

# TEACHERS' PAY POLICY

This section should be completed following ratification of the Policy:

	Name	Signature	Date
Chair of the Trust Board	Becky Hickford		December 2021
Vice Chair of the Trust Board	Jane Murray		December 2021
Chief Executive Officer	Paul Watson		December 2021
Recommended Review Date	December 2022 (Annual)		

## Ownership

Preston Hedges Academy Trust is responsible for the production and maintenance of this document. It is issued by the Clerk, [catherine.gautrey@prestonhedges.org](mailto:catherine.gautrey@prestonhedges.org) to whom any change requests or queries should be directed.

## Version Control

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Version	Date	Description of Change	Changed By
1	19.10.99	Initial Policy	Unknown
2	16.11.09	Adoption of NCC Policy with minor amendments relevant to Preston Hedge's Academy Trust	Y Gill P Watson
3	16.9.13	New Cluster Policy	P Watson
4	28.04.15	Review	P Watson
5	28.9.15	Update & Review LJ and Finance, HR & Resources Committee	L Jenkins
6	19.1.16	Second review LJ and Finance, Resources & HR Committee	L Jenkins
7	4.10.16	Third review LJ and Finance, Resources & HR Committee	L Jenkins
8	11.10.16	Fourth review – PW amendments	P Watson
9	16.12.16	Annual Review FHSR committee	FHSR

10	23.11.17	Annual Review FHSR committee	FHSR
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12	Jan 19	Minor addition to TLR	L Jenkins/P Watson
13	December 2019	Annual update	Trust Board
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15	May 2021	Updated following Governance changes	Finance Committee
16	December 2021	Annual update	Trust Board

# TEACHERS' PAY POLICY

## 1. INTRODUCTION

This policy sets out the framework of Preston Hedge's Academy Trust for making decisions on teachers' pay.

In preparing this policy we have had regard to the Teachers' Pay and Conditions Document 2021 ("**STPCD 2021**") and the guidance attached to it.

## 2. OUR OVERRIDING PURPOSE

Our aim is for all teaching in all lessons by all teachers to be good or outstanding to ensure the best possible education for all our pupils. This policy supports that aim by:

- supporting the recruitment and retention of a high-quality teacher workforce
- recognising and rewarding teachers appropriately for their contribution to the Trust
- ensuring that decisions on pay are managed in a fair, just and transparent way
- focusing on the central importance of high-quality teaching and learning, improving standards and making a positive impact on pupil progress and outcomes.

This policy refers to the **Teachers' Standards**. By way of a reminder, Part I of the Standards requires a teacher to:

- Set high expectations which inspire, motivate and challenge pupils;
- Promote good progress and outcomes by pupils;
- Demonstrate good subject and curriculum knowledge;
- Plan and teach well-structured lessons;
- Adapt teaching to respond to the strengths and needs of all pupils;
- Make accurate and productive use of assessment;
- Manage behaviour effectively to ensure a good and safe learning environment; and
- Fulfil wider professional responsibilities;

Part II of the Standards requires a teacher to:

- Demonstrate consistently high standards of personal and professional conduct;
- Uphold public trust in the profession and maintaining high standards of ethics and behaviour, within and outside Trust, by:
- Treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position;
- Have a regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- Show tolerance of and respect for the rights of others;
- Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

- Have proper and professional regard for the ethos, policies and practices of the Trust in which they teach, and maintain high standards in their own attendance and punctuality; and

Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

### 3. DELEGATION OF POWERS FOR PAY DECISIONS

3.1 Decisions relating to pay awards shall be made in accordance with the chart below.

<b><i>Role</i></b>	<b><i>Recommender</i></b>	<b><i>Decision Maker / Reviewer</i></b>	<b><i>Appeal/ Decision Maker</i></b>
Principal/ Executive Principal/CEO	Trust Appraisal Group	Trust Appraisal Group	Pay Appeal Panel
Other Leadership Team	Principal	Principal & CEO	Pay Appeal Panel
Application to join Upper Pay Range	Principal	Another Principal & CEO	Pay Appeal Panel
Upper Pay Range and Leading Practitioners	Principal	Another Principal & CEO	Pay Appeal Panel
Main Pay Range	Appraiser	Principal	Pay Appeal Panel
Unqualified Pay Range	Appraiser	Principal	Pay Appeal Panel

3.2 The Principal may choose to involve members of the Trust's Executive Team in assessing evidence before making a decision or recommendation.

