



Pay Policy

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The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511. Registered Office: Manor Academy Sale, Manor Avenue, Sale M33 5JX



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Version	Date	Amendments	Author	Status
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2.0	18/04/2023	Updated to reflect pay for support staff at NPA harmonised with that of other staff	Lisa-Marie McGrath	Approved
3.0	01/09/2023	Updated to reflect Teachers/Leadership nationwide pay increases of 6.5% and 7.1%, effective 1 September 2023.	Lisa-Marie McGrath	Approved
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PAY POLICY

1. ABOUT THIS POLICY

- 1.1 The Sovereign Trust understands that a fair and transparent policy is needed to establish the Trust's teaching staff's pay structure.
- 1.2 As a result, the school has developed this policy to ensure that all teaching staff members know the basis on which the school determines pay, the process for annual pay reviews and progression, and the process for addressing staff grievances concerning their pay.
- 1.3 In accordance with the 'School Teachers' Pay and Conditions document 2023 and guidance on School Teachers' Pay and Conditions (STPCD), all pay progression at the school is linked to performance. For this reason, all pay progression decisions will first be determined by the Trust's Teacher Appraisal
- 1.4 This policy aims to:
- maximise the quality of teaching and learning at the school by ensuring that implementation of the policy takes full account of the school's plans for improvement and development
 - have proper regard for the work/life balance of staff at the school
 - recruit, retain, motivate, and develop staff
 - be able to demonstrate that the policy and decisions on pay are managed in a fair, just, and equitable way, recognising the principle of equal pay for like work and work of equal value
 - be consistent with the school's appraisal policies
 - that the impact of the exercise of pay discretions does not contravene the Equality Act 2010

2. EQUALITIES LEGISLATION

- 2.1 The Board of Directors will comply with relevant equalities legislation:
- Employment Relations Act of 1999
 - Equality Act of 2010
 - Employment Rights Act of 1996
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
 - The Agency Workers Regulations 2010
- 2.2 The Board of Directors will promote equality in all aspects of academy life, particularly regarding all decisions on advertising posts, appointing, promoting, and paying staff, training, and staff development.

3. SEPTEMBER 2023 PAY AWARD AND PAY POINTS

- 3.1 The Board of Directors has decided to continue to use pay points across all ranges within the national framework. The relevant sections of the pay policy set out the values of those pay points.
- 3.2 Subject to any recommendation by the School Teacher Review Body on pay uplifts and the School Teachers' Pay and Conditions Document 2023 provisions, teaching staff should note that future pay uplifts may be subject to performance.

4. EQUALITIES AND PERFORMANCE-RELATED PAY

- 4.1 The Board of Directors will ensure its processes are open, transparent, and fair. All decisions will be objectively justified, and minutes of any decisions and their reasons will be kept. Adjustments will be made to consider special circumstances, e.g. an absence on maternity or disability-related sick leave. The exact adjustments will be made on a case-by-case basis. The academy will do everything in its power to make a performance-related judgement.
- 4.2 If there is little or no performance evidence from the relevant appraisal cycle because the teacher has been away from the academy due to pregnancy, maternity, or disability-related illness, it will use previous appraisal cycles.

5. JOB DESCRIPTIONS

- 5.1 The Headteacher will ensure that each staff member is provided with a job description in accordance with the staffing structure agreed by the Board of Directors. Job descriptions may be reviewed occasionally, in consultation with the individual employee concerned, to make reasonable changes in light of the academy's changing needs. Job descriptions will identify key areas of responsibility.
- 5.2 Job descriptions for Central staff may be reviewed occasionally with the CEO, in consultation with the individual employee concerned, to make reasonable changes in light of the academy's changing needs. In addition, job descriptions will identify key areas of responsibility. As part of the appraisal process, the CEO will review these annually.
- 5.3 As part of the appraisal process, the Board will review the job description of the CEO annually. The CEO is not officially subject to the appraisal process, but the Trust has adopted this practice.

6. APPRAISAL

- 6.1 The Board of Directors has complied with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning teachers' appraisal.
- 6.2 The Appraisal Regulations state that appraisal objectives for all teachers, including the leadership group, must be such that, if they are achieved, they will contribute to:

- Improving the education of pupils at that academy; and
- Implementing any plan of the Board of Directors is designed to improve that academy's education provision and performance.

- 6.3 Assessment will be based on evidence from appraisal objectives (see the academy's appraisal policy). Although the academy will establish a firm evidence base regarding all teachers' performance, individual teachers and appraisers are responsible for working together. Teachers should reference only where evidence can be found as part of their appraisal cycle and supply any additional information they feel is necessary to support their application (e.g., application to be paid in the upper pay range).
- 6.4 The Headteacher will moderate objectives to ensure consistency and fairness, as well as performance assessment and initial pay recommendations.
- 6.5 There is no legal requirement to offer support staff an appraisal, but the Trust offers the same opportunities for all support staff to access this.
- 6.6 Teaching Assistants will be appraised by their Line Manager/SLT and given targets in line with teacher targets, linked to the School Development Plan to support learning in the classroom. They will also have a personal development target.

