



## Summit Learning Trust

### Pay Policy for Teachers (Academies)

<b>Approved by:</b>	People & Resource Committee	<b>Date:</b> June 2020
<b>Last reviewed on:</b>	March 2015	
<b>Next review due by:</b>	June 2022	
<b>Monitoring &amp; Review</b>	Board of Trustees; CEO; Director of HR	
<b>Links</b>	Capability Procedure; Performance Review Policy	
<b>Staff responsible</b>	Director of HR	

### Contents

1. Introduction.....	3
2. Aims of the policy.....	3
3. Job Roles and Responsibilities.....	3
4. Pay Assessment and Pay Review.....	4
5. Recruitment.....	4
6. Teaching Staff Pay.....	4
7. Pay Progression – automatic annual increments.....	4
8. Principal.....	5
9. Other Leadership Posts.....	5
10. Main Scale and Upper Pay Spine Teachers.....	5
11. Application and Progression to the Upper Pay Range.....	6
12. Appointments.....	6
13. Application to Move onto the Upper Pay Range (Band 3 – Expert Teacher)	7
14. Part-time Teachers.....	7
15. Allowances etc.....	7
16. Recruitment and Retention.....	8
17. Out of Academy Learning Activities.....	8
18. Salary Sacrifice.....	9
19. Safeguarding.....	9

20. Appeals.....	9
21. Appendix 1 – Pay Appeals Procedure.....	10

## 1. Introduction

### Introduction

- 1.1 The Board of Trustees has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in the academy.
- 1.2 The Board of Trustees is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Board of Trustees recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements. In addition, the Board gives particular recognition to, and will guard against structural or institutional racism in our Trust through transparency of process and robust and relentless challenge.
- 1.4 This policy is based on a whole academy approach to pay issues, and annual pay progression is automatic and not linked to performance.
- 1.5 Pay decisions will take account of the resources available to the academy. The academy staffing structure will support the academy improvement plan. The Board of Trustees will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in academy pay decisions.
- 1.6 This policy has been agreed by the Board of Trustees following consultation with staff . Any subsequent changes will also be subject to further consultation before amendment by the committee. The HR Team of each academy will have full authority to take decisions on behalf of The Board of Trustees on pay matters as defined in this policy.

## 2. Aims of the policy

- 2.1 The Board of Trustees aims to use the academy pay policy to:
  - Maintain and improve the quality of teaching and learning in the academies;
  - Support the Trust's priorities and each academy's improvement plan
  - Ensure that all staff are valued and appropriately rewarded for their work contribution to the Trust and their academy;
  - Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
  - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
  - Provide flexibility to recognise individual staff performance linked to pay decisions;
  - Support the Trust's commitment to tackling and eradicating structural and/or institutional racism
- 2.2 The Board of Trustees will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation

## 3. Job Roles and Responsibilities

- 3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy. The job description will state the reason for any additional allowances or payments and whether this is a permanent or temporary payment.

- 3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.
- 3.3 Where the staffing structure of the academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

#### **4. Pay Assessment and Pay Review**

- 4.1 The Board of Trustees will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September.
- 4.3 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply

#### **5 Recruitment Teaching Staff**

- 5.1 Advertisements for vacant posts in the academy will be considered by the Principal and HR Team for all teachers and Trustees for all leadership post where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.
- 5.2 The advertisement will include the relevant pay band for the post from the range of bands determined by the Executive and the HR Team for teachers and The Board of Trustees for leadership posts and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.
- 5.3 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.4 Within the framework of relevant statutory legislation, the advertisement may also include reference to any underrepresentation within the academy to encourage applications from any disadvantaged and under-represented groups.