3.3 Our Trust Appraisal Group shall comprise two members of the Trust. It shall be supported by an External Adviser in relation to setting the objectives and appraising the performance of all Principals, Executive Principals and the CEO. It shall receive a report from the CEO on the objectives and appraisal of the other members of staff on the Leadership Spine and a recommendation in relation to pay. It shall report to the Trust Board (excluding any staff

members and as a confidential item) the objectives set for the Principal, Executive Principal and CEO for the current appraisal cycle, the number of staff on the Leadership Pay Group who were appraised during the appraisal cycle just reviewed, the number of such staff who were given an incremental pay increase, and the total cost to the Trust of the staff on the Leadership Group for the current academic year following its pay decisions.

- 3.4 Our Pay Appeal Panel shall comprise three members of the Trust Board not previously involved in the matter.
- 3.5 In the event that an employee is dissatisfied with a pay decision they may request a review by the decision maker. This will involve a personal hearing, which will be held within 10 working days of the original decision except in exceptional circumstances. The employee maybe accompanied at any such hearing by a co-worker or accredited trade union representative. The employee will have the opportunity to present evidence and call witnesses at the hearing. Following the hearing, the Decision Maker will confirm their decision in writing to the employee within five working days, except in exceptional circumstances.
- 3.6 If the employee is dissatisfied with the pay decision after the review, they may appeal within 5 working days of receipt of the review decision. The appeal should be presented to the Company Secretary of the Trust Board. An appeal hearing will usually be heard within 15 working days of receipt of the appeal, and will be heard by the appropriate Appeal Decision maker outlined in 3.1 above. The employee may be accompanied by a co-worker or accredited trade union representative. The Decision Maker will attend the hearing to explain the rationale for their decision. Both the employee and the Decision Maker will have the opportunity to present evidence and call witnesses. Following the hearing the Appeal Decision Maker will confirm their decision in writing to the employee within five working days (except in exceptional circumstances). The appeal decision is final.
- 3.7 Employees may not raise a grievance about any process followed or decision taken under this policy.

#### 4. LEADERSHIP GROUP

- 4.1 Neither a new post on the Leadership Group nor any vacant post on the Leadership Group will be advertised without prior approval of the CEO who shall set the indicative range for the relevant role. The salary range for any other member of the Leadership Group will not overlap with the salary range for the Principal.
- 4.2 When a candidate is appointed to a role on the Leadership Group the Trust Board will set the starting salary within the indicative range. There is no right of appeal against the salary level to which a person is appointed.
- 4.3 The indicative range in respect of a post will not merely be adjusted because the incumbent has reached the top of that range.
- 4.4 Every member of the Leadership Group will have their salary reviewed annually. This review will take place no later than last working day of December and any increase will take effect from 1st September. This is to allow for good quality appraisal. There will be no progression unless there has been a sustained high quality of performance through the preceding appraisal period, which will be evidenced through criteria agreed within the targets. Where such evidence exists, the Trust Appraisal Group will determine the level of progression within the indicative range.
- 4.5 Leadership Pay Range

Leadership role	Pay
Assistant Principal	L1 –L8
Principal (One form entry school or converting to one form entry)	L11-L18
Principal	L19 –L26
Chief Executive Officer	L35-L42

- 4.6 Where performance has been exceptional, an accelerated pay award of two points may be granted, provided always that the employee's salary will not be increased beyond the top of the salary range for their post. An accelerated pay award will be supported with the evidence used to make this decision.

4.7 TLRs will not be paid to employees in the Leadership Group without approval of the Trust Board.

## **5. BASIC PAY DETERMINATION ON APPOINTMENT – CLASSROOM TEACHERS**

5.1 Any vacant posts for classroom teachers will be advertised as being on the Main Pay Range and it would be specified if the position was for a UPR Pay Range.

5.2 On appointment, the Principal will determine the starting salary within that range to be offered to the successful candidate.

