarded in pay progression will be determined annually with reference to the pay range and any uplift in the minimum and maximum value of the ranges.

Main Pay Range

Minimum	£30,000
Maximum	£41,333

Upper Pay Range

Minimum	£43,266
Maximum	£46,525

Unqualified Pay Range

Minimum	£20,598
Maximum	£32,134

Leadership Pay Range

Minimum	£47,185
Maximum	£131,056

Leadership Teachers

The Headteacher is appointed within the School Group Size range of the Academy:

Group 1 L6 – L18	£53,380 - £71,729
Group 2 L8 – L21	£56,082 – £77,195
Group 3 L11 – L24	£60,488 - £88,081
Group 4 L14 – L27	£65,010 - £89,414
Group 5 L18 – L31	£71,729 - £98,616
Group 6 L21 – L35	£77,195 - £108,7760
Group 7 L24 – L39	£83,081 - £119,921
Group 8 L28 – L43	£91,633 - £131,056

For other Leadership Teachers, the Academy / Pay Committee will identify an appropriate salary range within the Leadership Pay Range with due regard to group size, Head Teacher Salary range and the salary of higher-paid teachers within the Academy.

New leaders appointed within the Trust will be placed on the relevant pay ranges as follows:

SPINE POINT	1 SEPT TO 31 AUG	Group 2 Up to 300 pupils	Group 3 Up to 500 pupils	Group 4 Up to 900 pupils	
L1	£47,185	AHT			
L2	£48,366	5 pt scale within this band			
L3	£49,574				
L4	£50,807		AHT		
L5	£52,074		5 pt scale within this band		
L6	£53,380			AHT	
L7	£54,816	DHT 5 pt scale within this band		5 pt scale within this band	
L8	£56,082				
L9	£57,482				
L10	£58,959		DHT		
L11	£60,488		5 pt scale within this band		
L12	£61,882			DHT	
L13	£63,430			5 pt scale within this band	
L14	£65,010	HT 6 pt scale 1 point above the top of DHT			
L15	£66,628				
L16	£68,400			HT	
L17	£69,970		6 pt scale within the band		
L18	£71,729		1 point above the top of DHT		HT
L19	£73,509			6 pt scale within the band	
L20	£75,331			1 point above the top of DHT	
L21	£77,195				
L22	£79,122				
L23	£81,070				
L24	£83,081				
L25	£85,146				
L26	£87,253				
L27	£89,414				

Incremental pay rises will be awarded following successful appraisal outcomes within the pay range.

The transition from last year's STPCD

- Any teacher paid the minimum of the pay range will progress to the new minimum value.
- Any teacher paid the maximum of the pay range may progress to the new maximum subject to meeting the school's criteria for pay progression.
- The Trust will determine annually the rate of pay progression between the minimum and maximum values.
- TLR / SEN Allowances – the Academy will consider annually the increase to be applied to any allowances in payment.

Discretionary Allowances and Payments

Headteachers will determine the range within the individual Academy in accordance with the agreed protocols set out in this policy.

Teaching Learning and Responsibility Payments (TLR)

	<i>Minimum</i>	<i>Maximum</i>
TLR1 Range	£9272	£15,690
TLR2 Range	£3214	£7847
TLR3 Range	£639	£3169

TLR payments may be awarded to identified posts which require a Teacher to undertake a sustained additional responsibility for which they are accountable.

The Academy will refer to the current criteria and provisions within the STPCD in determining which posts will warrant a TLR.

TLR 1 and 2 will be awarded for additional responsibilities undertaken on a permanent basis. A TLR 3 payment may be awarded on a temporary basis for clearly time-limited school improvement projects or externally driven responsibilities. No safeguarding will be paid when a TLR3 payment ends.

The current values of TLR payments in EKC Schools Trust are specified in Appendix 2.

Where a TLR is awarded, the reason, additional payment, and in the case of a temporary TLR3, the duration will be confirmed in writing to the Employee.

A Teacher cannot receive a TLR1 and TLR2 but can receive a TLR1 or TLR2 in addition to a TLR3.

Members of the Leadership Group, Leading Practitioners or Unqualified Teachers cannot receive a TLR payment.

Special Educational Needs (SEN) Allowance

	Minimum	Maximum
Range	£2539	£5009

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

The current value of SEN Payments in EKC Schools Trust is specified in Appendix 2.

A member of the Leadership Group, a Leading Practitioner or Unqualified Teacher cannot receive a SEN payment.

All payments will be made at the hourly or daily rate appropriate to their substantive salary.

Additional Payments

An Unqualified Teacher may receive an additional allowance where they have taken on sustained additional accountability focused on teaching and learning and require applying a teacher's professional skills and judgement or possessing qualifications or experience relevant to the role. The Headteacher will determine the value of any additional payment.