7. BOARD OF DIRECTORS' OBLIGATIONS

- 7.1 The Board of Directors has chosen to fulfil its obligations to:
- **Teachers:** as set out in the: School Teachers' Pay and Conditions Document 2023 ('STPCD') and the conditions of service for academy teachers in England and Wales (commonly known as the *Burgundy Book*)
 - **Support staff:** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (*Green book*).
- 7.2 The Board of Directors must consider any updated pay policy and ensure that appropriate arrangements for linking appraisal to pay are applied consistently and objectively to justify their pay decisions.
- 7.3 The Board of Directors will ensure that appraisers, decision-makers, and appeal committee governors receive appropriate training to ensure fair and open decision-making.
- 7.4 The Board of Directors will ensure funds are available to support pay decisions according to this pay policy (see Procedures) and the academy's spending plan.

7.5 The Board of Directors will monitor the outcomes of pay decisions, including the extent to which different groups of teachers progress at different rates, ensuring the academy's continued compliance with equalities legislation.

7.6 The Pay Committee comprises three Finance and Risk Committee directors and the CEO.

8. HEADTEACHER OBLIGATIONS

8.1 The Headteacher will:

- develop clear arrangements for linking appraisal to pay progression and consult with staff and academy union representatives on the appraisal and pay policies;
- ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- ensure that mid-term reviews are undertaken for all teachers, including the leadership group;
- submit written pay recommendations to the Board of Directors and ensure the Board of Directors has sufficient information upon which to make pay decisions; and
- ensure that teachers and support staff are informed about decisions reached and that records of recommendations and decisions are kept.

9. STAFF OBLIGATIONS

9.1 Trust staff will:

- engage with the appraisal process; this includes working with their appraiser (SLT) to ensure that reference evidence is available for the annual pay determination (where appropriate);
- keep records of their objectives and review them throughout the appraisal process;
- reference any evidence they consider relevant to their appraiser; and
- cooperate with the appraiser to ensure they have an annual performance review.

10. DIFFERENTIALS

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

11. DISCRETIONARY PAY AWARDS

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

12. SALARY SAFEGUARDING/PROTECTION

- 12.1 A pay determination leads or may lead to the start of a period of safeguarding/protection; the Board of Directors will comply with The STPCD's relevant provisions and give the required notification as soon as possible and no later than one month after the determination.

13. PROCEDURES

- 13.1 The Board of Directors will determine the annual pay budget on the recommendation of the academy F&R committee, considering paragraph 19.2(e) of STPCD.
- 13.2 The Board of Directors has delegated its pay powers to the Pay Committee. Any person employed to work at the academy, other than the CEO, must withdraw from a meeting at which the pay or appraisal of any other academy employee is under consideration. The CEO must withdraw from that part of the meeting where the subject of consideration is their pay. A relevant person must withdraw from a conflict of interest or doubt their ability to act impartially.
- 13.3 Where possible, no member of the Board of Directors employed to work in the academy shall be eligible for this committee membership. The CEO will appraise the academies/schools' heads and bring those recommendations to the Pay Committee.
- 13.4 The CEO will attend the Pay Committee. Where the Pay Committee has invited the external adviser to attend and offer advice on the CEO's determination, that person will withdraw simultaneously as the CEO while the committee reaches its decision.
- 13.5 The terms of reference for the Pay Committee will be determined from time to time by the Board of Directors. The current terms of reference are:
- to achieve the aims of the whole academy, pay policy in a fair and equal manner;
 - to apply the criteria set by the whole academy pay policy in determining the pay of each member of staff at the annual review;
 - to observe all statutory and contractual obligations;
 - to minute the reasons for all decisions and report the fact of these decisions to the next meeting of the full Board of Directors;

- to recommend to the Board of Directors the annual budget needed for pay, bearing in mind the need to ensure the availability of monies to support any exercise of pay discretion;
- to keep abreast of relevant developments and to advise the Board of Directors when the academy's pay policy needs to be revised; and
- to work with the Head in ensuring that the Board of Directors complies with the Appraisal Regulations 2012 (teachers).

13.6 The Pay Committee report will be placed in the confidential section of the Board of Directors agenda and received or referred back. Reference back may occur only if the Pay Committee has exceeded its powers under the policy.