#### **6 Teaching Staff Pay**

- 6.1 In the Trust all teaching staff are either employed in accordance with the provisions of the School Teachers Pay and Conditions Document, or new terms and conditions of employment as stated in their contract of employment. In reviewing pay scales in the future The Board of Trustees will have regard to any changes to national pay bands contained within the STP&C Document. The following pay arrangements have been agreed by The Board of Trustees using the flexibilities contained within the STP&C Document.
- 6.2 The Board of Trustees will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

#### **7. Pay progression – automatic annual increments**

- 7.1 The Trust will award an increment for each year of employment for all teaching staff, within their payscale, including Principals and Leaders, unless their performance has not been satisfactory and they are subject to an informal or formal capability process. In this situation there will be no pay progression that year. Automatic increments will resume for the year following an individual's removal from informal or formal support processes.
- 7.2 Where teaching, progress or compliance with Teachers' Standards is not meeting expectations, the Principal will determine appropriate support and if necessary invoke the capability process.

7.3 A Principal may, in exceptional circumstances, wish to award an additional increment (in addition to the automatic increment), where an individual's performance has been of a sustained high quality, exceeding academy expectations. All such cases must be discussed with the central Trust HR Business Partner who will advise whether the award of an additional increment is appropriate.

## **8. Principal**

8.1 The Board of Trustees will assign a five point Individual School Range based on the needs of the trust, as determined by the Academy Teachers' Pay and Conditions document and the group size of the academy. The Board of Trustees will ensure that there is no overlap of salary bands between the Principal and other leadership posts.

8.2 The Board of Trustees will determine the appropriate Individual School Range (ISR) for the academy in accordance with the provisions of the School Teachers' Pay and Conditions Document.

8.4 The Board of Trustees will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal's salary is fair and transparent.

## **Discretionary payments to the Principal**

8.5 The Board of Trustees may consider a discretionary payment not exceeding 25% of the Principal's salary, as determined above, for reasons not already taken into account in determining the ISR and which may include:

- the academy is an academy causing concern;
- without such additional payment The Board of Trustees considers that the academy would have substantial difficulty filling a vacant Principal post
- without such additional payment The Board of Trustees considers the academy would have substantial difficulty retaining the existing Principal; or
- the Principal is appointed as a temporary Principal of one or more additional academies.

8.6 In wholly exceptional circumstances The Board of Trustees may consider a payment in excess of 10%. In such circumstances The Board of Trustees will seek external validation of this decision.

## **9. Other Leadership Posts**

9.1 The Board of Trustees will determine a 5 point pay range for all other leadership posts from within the leadership scale contained in the School Teachers' Pay and Conditions Document.

9.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Principal will be remunerated accordingly above the range for other leadership posts.

9.3 The Board of Trustees will ensure that there is no overlap of pay points between the Principal and any other leadership post.

9.4 The pay range for teachers paid on the leadership spine will be reviewed with effect from 01 September or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.

## **10. Main Scale and Upper Pay Spine Teachers**

10.1 The Board of Trustees will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the Academy Teachers' Pay and Conditions Document.

10.2 The Board of Trustees has established a pay structure for these posts as follows:  
e.g.

M1  
M2  
M3  
M4  
M5  
M6  
**(Upper Pay Range)**  
UPS1  
UPS2  
UPS3

**NB Cash values will be in line with the Teachers' Pay and Conditions document current at the time.**

10.3 The Board of Trustees has agreed a set of professional standards for teachers and leaders which are referred to in the Performance Management Policy

## **11. Application and progression to the Upper Pay Range**

11.1 Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

11.2 The Trust wants to promote a culture where every teacher can and is encouraged to apply for progression to UPS.

11.3 Applications should be made in writing to the Principal between 1 September and 31 October for consideration to be included in the pay review for the following academic year. The academy will accept one application, per applicant each year between the application window of 1 September to 31 October. For teachers who work part of the year they should apply by the end of the term in which they work.

11.4 All applications should include the results of the two previous performance reviews.

11.5 To be successful in an application for progression to the Trust's Upper Pay Range the teacher must satisfy the Principal that:

- they are highly competent in all elements of the Teachers' Standards and;
- their achievements and contribution to the Trust/academy are substantial and sustained.

11.6 This is defined as sustained for a minimum of two years and substantial contribution includes:

- evidence of modelling effective teaching and mentoring/coaching colleagues.

