

# Pay Policy

EPAT

Believe Succeed Together

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## **1.0 Introduction**

The Pay Policy sets out the framework for making decisions on employees' pay.

The main objectives of the policy are to:

- Ensure that pay and staffing arrangements enable the current and future delivery of the curriculum and academy improvement plans.
- Support the recruitment and retention of high quality employees.
- Recognise and reward employees for their contribution to academy improvement.
- Ensure that pay decisions are made in a fair and transparent way.
- Ensure that budgetary funds are allocated appropriately.

## **2.0 Pay Ranges**

The pay ranges for employees are included in the appendices.

## **3.0 Pay**

### **3.1 Payroll Provider**

The Trust uses ECC Payroll.

### **3.2 Pension**

All regular salary payments and additional allowances/payments are pensionable.

**NB:** Full-time teachers in the Final Salary Pension Scheme cannot be members of the Teachers' Pension Scheme (TPS) for a second job (e.g. 1:1 tuition at another academy). They can, however, join the Local Government Pension Scheme (LGPS) for this secondary employment. This does not apply to members of the Career Average Scheme where all teaching work is pensionable under the Teachers' Pension Scheme.

The Trust will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust recognises that, were this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.

### **3.3 Underpayments and Overpayments**

Every effort will be made to make accurate salary (and other) payments on the due date, however, should an overpayment or underpayment occur, the Trust will seek to recover or refund the amount.

Employees are expected, and have a responsibility, to draw to the attention of the Trust, any overpayment or underpayment, as soon as possible.

In the case of overpayments, the employee will be notified of the full amount of the overpayment and agreement will be sought regarding a reasonable repayment schedule. In the absence of such an agreement, the Trust will determine a recovery schedule, usually through deductions not exceeding 5% of the employee's monthly gross pay.

Recovery of overpayments or a refund of underpayments will be pursued in the case of former employees.

### **3.4 Part-Time Staff**

#### **3.41 Teaching Staff**

In accordance with STPCD, the 'pro rata principle' is applied i.e. the proportion of total remuneration<sup>1</sup> which corresponds to the number of hours that the teacher is employed in that capacity during the course of the academy's timetabled teaching week, as a proportion of the total number of hours in the academy's timetabled teaching week<sup>2</sup>.

Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full-time salary.

#### **3.42 Support Staff**

Refer to the pay ranges in the appendices. In the case of any other variations from what is stipulated, the 'pro rata principle' is applied i.e. the proportion of total remuneration which corresponds to the number of hours that the person is employed in that capacity during the course of the academy's working week (as determined by the role), as a proportion of the total number of hours in the academy's working week (as determined by the role).

<sup>1</sup>Remuneration that would be payable to that person, if employed in the same post on a full-time basis.

<sup>2</sup>The aggregate period of time in the timetable during which pupils are normally taught.

### **3.5 Salary Safeguarding/Protection**

The Trust will ensure appropriate salary protection/safeguarding for teachers in accordance with the STPCD and for support staff in accordance with the Redundancy and Reorganisation Procedure.

Employees in receipt of salary protection/safeguarding will be expected to undertake commensurate work.

### **3.6 Salary Sacrifice Schemes**

The Trust operates a Salary Sacrifice Scheme in relation to Child Care Vouchers. Staff choosing to participate in the scheme will have their gross pay reduced according to the terms of the scheme, for the duration of their participation.

### **3.7 Performance Management and Performance-Related Pay**

#### **3.71 Budget**

The amount of money allocated to implementing the Pay Policy will be determined during the compilation of the annual budget.

On an annual basis, the CEO will work with the Trust Finance Officer to produce a Pay Review Statement for each constituent academy – refer to Appendix F. The pay awards will be communicated to employees by the Principal of the constituent academy or other delegated person.

#### **3.72 Pay Appeals Committee**

The Trust has established a Pay Appeals Committee which has fully delegated powers to review an appeal regarding an employee's pay progression – refer to Appendix G and H.

#### **3.73 Pay Progression – All Staff**

For all staff (excluding the CEO and Principal(s), who are assessed under different policies), Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Staff).

Pay Progression<sup>3</sup> is linked to an employee's PM Appraisal grade in the following way:

**Grade 1:** The employee will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 2:** The employee will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 3 or Grade 4:** The employee will receive a 1% increase.

Whether the maximum or minimum pay award is issued will be determined by the budgetary funds. If, for instance, a decision is taken to apply the minimum award, this will be applied at all levels.