14. ANNUAL DETERMINATION OF PAY

14.1 All teaching staff salaries, including those of the CEO, Executive Heads, Headteacher, Deputy head(s), and Assistant head(s), will be reviewed annually to take effect from **1 September**. The CEO and Heads will complete teachers' annual pay reviews by **31 October**, the CEO will complete the central executive team's annual pay review by **31 December**, and the Board will complete the CEO's annual pay review by **31 December**.

15. NOTIFICATION OF PAY DETERMINATION

- 15.1 Decisions will be communicated to each staff member by the Head, HR, and CEO according to whom they appraise, in writing in accordance with paragraph 3.4 of STPCD and will set out why decisions have been taken.
- 15.2 An instruction to amend pay from 1 September will be issued immediately to all teaching staff, advising them of the above effective date and that this incremental award will be backdated to 1 September.
- 15.3 A salary statement will be issued to confirm salary determinations in line with the requirements of the STPCD and for associate staff within the winter term.
- 15.4 After the time limit for appealing has passed or immediately after an appeal has been concluded.

16. APPEALS PROCEDURE

16.1 The Board of Directors has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2.1(b) of STPCD. It is set out as [Appendix A](#) to this pay policy.

17. HEADTEACHER PAY

17.1 Pay on Appointment

- The Pay Committee will review the academy's Headteacher group and the Head's pay range in accordance with paragraphs 4, 5, 6, 7 and 8 of STPCD (special academy).
- If the Headteacher takes on permanent accountability for one or more additional academies, the Pay Committee will set a pay range in accordance with the provisions of paragraph 6.6 or 7.9 of STPCD, as the case may be.
- The Pay Committee will determine a pay range, taking account of the full role of the Headteacher (Part 7 of STPCD), which includes all permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations (paragraph 9.2 of STPCD), including recruitment issues. The Pay Committee will consider the factors in *Annex 1 of STPCD* when determining an appropriate pay range. It will also consider any other considerations it feels are relevant and carefully minute its decisions and reasons for those decisions.
- The Pay Committee will use pay points within the pay range.
- Candidate-specific factors will be considered when determining the starting salary at the appointment stage. If necessary, the Board of Directors will adjust the pay range to ensure the appropriate scope of [2] pay points for performance-related pay progression over time.
- The Pay Committee will regard the provisions of paragraph 9.4 of (STPCD) in particular. It will also consider the pay and ranges of other staff, including any permanent payments, to ensure appropriate differentials are created and maintained between posts of differing responsibility and accountability.
- The Pay Committee will consider whether the circumstances specific to the role or candidate warrant a higher-than-normal pay range. It will exercise its discretionary powers, where appropriate, in accordance with paragraph 9.3 of STPCD. It will only set a maximum of more than 25 percent above the maximum value of the group range in exceptional circumstances. It will make a business case to the Board of Directors in such circumstances.
- The Pay Committee will consider whether there is a need for any temporary payments (paragraph 10 of STPCD) for clearly time-limited responsibilities or duties only. The total sum of the temporary payments made to a head will not exceed 25 percent of the annual salary, which is otherwise payable to the Head, and the total sum of salary and other payments made to a head must not exceed 25 percent above the maximum of the Headteacher group, except in wholly exceptional circumstances)

- The Pay Committee may determine that temporary and other payments be made to a head exceeding the above limit in wholly exceptional circumstances where it has made a business case and the Board of Directors agreement.
- The Board of Directors will seek external independent advice before providing an agreement.

17.2 Serving Headteachers

- The Pay Committee will only re-determine the pay range of a serving Headteacher, in accordance with paragraph 9 of STPCD, if the responsibilities of the post change significantly or if the Pay Committee determines that this is required to maintain consistency with pay arrangements for new appointments to the leadership group or with pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- It will also re-determine the pay range if the academy's group size increases or if the Head takes on permanent accountability for an additional academy(s) (paragraph 9, section 3 of STPCD).
- If the Pay Committee re-determines the head teacher's pay range, it will consider all indefinite responsibilities of the post, any specific challenges, and all other relevant factors, including retention issues. The Pay Committee will consider the factors in *Annex 1 of STPCD* when determining an appropriate pay range. It will also consider any other considerations it feels are relevant and carefully minute its decisions and reasons for those decisions.
- In exceptional circumstances, the Pay Committee will consider using its discretion to exceed the 25 percent limit beyond the maximum of the group range, as set out in paragraph 9.3 of STPCD. However, it will make a fully documented business case and seek external independent advice before agreeing.
- The Pay Committee will use pay points within the pay range and leave appropriate scope for at least two pay points for performance-related pay progression.
- The Pay Committee will review the head teacher's pay in accordance with paragraph 11 of STPCD (and paragraph 27 of the statutory guidance) and award one pay point where there has been sustained high quality of performance having regard to the results of the most recent appraisal carried out in accordance with the Appraisal Regulations 2012 and any recommendation on pay progression in the head teacher's most recent appraisal report.
- The Head's performance is exceptional; it will award accelerated performance-related pay progression of 2 pay points considering the most recent appraisal and any recommendation on pay.