5.3 In making such determinations, a range of factors may be considered including the following:

- The current salary earned by the candidate.
- The requirements of the post
- Any specialist knowledge required for the post
- The experience required to undertake the specific duties of the post
- The wider Trust context
- The local employment market for teachers of particular subjects
- The candidate's academic qualifications
- The candidate's experience of teaching
- Any verified evidence of the candidate's responsibility for improvement in pupil progress achievement or attainment or in modelling Trust improvement

5.4 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous School / Trust.

5.5 There is no right of appeal against the salary level to which a person is appointed.

5.6 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata

5.7 It is an expectation in order to progress that teachers take on small areas of responsibility beyond the classroom.

## **6. PAY REVIEW PROCESS**

- 6.1 All teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Trust's Teacher Appraisal Policy. In the case of ECT'S whose Performance Management arrangements are different, pay decisions will be made by means of the statutory induction process. Successful completion of their assessment at the end of their first year will enable them to progress to M2.
- 6.2 We will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than the last working date of December each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. This is to ensure that a high level of quality is given in the appraisal cycle.
- 6.3 Where a pay determination leads, or may lead, to the start of a period of safeguarding, we will give the required notification as soon as possible and no later than one month after the date of the determination.

## **7. EVIDENCE BASE FOR PAY PROGRESSION FOR CLASSROOM TEACHERS**

- 7.1 In coming to make a pay recommendation in the teacher's appraisal report and in coming to make a decision on that recommendation or on an appeal in relation to that decision, a holistic consideration of all of the following evidence and sources of guidance will be given:

### Evidence

- The teacher's self-appraisal
- Information from line manager
- Data tracking pupil progress
- Lesson observations
- Learning walks
- Book monitoring
- Any additional evidence supplied by the teacher

### Sources of guidance

- Job description for each role held by the teacher
- The Teachers' Standards
- Relevant Ofsted grade descriptors
- The expectations of each role held by the teacher given the teacher's length of time in the profession

- 7.2 Our appraisal process will include an appropriate mechanism to ensure that performance objectives and pay recommendations to the relevant decision maker are moderated.
- 7.3 We shall ensure that those making pay recommendations and decisions are trained or experienced in such matters and have sufficient time to undertake the process.

- 7.3.1 As from 1 September 2014 there shall be no incremental pay rises on the Main or Upper Pay Range for Classroom teachers unless justified by relation to performance. There may be cost of living increases for each point on the Main Pay Range or the Upper Pay Range but this cannot be guaranteed and will be considered in line with national recommendations.
- 7.3.2 We shall budget on the basis that all staff will progress one increment. This is not to be taken that salaries will increase automatically, but rather to ensure that wherever possible, financial restrictions will not prevent us from rewarding teachers whose performance meets or exceeds the expectations set out below.

## 8. THE MAIN PAY RANGE

8.1 Trust shall use the following points as its Main Pay Range; As per teachers' pay scales in England and Wales 2021/2022

Main M1	£25,714
M2	£27,600
M3	£29,664
M4	£31,778
M5	£34,100
Max M6	£36,961

## 9. THE MAIN PAY RANGE

### PROGRESSION Evidential expectation

- 9.1 As a teacher progresses through the Main Pay Range their objectives will naturally become more challenging and judgements will need to be based on secure evidence of:
- a) Increasing quality of teaching and learning
  - b) An increasingly positive impact on pupil progress
  - c) An increasing impact on wider outcomes for pupils
  - d) Improvements in specific elements of practice identified in the appraisal process to the teacher
  - e) An increasing contribution to the work of the Trust
  - f) An increasing impact on the effectiveness of colleagues and staff
  - g) Increasingly good behaviour management
  - h) Increasingly positive use of assessment for learning and differentiation

### Standard progression

- 9.2 A teacher will **only** progress one point on the Main Pay Range if all of the following conditions are met in relation to the appraisal cycle:
- a) The teacher fully meets all the Teachers' Standards
  - b) The teacher has met all objectives set for the appraisal cycle
  - c) The teacher has delivered teaching which is at least consistently good or better in the light of all evidence across the curriculum.
  - d) The teacher has brought about expected levels of pupil progress, with all disadvantaged pupils fulfilling their targets.
  - e) The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the appraisal cycle.