Employees that have been absent for long periods e.g. through sickness or maternity leave, will be appraised in the same way as all employees and a decision made in line with the above. Where the employee has been absent for a significant period of their current PM Appraisal year, and received a pay increment during their last PM Appraisal cycle, it is unlikely that any pay award will be made.

Decisions regarding pay will be made in line with the following timescales:

<b>Period</b>	<b>Activity</b>
By 30 <sup>th</sup> September	PM Appraisal of all staff (excluding CEO and Principal(s))
By 31 <sup>st</sup> October	The CEO and Trust Finance Officer produce a Pay Review Statement for each constituent academy. The CEO determines pay progression in line with section 3.73.
By 31 <sup>st</sup> December	PM Appraisal of Principal(s) in line with section 3.73 and 3.76. PM appraisal of CEO in line with section 3.73 and 3.77.

<sup>3</sup>For all staff, pay progression increments include a minimum of the percentage inflationary rise that is applied to the ranges in this policy. Staff who have reached the top of their pay range, are not eligible for any further performance-related increment.

### **3.74 Pay Progression – Upper Pay Range (UPR)**

Staff can apply to progress onto the UPR, or through the UPR, if they meet the following criteria:

- They have fully addressed all of the Teachers’ Standards.
- They have fully addressed all of the Threshold Standards.
- Their last three PM Appraisal grades are at least a grade 2.<sup>4</sup>

<sup>4</sup>Where an employee is not at the top of the Main Pay Range, their last two PM Appraisal grades must be a grade 1.

It is the responsibility of the employee to decide whether or not they wish to submit an application. The UPR is not an extension of the MPR and employees do not automatically move onto it or automatically move through it. To be eligible, the employee must meet the criteria above. In particular, they must be able to produce evidence (by 30<sup>th</sup> September) to support a case that they have fully addressed all of the Threshold Standards.<sup>5</sup>

<sup>5</sup>Where the UPR application is unsuccessful, the employee will still receive a minimum the **percentage** inflationary rise that is applied to the UPR.

### **3.75 Pay Progression – Assistant and Vice Principals**

For Assistant and Vice Principals that have reached the top of the range on the relevant Leadership Pay Range<sup>6</sup>, the Trust may decide to grant a time-limited (one year) discretionary<sup>7</sup> pay award of between 1-3% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The Assistant or Vice Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 2:** The Assistant or Vice Principal will receive a minimum of a 1% increase and a maximum of a 1.5% increase.

**Grade 3 or Grade 4:** The Assistant or Vice Principal will receive no performance-related increase.

### **3.76 Pay Progression – Principal**

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (Principal).

Pay Progression will be in line with section 3.73.

For Principals that have reached the top of the range on the relevant Leadership Pay Range<sup>6</sup>, the Trust may decide to grant a time-limited (one year) discretionary<sup>7</sup> pay award of up to 5% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The Principal will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 2:** The Principal will receive a minimum of a 2% increase and a maximum of a 3% increase.

**Grade 3 or Grade 4:** The Principal will receive no performance-related increase.

### **3.77 Pay Progression – CEO**

Outside of the Performance Management (PM) Appraisal cycle, pay is determined by the following:

- The number of academies in the Trust.
- The nature and extent of the challenges in the academies in the Trust.

Performance Management (PM) Appraisal is conducted in accordance with the Performance Management (PM) Appraisal Policy (CEO).

Pay Progression will be in line with section 3.73. For CEOs that have reached the top of the range, the Trust may decide to grant a time-limited (one year) discretionary<sup>7</sup> pay award up to 10% of their annual salary, in line with the following PM Appraisal grades.

**Grade 1:** The CEO will receive a minimum of a 7% increase and a maximum of a 10% increase.

**Grade 2:** The CEO will receive a minimum of a 3% increase and a maximum of a 5% increase.

**Grade 3 or Grade 4:** The CEO will receive no performance-related increase.

<sup>6</sup>The range calculated is that in accordance with STPCD (refer to appendices).

<sup>7</sup>Discretionary pay falls under the category of a 'bonus'. It is paid as a single sum and is non-pensionable.