- If the Pay Committee decides to re-determine the pay range, it will only determine the Head's pay range in accordance with paragraph 9; and paragraph 9 of the section 3 guidance of STPCD.
- The Pay Committee will consider the use of temporary payments for clearly temporary responsibilities or duties only, in accordance with paragraph 10 of STPCD.
- The total sum of temporary payments made to a head will not exceed 25 per cent of the annual salary, which is otherwise payable to the Head, and the total sum of salary and other payments made to a head will not exceed 25 per cent above the maximum of the Headteacher group, except in wholly exceptional circumstances.
- The Pay Committee may determine that additional/temporary payment be made to a head exceeding the above limit in wholly exceptional circumstances and with the Board of Directors agreement. The Board of Directors will seek external independent advice before providing an agreement.

18. DEPUTY/ASSISTANT HEADTEACHER PAY

18.1 Pay on Appointment

- The Pay Committee will determine a pay range, taking account of the full role of the deputy/assistant Headteacher (Part 7 of STPCD), all indefinite responsibilities of the role, any challenges that are specific to the role and all other relevant considerations (paragraph 9.2 of STPCD including recruitment issues. The Pay Committee will consider the factors in *Annex 1 of STPCD* when determining an appropriate pay range. It will also consider any other considerations it feels are relevant and carefully minute its decisions and reasons for those decisions.
- The Pay Committee will use pay points within the pay range.
- Candidate-specific factors will be considered when determining the starting salary at the appointment stage. If necessary, the Board of Directors will adjust the pay range to ensure the appropriate scope of 1 pay point for performance-related pay progression.
- The Pay Committee will consider whether the award of any additional payments is relevant, as in paragraph 26 of STPCD and paragraphs 60 to 69 of section 3.

18.2 Serving Deputy/Assistant Headteachers

- The Pay Committee will review and re-determine the deputy/assistant head pay range where there has been a significant change in the serving deputy/assistant Headteacher (paragraph 10 of section 3 guidance). It will also review and, if necessary, re-determine the pay range to maintain consistency with pay arrangements for new appointments to the leadership group or to maintain pay arrangements for a member(s) of the leadership group whose responsibilities significantly change.
- When determining the pay range of a serving deputy/assistant head, the Pay Committee will consider all permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations (paragraph 9.2 of STPCD)
- The Pay Committee will ensure the maintenance of appropriate differentials between different posts in its staffing structure but will note paragraph 9.4 of STPCD.
- The Pay Committee will consider whether the award of any additional payments is relevant, as in paragraph 26 of STPCD and paragraphs 60 to 69 of section 3.
- The Pay Committee will use pay points within the pay range and leave appropriate scope for at least two pay points for performance-related pay progression.
- The Pay Committee will review pay according to paragraph 11 and award one pay point where there has been sustained high quality of performance regarding the results of the recent appraisal and any recommendation on pay progression recorded in the deputy/assistant head's most recent appraisal report.
- The Pay Committee will award accelerated performance-related pay progression of up to 2 pay points if exceptional performance is exceptional, considering the most recent appraisal and any pay recommendation results.

19. ACTING ALLOWANCES

- 19.1 Acting allowances are payable to teachers who are assigned and carry out the duties of the Head, Deputy Head, or Assistant Head in accordance with paragraph 23 of STPCD. The CEO will determine whether or not the acting post holder will be paid an allowance. An acting allowance will be agreed upon and paid from the first day of absence in a planned and prolonged absence.
- 19.2 Any teacher who carries out the Head's duties, Deputy's Head, or Assistant Head for four weeks or more will be paid on the Head's, Deputy Head range, or Assistant Head range, as the case may be. Payment will be backdated to the commencement of the duties.

20. CLASSROOM TEACHERS

20.1 Pay on Appointment

- The Board of Directors will maintain the teacher's previous pay entitlement in relation to the MPR or UPR.
- If necessary, the Board of Directors will use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

20.2 Annual Pay Determination

- The Pay Committee will use reference points. Therefore, the pay scale for the main pay range teachers in this academy is as follows:

Pay Scale	
M1	£30,000.00
M2	£31,737.00
M3	£33,814.00
M4	£36,051.00
M5	£38,330.00
M6	£41,333.00

- Appraisal objectives will become more challenging as the teacher progresses up the main pay range. Objectives will, however, be such that, if achieved, they will meet the requirements of the Appraisal Regulations 2012 (see *appraisal* above).
- To move up the main pay range, one annual point at a time, teachers will need to have made good progress towards their objectives and have shown that they are competent in the teachers' standards. The quality of teaching, learning, and assessment should be consistently satisfactory.
- Judgments will only be made on evidence related to the formal appraisal process.