The Academy may make, at its discretion, additional payments to a Teacher in respect of the following activities:

Continuing professional development is undertaken outside of the School day
Participation in out of School learning activities
Additional responsibilities and activities related to the provision of services to raise the educational standards in other Schools
Activities relating to the provision of initial Teacher training

The Headteacher will be able to allocate (or recommend to the Pay Committee in the case of staff on the leadership scale) an honorarium of between £50 and £1000 as a one-off payment to reward exceptional performance.

Appendix 3: Pay Progression Criteria for Teachers

Main Pay Range

In EKC Schools Trust, the following criteria will be considered when assessing whether pay progression will be awarded to a Teacher paid on the Main Pay Range:

- The Teacher must have been successful in achieving their appraisal objectives
- The Teacher must be able to demonstrate sound evidence of consistently good teaching, learning and assessment practice throughout the assessment period
- The Teacher must be able to evidence that they have met the Teachers Standards throughout the assessment period

Upper Pay Range

In this School, the following criteria will be considered when assessing whether pay progression should be awarded to a Teacher paid on the Upper Pay Range:

- The Teacher must have been successful in achieving their appraisal objectives
- The Teacher must be able to demonstrate sound evidence of consistently outstanding teaching, learning and assessment practice throughout the assessment period, including disadvantaged pupils and those with SEND making excellent progress in all curriculum areas
- The Teacher must be able to evidence that they are highly competent in the Teachers Standards throughout the assessment period – demonstrating an increasing breadth and depth of knowledge, skill, understanding and application
- The Teacher must demonstrate evidence that they have continued to meet the criteria for moving to the Upper Pay Range and that they have further developed their practice and are contributing over and above that of a main pay scale teacher. With the level of contribution increasing with each point on the scale.
- The Teacher must be able to demonstrate that they are continuously developing as a practitioner and effectively supporting colleagues in developing their practice
- The Teacher must provide evidence that they are contributing significantly to the Academy, and for UPS2 and 3 teachers, also making a significant contribution to the Trust.

Unqualified Pay Range

In this School, the following criteria will be considered when assessing whether pay progression should be awarded to a Teacher on the Unqualified Pay Range:

- Good progress towards their appraisal objectives
- Development of the effectiveness and impact of their teaching practice

- An increasing positive impact on outcomes for students
- An increasing contribution to the work of the school

Sources of Evidence

Schools may wish to set out examples of the range of evidence which may be considered

- Assessment against Appraisal Objectives
- Assessment against Teachers' Standards
- Classroom Observations
- Self-Assessment & Peer Review
- Relevant Pupil Progress Data

Appendix 4: Criteria for Progression to the Upper Pay Range

To progress to the Upper Pay Range, a Teacher must meet the following criteria:

- highly competent in all elements of the professional standards
- their achievements and contributions to the Academy are substantial and sustained
- Providing a significant and wider contribution to the Academy.

In the EKC Schools Trust, this is interpreted as follows:

Highly Competent

- The Teacher demonstrates consistently outstanding teaching and learning
- The Teacher evidences an excellent depth and breadth of knowledge, skill, understanding and application of the Teachers standards.
- Disadvantaged pupils and those with SEND make excellent progress and gaps in learning between those pupils and their peers significantly close.
- Attendance of pupil in their class is good.
- The Teacher contributes to the professional development of colleagues through coaching/mentoring, demonstrating effective practice and providing advice, guidance and feedback. The Teacher continually develops their practice through effective application of professional development activities

Substantial

- The Teacher plays a critical role in the life of the Academy outside of their classroom
- The Teacher is making a significant wider contribution to Academy improvement and pupil outcomes outside of their class
- The Teacher makes a significant contribution to policy and practice, which has improved teaching and learning across the Academy
- The teacher makes a significant contribution to the ethos and community of the Academy outside of classroom practice.
- For Applications for UPS 2 and UPS 3 Teacher demonstrates significant impact across the Trust.

Sustained

- The Teacher's performance levels should be sustained over a two-year period, as evidenced in the two previous appraisal reports.

Sources of Evidence

- Assessment against Appraisal Objectives
- Assessment against Teachers' Standards
- Classroom Observations, monitoring of pupils' work, learning environment
- Self-Assessment & Peer Review
- Relevant Pupil Progress Data
- Impact on teaching, learning and outcomes of staff, the Teacher has supported
- Evidence of wider contribution to the Academy's community
- Attendance of class

- Parent and pupil voice.

Appendix 5: Pay Progression Criteria for Leadership Teachers

Headteacher

The following criteria will be considered when assessing whether pay progression should be awarded to the Headteacher:

- The Headteacher must have met their appraisal objectives
- The Headteacher must be able to evidence that they are highly competent in the Teachers' Standards to a level consistent with their Leadership responsibilities
- The Headteacher must be able to demonstrate sustained high-quality performance with particular regard to strategic Leadership and management practice and their positive impact on whole Academy standards, pupil progress and outcomes.