## Appendix A – Teachers

<b>Main Pay Range (MPR)</b>	
Minimum	£25,714
Maximum	£36,960
<b>Upper Pay Range (UPR)</b>	
Minimum	£39,258
Maximum	£42,215
<b>Unqualified Teachers' Pay Range (UNQPR)</b>	
Minimum	£18,168
Maximum	£28,734
<b>Teaching and Learning Responsibility (TLR)<sup>8</sup> Points</b>	
TLR 1.20	£14,235
TLR 1.15	£11,897
TLR 1.10	£10,134
TLR 2.20	£7,115
TLR 2.15	£6,089
TLR 2.10	£4,286
TLR 2.05	£2,914
TLR 3.20	£2,874
TLR 3.15	£1,148
TLR 3.10	£578
<b>Special Educational Needs Allowance (SENA)</b>	
SEN1	£2,302
SEN2	£4,544

<sup>8</sup>TLR points are assigned to staff to undertake specific responsibilities; they are not performance-related and therefore subject only to inflationary rises. In the case of TLR 3, allowances will be paid for a fixed period in relation to a time-limited academy improvement task and/or externally driven project.

## Appendix B – Leadership

<b>Leading Practitioner</b>	
Minimum	£43,025
Maximum <sup>9</sup>	£65,407
<b>Leadership range HT<sup>10</sup> Group 2 (Assistant Principal)</b>	
Minimum	£43,022
Maximum	£49,983
<b>Leadership Range HT Group 2 (Vice Principal)</b>	
Minimum	£51,136
Maximum	£57,835
<b>Leadership Range HT Group 2 (Principal)</b>	
Minimum	£60,753
Maximum	£70,385
<b>Leadership Range HT Group 3 (Assistant Principal)</b>	
Minimum	£46,329
Maximum	£53,758
<b>Leadership Range HT Group 3 (Vice Principal)</b>	
Minimum	£55,155
Minimum	£62,368
<b>Leadership Range HT Group 3 (Principal)</b>	
Minimum	£65,407
Maximum	£75,756
<b>Leadership Range HT Group 4 (Assistant Principal)</b>	
Minimum	£49,983
Maximum	£57,835
<b>Leadership Range HT Group 4 (Vice Principal)</b>	
Minimum	£59,276
Maximum	£67,024

<sup>9</sup>The maximum value will not exceed the minimum of the individual academy's Assistant Principal Range.

<b>Leadership Range HT Group 4 (Principal)</b>		
Minimum		£70,385
Maximum		£81,531
<b>Leadership Range HT Group 5 (Assistant Principal)</b>		
Minimum		£55,155
Maximum		£63,801
<b>Leadership Range HT Group 5 (Vice Principal)</b>		
Minimum		£65,407
Maximum		£75,756
<b>Leadership Range HT Group 5 (Principal)</b>		
Minimum		£79,559
Maximum		£89,922
<b>Leadership Range HT Group 6 (Assistant Principal)</b>		
Minimum		£59,276
Maximum		£68,687
<b>Leadership Range HT Group 6 (Vice Principal)</b>		
Minimum		£70,385
Maximum		£77,639
<b>Leadership Range HT Group 6 (Principal)</b>		
Minimum		£85,623
Maximum		£99,186
<b>Leadership Range (CEO)</b>		
Minimum		£115,881
Maximum		£193,137

<sup>10</sup>HT groups are calculated in accordance with section 5.0 – 7.0 of STPCD <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

## Appendix C – Support Staff

Support Staff Pay Range		Full Time Salary (37.5hours/52 weeks) <sup>12, 13</sup>
Support Range 1/2	Minimum <sup>11</sup>	£15,990/£17,004
	Maximum	£19,943
Support Range 3	Minimum	£17,818
	Maximum	£22,803
Support Range 4	Minimum	£21,231
	Maximum	£26,679
Support Range 5	Minimum	£21,930
	Maximum	£27,870
Support Range 6	Minimum	£28,326
	Maximum	£35,177
Support Range 7	Minimum	£35,634
	Maximum	£46,317
Support Range 8	Minimum	£46,353
	Maximum	£71,184

<sup>11</sup>The minimum salary for employees aged 25 years and over will be the National Living Wage.

<sup>12</sup>For nursery employees, full time hours are 32.5 hours per week for 195 days per year.

<sup>13</sup>Unless protected by TUPE.