- Further information, including sources of evidence, is contained in the academy's appraisal policy.
- The Pay Committee will take account of the pay recommendation contained in the appraisal report and will be able to justify its decisions.

21. APPLICATIONS TO BE PAID ON THE UPPER PAY RANGE

- 21.1 Any qualified teacher can apply to be paid on the upper pay range. If a teacher is simultaneously employed at another academy(s), they may submit separate applications if they wish to apply to be paid on the UPR in that academy(s). This academy will not be bound by any pay decision another academy makes.
- 21.2 All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met must submit the assessment criteria.
- 21.3 The assessment will be an evidence-based process only for the assessment to be robust and transparent. Teachers, therefore, should ensure that they reference evidence to support their application via the online system. Through sickness, disability, or maternity, those teachers who have been absent may cite written evidence from previous years in support of their application.

22. PROCESS

- 22.1 One application may be submitted annually. The closing date for applications is normally 31/09 each year; however, exceptions will be made in particular circumstances, e.g., teachers on maternity leave or who are currently on sick leave. The process for applications is as follows:
- complete the academy's application form ([Appendix B](#))
 - submit the application form and supporting evidence to the Headteacher by the cut-off date of 30 September
 - you will receive notification of the name of the assessor of your application within five working days;
 - the assessor will assess the application, which will include a recommendation to the Pay Committee of the relevant body;
 - the application, evidence, and recommendation will be passed to the Headteacher for moderation purposes if the Headteacher is not the assessor;
 - the Pay Committee will make the final decision, advised by the Headteacher;

- teachers will usually receive written notification of the outcome of their application by 31 October. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see [assessment](#) below);
- if requested, oral feedback will be provided by the assessor. Oral feedback will usually be given within ten working days of the notification of the application's outcome. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement to meet the relevant criteria;
- successful applicants will move to the minimum UPR on 1 September of that year and receive a back payment.
- Unsuccessful applicants can appeal the decision. The appeals process is set out at the back of this pay policy.

23. ASSESSMENT

23.1 The teacher will be required to meet the criteria set out in paragraph 15 of STPCD, namely:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to an educational setting or setting are substantial and sustained.

23.2 In this Trust, this is interpreted as follows:

- **Competent:** the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill, and understanding of the teachers' standards in the particular role they are fulfilling and the context they are working.
- **Substantial:** the teacher's achievements and contribution to the academy are significant, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes.
- **Sustained:** in relation to a UPR application only, the teacher must have had two consecutive successful appraisal reports and have made good progress towards their objectives during this period (see exceptions, e.g. maternity/sick leave, in the introduction to this section). They will have been expected to have shown that teaching, learning, and assessment quality is consistent and of high quality.

23.3 Further information, including information on sources of evidence, is contained within the academy's appraisal policy.

24. UPPER PAY RANGE

24.1 Annual Pay Determination

- The upper pay range in this academy will consist of three points: minimum, mid-point, and maximum, as set out below.

Pay Scale	
U1	£43,266.00
U2	£44,870.00
U3	£46,525.00

- In line with STPCD, progression through the UPR will be considered annually.
- The Pay Committee will determine whether there has been continued good performance. In making such a determination, it will take into account:
 - Paragraph 19 and the criteria set out in paragraph 15.2 of [STPCD](#);
 - The appraisal report and the pay recommendation of the appraiser; and
 - The appraisal evidence that the teacher has maintained the criteria in paragraph 15.2 of [STPCD](#), namely that the teacher is highly competent in all relevant standards. The teacher's achievements and contributions to an educational setting or setting are substantial and sustained. The meaning of these criteria is in this policy entitled, Applications to be paid on the upper pay range.
- Pay progression in the upper pay range will be attributable to the individual teacher's performance. Therefore, the Pay Committee will be able to justify its decisions objectively.
- Where it is clear that the appraisal evidence shows that the teacher has continued good performance, as set out above, and has made good progress towards their objectives, the teacher will move to UPR1 on the upper pay range; or if already on the UPR 2, will move to UPR 3.
- Further information, including sources of evidence, is contained within the academy's appraisal policy.
- The Headteacher will advise the Pay Committee in making all such decisions.

25. LEADING PRACTITIONER ROLES

- 25.1 The Board of Directors does not intend to create a leading practitioner role, but they will review their position from time to time.