## Exceptional progression

- 9.3 Exceptionally a teacher may be progressed two points on a given review year on the Main Pay Range if:
- a) The teacher has exceeded all the Teachers' Standards
  - b) The teacher has fully met their previous objectives set for the two previous appraisal cycles
  - c) The teacher has delivered consistently outstanding teaching for two years
  - d) The teacher has brought about better than expected levels of pupil progress for two years
  - e) The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years
  - f) It is financially sustainable to award such a pay rise
- 9.4 If a person is progressed on the Main Pay Range that promotion will take effect from the start of the academic year and will be backdated to September upon completion of the appraisal cycle which is likely to be paid no later than the following January.

## 10. THE UPPER PAY RANGE

- 10.1 The Trust shall use the following points on the Upper Pay Range; As per teachers' pay scales in England and Wales  
2021/2022

Min U1	£38,690
U2	£40,124
Max U3	£41,604

- 10.2 Applications for UPR can only be made once per academic year and should be submitted prior to the end of term 3.

- 10.3 From **1 September 2015** any qualified teacher within the Trust (even if not yet at M6) can apply to be promoted to the Upper Pay Range.
- 10.4 The applications should be made to the Principal in writing with evidence provided by the teacher matched to the Trust's UPR criteria. The Principal will make a recommendation to the CEO as to whether the application demonstrates that the teacher has met with the Trust's UPR standards. The CEO will then review the application with another Principal.
- 10.5 If a person is placed on the UPR that promotion will take effect from the start of the academic year and will be backdated to September upon completion of the appraisal cycle which is likely to be paid no later than the following January. It will then be subject to an annual review as part of the normal performance management cycle.
- 10.6 The Principal and CEO may only allow a teacher to join the UPR if they are satisfied that:
- a) the teacher is highly competent in all elements of the Teachers' Standards and
  - b) the teacher's achievements and contribution to the Trust are substantial and sustained
- To demonstrate these criteria, the teacher must produce clear and secure evidence covering a period of at least 2 years at Preston Hedge's Academy Trust which support the Trust's criteria for UPR.
- 10.7 For the purposes of this policy:
- a) "Highly competent" means practice which is extremely effective, reflecting the expectations set out in the Trust's UPR criteria and a consistent basis and fully reflecting Trust policy and practice.
  - b) "Substantial" means significant notable impact on Trust priorities, measured in line with UPR criteria.
  - c) "Sustained" means maintained continuously over a period of at least two years within the Trust.
- 10.8 For the avoidance of doubt, teachers can appeal the outcome of the application for progression to the Upper Pay Range in accordance with paragraphs 3.5 – 3.7 of this poli

## 11. PROGRESSION THROUGH THE UPPER PAY

### RANGE Evidential expectation

- 11.1 A teacher's objectives will become more challenging as they progress through the Upper Pay Range and judgments will need to be based on evidence of:
- a) The teacher can provide evidence to support the Trusts' criteria for UPR 2 / 3. A yearly review, as part of performance management, will assess continued performance against the UPR standards.

### Standard Progression

- 11.2 A teacher will be recommended for a one point rise on the Upper Pay Range if:
- a) They have remained highly competent and their contribution to the Trust has remained substantial and sustained for at least two consecutive years, is validated through the Trusts' performance management systems **and** meets the standard set out in the Trust's UPR 2/ 3 Standards.
  - b) The teacher has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two appraisal cycles.
  - c) They did not progress in the previous year.

**A teacher who has not met all of these conditions will not be entitled to an incremental pay award on the Upper Pay Range.**

### No exceptional progression

- 11.3 A teacher may not progress more than one point on the Upper Pay Range every two years.

## 12. LEADING PRACTITIONERS

The Trust does not intend to have a Leading Practitioner range.