## Appendix D – Casual Staff

Casual Staff Pay Range (CSPR)	
Role	Rate
Tutor	£21.85 per hour
Tutor Substantive Teaching	£27.32 per hour
Theatre Technician	£10.00 per hour
Invigilator	£8.72 per hour

## Appendix E – Other Pay

Other Pay (OP)	
Role	Rate
Lunch Time Duty	£8.72 per hour
Afterschool Activities <sup>13</sup>	£10.00 per hour
First Aid Allowance	£300 per year
Lead First Aider/Medicine Administrator	£2,000 per year
PAT Testing	£3,500 per year
Mentoring <sup>14</sup>	£15.00 per hour
Paid Intervention	£25.00 per hour
Overtime for Support Staff	Time and a third <sup>15</sup>

<sup>13</sup>Afterschool activities only include those determined by the Principal and require pre-authorization by the Principal.

<sup>14</sup>Where an academy receives funding from an ITT provider, eligible staff who mentor trainees will be entitled to payment. In cases where an academy does not receive funding, payment will be at the discretion of the Principal and subject to sufficient funds being available.

<sup>15</sup>Pre-authorization by a member of SLT is required. Payment will be based on an employee's hourly rate when daily hours exceed 7.5.

## Appendix F – Pay Review Statement

### Delegation of Function

The Trust shall delegate responsibility to the CEO<sup>14</sup> in terms of producing a Pay Review Statement.

<sup>16</sup>The CEO does not have the delegated responsibility to determine his/her pay. Refer to section 3.77 of the pay Policy and section 3.3 of the Trust’s Performance Management Appraisal Policy.

### Function

The Trust Finance Officer will work with the CEO to produce the Pay Review Statement and, once signed off by the CEO, the pay awards will be communicated to employees by the Principal of the constituent academy or other delegated person.

Role	Delegated Person
CEO	Company Secretary
Trust Finance Officer	CEO
BPA Principal	CEO
BPA Business/Finance Manager	BPA Principal
All other BPA employees	BPA Business/Finance Manager
TEA employees	Trust Finance Officer

### Pay Review Statement

The Pay Review Statement will include the following:

- Employees’ PM appraisal grades over the last 3 years.
- Employees’ current salary (excluding on costs).
- Employees’ current salary (including on costs).
- Employees’ proposed % increase based on their PM appraisal.
- Employees’ proposed amended salary following PM appraisal (excluding on costs).
- Employees’ proposed amended salary following PM appraisal (including on costs).
- Comments section to qualify or clarify pay progression.

- Calculation of total cost vs. the allocated budget.

### **Pay Appeals**

Employees have the right to appeal any decision regarding their pay progression.

## Appendix G – Pay Appeals Process

Employees have the right to appeal any decision regarding their pay progression.

An employee may make a formal appeal against a decision on pay, which must be submitted in writing within **10** school days of receipt of written notification of the decision regarding their pay.

The grounds of appeals are that the decision maker(s):

- Incorrectly applied the Trust's Pay Policy.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence.
- Were biased.
- Otherwise unlawfully discriminated against the employee.

Appeals will be heard by the Pay Appeals Committee.

The case will be heard at a meeting, normally within **20** school days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting, to make representations, and to be accompanied by a work colleague or a member of a recognised Trade Union.

Any written submissions relevant to the appeal must be circulated to all parties at least **3** school days prior to the meeting.

The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.

The decision of the Pay Appeals Committee is final.

The CEO and/or Principal of the academy will attend, for the purposes of providing information and advice (except in the case of his/her own salary).

The role of the Pay Appeals Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.



## **Appendix H – Pay Appeals Committee**

### **Delegation of Function**

The Trust shall establish a Pay Appeals Committee to deal with all appeals against pay decisions.

### **Membership**

The Pay Appeals Committee shall consist of Trustees who are not employees of the Trust.

The CEO will attend all proceedings of the Pay Appeals Committee for the purposes of providing information and advice. The Principal of an academy may also be asked to attend.

### **Quorum**

Three Trustees.

### **Terms of Reference**

- To determine formal appeals against pay determinations in accordance with the Appeals Procedure set out in the Pay Policy.

### **Procedure**

- Introductions and opening remarks.
- Employee and/or representative present their case and call witnesses (if appropriate).
- CEO and/or Principal of the constituent academy ask questions.
- Pay Appeals Committee ask questions.
- CEO and/or Principal of the constituent academy responds and call witnesses (if appropriate).
- Employee and/or representative ask questions.
- Pay Appeals Committee ask questions.
- Employee or representative make their closing statement.
- Both parties withdraw to allow the Pay Appeals Committee to consider their decision.
- Both parties are invited back to hear decision or the decision is communicated in writing within 48 hours.