26. UNQUALIFIED TEACHERS

Pay Scale	
1	£20,598.00
2	£22,961.00
3	£25,323.00
4	£27,406.00
5	£29,772.00
6	£32,134.00

26.1 Pay on Appointment

- The Pay Committee will pay any unqualified teacher in accordance with paragraph 17 of STPCD. The Pay Committee will determine where a newly appointed unqualified teacher will enter the scale regarding any qualifications or experience s/he may have that they consider valuable. The Pay Committee will consider whether it wishes to pay an additional allowance according to paragraph 22 of [STPCD](#).

26.2 Annual Pay Determination

- To progress up the unqualified teacher range, one point annually, unqualified teachers must show that they have made good progress towards their objectives.
- Judgments will only be made on evidence related to the appraisal process. Information on sources of evidence is contained within the academy's appraisal policy.
- The Headteacher will advise the Pay Committee in making all such decisions. Pay progression on the unqualified teacher range will be attributable to the individual teacher's performance. The Pay Committee will be able to justify its decisions objectively.

27. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS

- 27.1 The Pay Committee may award a TLR to a classroom teacher in accordance with paragraph 20 of STPCD and paragraphs 47 to 54 of the section 3 guidance. TLR 1 or 2 will be for a clearly defined and sustained additional responsibility in the academy's staffing structure to ensure the continued delivery of high-quality teaching and learning. All job descriptions will be regularly reviewed and clarify, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, considering the criteria and factors set out in paragraph 20.4.
- 27.2 The Pay Committee will ensure that sufficient differential exists between different levels of TLR, considering the responsibilities for which the TLR is awarded. Therefore, all decisions will be objectively justified.
- 27.3 In the academies, the different levels of TLRs are:

Pay Scale	Minimum	Maximum
TLR 3	£639.00	£3,169.00
TLR 2	£3,214.00	£7,847.00
TLR 1	£9,272.00	£15,690.00

- 27.4 The Pay Committee may award a TLR 3 for clearly time-limited academy improvement projects or one-off externally driven responsibilities as stated in paragraph 20.3 of STPCD. The project/responsibility will be focused on teaching and learning, require the exercise of a teacher's professional skills and judgment, and impact pupils' educational progress other than the teacher's assigned classes or groups of pupils. The Board of Directors will write to the teacher about the duration of the fixed term, and the award amount will be paid in monthly instalments. If a TLR3 is awarded to a part-time teacher, the pro-rata principle will not apply.

28. SPECIAL NEEDS ALLOWANCE

- 28.1 The Pay Committee will award an SEN spot value allowance to any classroom teacher who meets the criteria in paragraph 21 of STPCD.

	1 SEPT 2023 TO 31 AUG 2024
SEN (Min)	£2,539.00
SEN (Max)	£5,009.00

- 28.2 When deciding on the amount of the allowance to be paid, the Board of Directors will consider whether the staff member has gained any additional qualifications relevant to the Trust/post; and the length of service experience of working in a Special Academy.

29. TEACHERS EMPLOYED ON A SHORT-NOTICE BASIS

- 29.1 Such teachers will be paid in accordance with paragraph 44 of [STPCD](#).

30. ADDITIONAL PAYMENTS

- 30.1 In accordance with paragraph 26 of STPCD and paragraphs 60-69 of the section 3 guidance, the relevant body may make payments as they see fit to a teacher, excluding a Headteacher, in respect of:

- continuing professional development is undertaken outside the academy day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy;
- participation in out-of-academy hours learning activity agreed between the teacher and the Headteacher; and additional responsibilities and activities due to, or in respect of, services relating to raising educational standards to one or more additional academies.

- 30.2 The Pay Committee will make additional payments to teachers in accordance with the provisions of paragraph 26, where advised by the Head.

- 30.3 Payment will be calculated daily at 1/195th of the teacher's actual salary.

31. SUPPORT STAFF

- 31.1 The Pay Committee notes its powers to determine support staff's pay in accordance with paragraphs 17 and 29 of the Academy Staffing (England) Regulations 2009 and chapter seven of the associated guidance. Accordingly, the Pay Committee will determine the pay grade of support staff on appointment according to the scale of grades currently applicable in relation to employment with the Trust, which the Pay Committee considers appropriate for the post.
- 31.2 The Trust has adopted the National Joint Council (NJC) terms and conditions for support staff and pays support staff in line with this pay and grading structure.
- 31.3 Pay for support staff at New Park will be harmonised with that of other support staff on similar graded posts across the Trust, commencing April 2023, and this will be in accordance with the NJC terms and conditions, and pay, for support staff, in line with the pay and grading structure (31.2) and all local agreements in place, including additional hours paid for lunchtime duty, will remain unchanged.
- 31.4 Pay progression will be reviewed annually in January of each year until the maximum point of the grade is reached.
- 31.5 Newly appointed employees are appointed within the relevant grade at the minimum scale point, except where the Headteacher authorises deviation. Where employment commences after July in any year, inclusion in the review process for the following January will not be guaranteed; however, the value of any cost of living increases will be awarded.
- 31.6 Automatic progression does not apply once the highest scale point of the grade has been reached. The movement to a higher grade will only be granted in the following circumstances:
- The staff member's roles and responsibilities have changed significantly, and the role is regraded following a job evaluation.
 - The staff member is appointed to a new post within a higher grade.
- 31.7 After 5 years of continuous service, term time-only employees' salaries are adjusted to consider their entitlement to additional leave.