11.7 The Principal, in consultation with the Education Director will make the decision on the success of the application, recommended by the Principal. This decision may be subject to appeal.

11.8 The assessment will be made by the Principal within 10 working days of the application deadline with the Education Director considering the recommendations at their meeting. The outcome will be communicated to the applicant within 3 days of the meeting. Feedback on unsuccessful applications will be provided soon after by the Principal or the line manager.

## **12. Appointments**

12.1 A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Principal.

12.2 The initial salary on appointment will be subject to a probationary period of two terms, during which time the individual's performance and suitability will be monitored and assessed.

12.3 Where a teacher is transferring roles internally within the Trust to another academy, they will continue to be paid the same salary on the main scale or the Upper Pay Scale as paid in their previous role.

### **13 Part time teachers**

13.1 The Board of Trustees will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.

13.2 Part time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro rata basis.

### **14 Allowances etc.**

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

14.2 TLR payments will be awarded to the holders of the posts indicated in the academy's staffing structure.

14.3 TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the academy's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

14.4 All staff employed on the new terms and conditions of employment as stated in their contract of employment (paragraph 6.1), will have the additional payment ceased immediately on the cessation of those responsibilities associated to the TLR payment

### **15. Recruitment and Retention**

15.1 The Principal may, on the advice of the central Trust HR Business Partner, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the academy's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

15.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the academy structure and known staffing changes in the future and would normally be within the range £500 - £3,000.

15.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year but will be subject to annual review which may extend the period if appropriate.

### **16 Out of Academy Learning Activities**

16.1 Teachers who undertake agreed voluntary learning activities outside the normal academy day, and whose salary range does not take account of such activity may be entitled to an additional payment. The HR Team advised by the Principal, will consider each case individually before the activity takes place. Such activities may include:

- Holiday revision groups

- Breakfast clubs
- Homework clubs,
- Summer Academies
- Saturday morning booster classes
- Study support groups
- Activities for gifted and talented children
- Curriculum linked sporting or arts related activities or clubs

- 16.2 The rate of payment will be determined according to circumstances, but will usually be £25 per hour. Payment will only be made for actual attendance at any of these events.
- 16.3 Additional responsibilities and activities due to or in respect of the provision of services by the Principal relating to the raising of educational standards to one or more additional academies
- 16.4 The Trust may consider an additional payment where the Principal is providing services to other academies e.g. as a consultant leader, academy improvement partner, local leader for education or national leader of education.
- 16.5 Any payment considered under this section will be temporary only.
- 16.6 No payment will be considered where these duties have already been taken into account in other sections of this policy.

## **17 Salary Sacrifice**

- 17.1 The Trust will support salary sacrifice arrangements for teachers in respect of the following:
- Childcare vouchers / childcare benefit schemes
  - Cycle 2 Work Scheme
- 17.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## **18 Safeguarding**

- 18.1 The Board of Trustees will apply the salary safeguarding provisions of the School Teachers Pay and Conditions Document. It is not applicable to those staff appointed on a new contract of employment, whereby the terms and conditions are expressly contained within the contract.

## **19 Appeals**

- 19.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the HR Team (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

The HR Team has agreed to consider appeals on the following grounds that the person or committee making the decision:

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

*\*Please note that should any further national guidance be issued by external agencies that are relevant to this policy, it will be updated accordingly prior to the review date shown above and referred to the next HR Team meeting*

## Appendix 1

### Pay Appeals Procedure

The Board of Trustees has adopted the following procedure to consider any pay appeals:

#### Stage 1 - Informal

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with their line manager within 10 working days of the decision.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage 2 Appeal process.

#### Stage 2 - Formal

- 2.1 The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Director of HR within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The Director of HR will arrange a panel hearing, within 10 working days of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative. The panel will consist of a Principal, Education Director and a Governor.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within 5 working days from receipt of written confirmation of the decision.
- 2.4 Any further appeal will be heard by a panel of 3 governors who were not involved in the original determination. The appeal will normally be heard within 20 working days of the

receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.

- 2.5 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.6 The decision of the panel will be final. There will be no further right of appeal.