Leadership Teachers

In this Trust, the following criteria will be considered when assessing whether pay progression should be awarded to a Leadership teacher other than the Headteacher:

- The Leadership Teacher must have met their appraisal objectives
- The Leadership Teacher must be able to evidence that they are highly competent in the Teachers' Standards to a level consistent with their Leadership responsibilities
- The Leadership Teacher must be able to demonstrate sustained high-quality performance with particular regard to strategic Leadership and management practice and their positive impact on whole Academy standards, pupil progress and outcomes or operational areas in the school for which they have responsibility.

Sources of Evidence

- Assessment against Appraisal Objectives
- Assessment against relevant standards – e.g. Ofsted Inspections
- SIP / SEF
- Relevant Pupil Progress Data
- Self-Assessment
- External moderation and reviews
- Feedback from CEO visits

Appendix 6: Pay Framework for Support Staff and Executive Leaders

From the 1st of September, the pay framework for Support Staff is as follows:

Grade	Tier	Salary Point (1FTE)
EKC 1	Apprentice	National apprenticeship rates
EKC 2	Support	National Living Wage
EKC 3	Practitioner	£21,068
EKC 4	Specialist/Officer/Technician	£22,033
EKC 5	Manager/Associate	£23,962
EKC 6	School Leadership	6.1 - £27,010 6.2 - £30,869 6.3 - £34,727 6.4 - £39,550
EKC 7	Central Leadership	7.1 - £40,512 7.2 - £44,371 7.3 - £48,229

Discretionary Allowances and Payments for EKC 1 - 6

- **Overtime** - Overtime for Employees graded EKC5 or less who work more than 37 hours in any week will be paid as follows:

Monday to Friday	Saturday / Sunday	Public Holidays
• 1.33	• X 1.33	• X 2

- **Cash Awards** - The Headteacher may, at its discretion, make a cash award to recognise members of support staff who have undertaken a specific task or project. In the EKC Schools Trust, cash awards to an individual will not exceed £500 in any one year.

Executive Pay

EKC 8	Trust Executive	Benchmarked, 3 Year pay arrangement set by Trust Board.
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Annual Leave Entitlement

Grade	Standard	After 5 Years of Service
EKC 1 - 5	27 days	29 days
EKC 6	29 days	30 days
EKC 7 - 8	30 days	

Appendix 7: Pay Appeals

Before making an appeal, an Employee is encouraged to speak informally to their appraiser / Headteacher about any concerns they have about their pay recommendation, which has been made.

An Employee may register a formal appeal against a decision regarding their pay. Appeals should be made in writing to the Headteacher / Chair of the Pay Committee within 10 working days of receipt of written confirmation of the pay decision.

An appeal may be made on the following grounds – The Academy has:

- incorrectly applied the Trust Pay Policy
- incorrectly applied any provision of the national or local terms and conditions of service
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- Take account of irrelevant or inaccurate evidence
- failed to act objectively or fairly in making the pay assessment

The letter of appeal should include full details of why the Employee is appealing on the stated grounds.

The Employee must submit to the Chair of the Appeal Committee any documentation supporting their appeal together with a summary of their case at least five working days before the Appeal Hearing.

Appeals will be considered by a panel of one or more governors and the CEO within 20 working days of the receipt of the request.

The panel's role is to review the original pay decision based on the grounds of appeal presented by the Employee.

The outcome may be to:

- To uphold the original pay decision
- To uphold the Employee's appeal
- To refer the matter for reassessment by the Headteacher / Pay Committee who made the original decision or to seek the advice of an additional independent advisor

The Employee will be advised of the outcome of the appeal hearing, including reasons for the decision, usually within five working days of the Committee's decision. There is no further right of appeal.

The Employee is entitled to be accompanied by a workplace colleague or trade union / professional association representative at the Appeal Hearing. A postponement of up to 5 working days may be requested to allow the Employee's trade union or workplace colleague of choice to attend.

Procedure for an Appeal Meeting

- The chair of the appeal panel will introduce those present and their roles, explain the case to be considered, the procedure to be followed and the meeting format.
- The Employee or their representative shall put the case in support of the grounds for appeal. This may include referring to written submissions and evidence. The Academy/Trust's representative and panel and their respective advisors may ask questions of the Employee and their representative.
- The Academy/Trust's representative presents the case for upholding the original pay decision and refers to written documentation. The Employee, their representative and the panel may ask questions of the Academy/Trust's representative.
- The panel will invite both parties to summarise their cases, with the Employee or their representative having the final word. The hearing will then be adjourned whilst the panel deliberates over the evidence.
- Adjournments may be requested by both parties or the panel during the appeal hearing. If new evidence is presented, the appeal may need to be adjourned while this is investigated.
- The appeal hearing will then be adjourned whilst the panel deliberates over the evidence. If further clarity is required, both parties may be recalled, and the hearing reconvened so that all parties may hear any additional evidence.
- The appeal hearing is reconvened, and the outcome is communicated verbally to the Employee. This should also be confirmed in writing. On occasion, it may not be possible for the panel to reach a decision on the day of the hearing, in which case the panel will reconvene at the earliest opportunity to make a decision, and the outcome will be communicated in writing within five working days of the decision being made.