32. PART-TIME EMPLOYEES

- 32.1 **Teachers:** The Board of Directors will apply the provisions of STPCD in relation to part-time teachers' pay and working time in accordance with paragraphs 42, 43, and 52.5 onwards, and paragraphs 28, 35, 39-44 and 79-87 of the section 3 guidance of STPCD.
- 32.2 **All staff:** The Head and Board of Directors will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator.

APPENDIX A

33. APPEALS PROCEDURE

- The School Teachers' Pay and Conditions Document ('STPCD') requires Schools /Academies and local authorities to have a pay policy that sets out the basis for determining teachers' pay and the procedures for handling appeals.
- As part of the overall appraisal process, a pay recommendation is made by the appraiser/reviewer (normally the Line Manager) and discussed with the teacher at the review meeting before being submitted to the academy's Pay Committee or relevant decision-making body. Written details of and the reasons for the pay recommendation will be given to the teacher.
- At this particular stage of the pay determination process, if the teacher wishes to understand the rationale for the pay recommendation better or bring any further evidence to the attention of the appraiser/reviewer, they should be allowed to do so before the final pay recommendation is drafted in the appraisal report. The nature of any subsequent appraisal and pay discussion will be informal, and therefore representation (on either side) is not necessary, nor would it be appropriate. After further discussion, the pay recommendation may be adjusted or remain the same; the appraisal report will be updated to reflect the discussion.
- If a teacher believes that the final pay recommendation falls short of their expectations and wishes to seek a further review of the information that affects their pay, they may wish to formally appeal against the decision, utilising the formal appeal hearing procedure. Appeal hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. part four of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS code of practice.

34. APPEAL HEARING PROCEDURE

34.1 It is the intention that the appeals procedure will be dealt with promptly, thoroughly, and impartially.

34.2 Guidance

- When a teacher feels that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider
- Teachers/Headteachers should put their appeal in writing to either the Headteacher or the Board of Directors; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.

- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be a work colleague or a trade union representative.

34.3 Appeal Procedure Steps: Informal Stage

- As part of the pay determination process, the Line Manager/Senior Leadership Team (the recommendation provider) will recommend to the decision-maker (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. For example, in determining a teacher's pay, the decision-maker will write to the teacher advising them of the pay decision and its reasons and confirm their right to appeal to the decision-maker.
- If the teacher wishes to appeal the decision, they must do so in writing to the decision-maker, normally within ten days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. If an initial appeal is raised, the decision-maker must meet the teacher to discuss the appeal. The recommendation provider should also be invited to the meeting to clarify the basis for the original recommendation.
- The decision-maker will reconsider the decision and write to the teacher to notify them of the review's outcome and the teacher's right to appeal to the Board of Directors. If the teacher wishes to exercise their right of appeal, they must write to the Board of director's clerk at the earliest opportunity and normally within ten working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely.
- This will invoke the formal stage of the appeal procedure.

34.4 Appeal Procedure Steps: Formal Stage

- On receipt of the written appeal, the clerk to the Board of Directors will establish an appeal committee that should consist of three governors, none of whom are employees in the academy or have been previously involved in the relevant pay determination process and convene a meeting of the appeal committee at the earliest opportunity and no later than 20 academy working days of the date on which the written appeal was received. The recommendation provider and the decision-maker will be required to attend the meeting.
- The chair of the appeal committee will invite the employee to set out their case. The recommendation maker and the decision-maker will also be asked to take the committee through the procedures observed in their part of the pay policy determination process.
- Following the conclusion of all relevant parties' representations, the appeal committee will consider all the evidence privately and reach a decision. Finally, the appeal committee will

write to the teacher about their decision and its reasons. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

34.5 The Modified Procedure

- There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the teacher has left the academy employment.
- Where a teacher has, whilst employed at the academy, appealed against a pay decision but has then subsequently left the academy's employment before any appeal hearing is held, the following steps will be observed:
 - The teacher must have set out details of their appeal in writing
 - The teacher must have sent a copy of their appeal to the chair of the Board of Directors
 - The Chair of the Board will consult with relevant academy personnel and provide the teacher with an appropriate written response.

35. APPENDIX B

35.1 Application for progression to the upper pay range

- Applications for progression to the Upper Pay Range received by the 31 September each year will be considered. Directors will consider such applications part of the annual pay review timetable (normally by the end of October), and decisions will be backdated to 1 September.

35.2 Eligibility Criteria

- An application from a qualified teacher will be successful when the Board of Directors is satisfied that:
 - The teacher is highly competent in all elements of the relevant standards;
 - The teacher's achievements and contribution to a school are substantial and sustained;
- Please enclose a copy of your appraisal reports that relate to the two years before the date of your submission. Print, sign and date the form and pass a copy to the Headteacher by 31 September.

Application for progression to the upper pay range

Part 1: Teacher details - To be completed by the teacher

Name:

Please give details if you are submitting appraisal reports or management statements from another school.

Name and Address of School /LA	Date(s) of employment	Name of Principal / Service Manager

I confirm that I meet the eligibility criteria at the date of this request, and I submit the relevant appraisal reports for assessment.

Signed:

Date:

Part 2: To be completed by the Headteacher (and a copy provided to the teacher)

Name of teacher:

Department

Progression is supported

Yes

No

*An explanation of why progression is not supported, indicating areas of professional development.

Signed :

Date:

Appendix C - Pay scales for Teachers at the Sovereign Trust

Main Pay Range - M1	The point at which new teachers enter the profession is £30,000.00 per annum.
M2, M3, M4, M5, M6	There is a yearly progression through these pay points if the teacher meets their appraisal targets up to £41,333.00 per annum.
Upper Pay Range - U1, U2, U3	There is a two-year progression through these. If the teacher has or runs whole school initiatives, specific criteria must be met for this pay scale + two successive positive appraisals, up to £46,525.00 per annum.
Teaching and Learning Responsibilities	You can only have a TLR if you are on the main or upper pay scales. You can have a TLR3, TLR2, or a combination of both. Each can be paid within the range noted below. YOU CAN'T HAVE TWO TLR2 at the base rate! You can, however, have one TLR2 at £6,428.00 per annum.
TLR1	Not used by the Trust.
TLR2	Paid in a banding according to responsibility, there is no scale between the top and bottom scale point, and it is at the discretion of the Head. These are permanent increments as it is a role needed to be fulfilled in the school. Range £3,214.00 to £7,847.00 per annum.
TLR3	This is a temporary point usually for a member of staff leading a new initiative; it will last a year or more (which needs to be specified at the start of the contract) and can be extended but can't

	become permanent. Range £639.00 to £3,169.00 per annum.
Special Educational Needs Allowance (SEN)	All teachers working in special will receive the lowest rate, £2,539.00 per annum. If staff are experienced in various aspects of SEN, then the point can move to the max of £5,009.00 per annum.
Unqualified Teachers – 1 to 6	A person employed without a teaching qualification. UQTeachers move through the point scale if they meet their appraisal targets.
Leadership Pay Scale – 1 to 43	<p>Partly decided on by the size of the school and the responsibility of the person holding the post.</p> <p>This is usually a 5-point scale, e.g. 12 to 16.</p> <p>This can change when school numbers expand, such as, e.g. Executive Head Teacher, CEO, and roles change.</p> <p>Pay Range - £47,185.00 to £131,056.00 per annum.</p> <p>You can not receive a TLR when you are on the leadership scale.</p>
Lead Practitioners	Not currently used, but formerly was used to keep excellent practitioners in the classroom. Needs to be reviewed for the Trust.

Appendix D: Support Staff Pay Range – 01/04/2023

Agreed Apr-23	2020 SCP	New Paris Band	
		Pay Bands	TA Bands
n/a	1	Band 1	TA1
£22,366	2		
£22,737	3		
£23,114	4	Band 2	SEN Midday
£23,500	5		
£23,893	6		
£24,294	7	Band 3	TA2 / TA1 SEN
£24,702	8		
£25,119	9		
£25,979	11		
£26,421	12		
£27,334	14	Band 4	TA3 / TA2 SEN
£27,803	15		
	17		
£28,770			
£29,777	19		
£30,296	20	Band 5	TA4 / TA3 SEN
	22		
£31,364			
£32,076	23		
£33,024	24		
£33,945	25	Band 6	TA4 SEN
£34,834	26		
£35,745	27		
£36,648	28		
£37,336	29		
£38,223	30	Band 7	
£39,186	31		
£40,221	32		
£41,418	33	Band 8	
£42,403	34		
£43,421	35		
£44,428	36	Band 9	
£45,441	37		
£46,464	38		
£47,420	39	Band 10	
£48,474	40		
£49,498	41		
£50,512	42	Band 11	
£51,515	43		

£52,540	45	Band 12
£53,568	46	
£54,595	47	
£55,632	48	