### **13. TEACHING AND LEARNING RESPONSIBILITY PAYMENTS**

- 13.1 No TLR1s or TLR2s will be paid by the Trust.
- 13.2 TLR3s will be awarded and reviewed annually for time-limited school improvement projects, or one-off externally driven responsibilities. TLR3s will be fixed term and will be reviewed annually as the school's need is required.
- 13.3 TLR3 payments will also be awarded for posts of significant responsibility, which involve managing a phase team in line with the Trust's job description. These TLR's will be reviewed annually and therefore only guaranteed for a year and paid at £1500.
- 13.4 Linked to 13.2, TLR3s will be awarded at the following levels, which will be agreed by the CEO for improvement projects:
- 13.5
  - Point 1 - £1,000 (in school)
  - Point 2 - £1500 (MAT wide)
  - Point 3 - £2000 (MAT wide & deployment)
  - Point 4 - £2500 (2<sup>nd</sup> year of Point 3)
- 13.6 Employees will have the opportunity to progress through TLR points 3 & 4 subject to successful performance reviews which will be carried out as part of their appraisal. For the avoidance of doubt, employees on the UPR who are in receipt of a TLR can be considered for progression through the TLR on an annual basis.
- 13.7 TLRs for work across the MAT must be advertised across the Trust, unless approved by the CEO.
- 13.8 No TLR is payable to a member of the Leadership Pay Scale, without approval of the Finance Committee.
- 13.9 All TLR payments are pensionable under the Teachers' Pension Scheme.
- 13.10 A TLR will only be paid when all criteria have been fully met as agreed by the Principal and CEO.

## 14. UNQUALIFIED TEACHERS

- 14.1 The Trust shall use the following points on the Unqualified Pay Range, as per teachers' pay scales in England and Wales 2021/2022;

Min 1	£18,419
2	£20,532
3	£22,644
4	£24,507
5	£26,622
Max 6	£28,735

- 14.2 Pay reviews for unqualified teachers shall follow the same process as for teachers on the Main Pay Range but taking into account the lack of Qualified Teacher Status and the need to evidence substantial progress to achieving the Teachers' Standards.

## 15. RECRUITMENT AND RETENTION ALLOWANCES AND INCENTIVES

- 15.1 Recruitment and retention allowances and incentives may be paid where there is a clear business case for doing so, and the evidence that demonstrates a recruitment and retention issue in respect of a specific post or group of posts. All such allowances will be made on a temporary basis and the use of existing and future allowances will be reviewed annually by the Trust Board
- 15.2 Recruitment and Retention Allowances and Incentives require the prior approval of the Chair of the Trust and CEO.
- 15.3 All Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.

## 16. SPECIAL NEEDS ALLOWANCE

Special Needs Allowances will be paid in line with the figures below. The same process will apply as in respect of a TLR2. A special needs allowance will be paid for the lead SENCO role and progression through the SNA will be based upon the specific targets set for the role. For the avoidance of doubt a teacher can be in receipt of both a TLR3 and a Special Needs Allowance.

As per teachers' pay scales in England and Wales 2021/2022.

SEN Min	£2,270
SEN Max	£4,479

## 17. ADDITIONAL PAYMENTS

17.1 We may only make additional payments to staff (Principal) when:

- a) Participation is in out-of-Trust hours learning activity agreed by the Principal;
- b) Participation during Trusts hours which means that Trust activities/tasks have to be completed outside of the Trust day
- c) Additional responsibilities and activities due to or in respect of the provision of service by a Principal or others relating to the raising of educational standards to one or more additional Trusts
- d) If there is secured external funding and explicit prior approval from the Trust Board.

17.2 In respect of the Principal, such payments will only be paid with prior approval from the Trust Board.

17.3 The total of such payments are annually reported to the Trust board

17.4 All additional payments are pensionable under the Teachers' Pension Scheme

## **18. ACTING-UP ALLOWANCES**

- 18.1 Where a teacher who is not in the Leadership Group temporarily carries out the duties of Principal or Assistant Principal the Trust Appraisal Group will, within 4 weeks of the teacher carrying out those duties, determine whether the teacher should be paid an acting-up allowance.

Any acting-up allowance will be sufficient to ensure that the teacher's total remuneration is no lower than the minimum of the indicative range for the post in which they are acting up. Any acting-up allowance will be kept under regular review, and will be removed when the teacher ceases to undertake the duties of the role into which they were acting up.

## **19. SALARY SACRIFICE ARRANGEMENTS**

- 19.1 Where a salary sacrifice arrangement is in place, the teacher's salary shall be reduced by the agreed amount for the duration of those arrangements.

## **20. BONUSES AND HONORARIA**

- 20.1 With the exception of the points described below, we shall not as a matter of policy make any payment in the form of a bonus or honorarium.
- 20.2 The Trust Board may approve the creation of time limited Project Bonuses worth no more than £2500. A person may receive no more than one Project Bonus in an academic year. A Project Bonus is only payable on the successful completion of a project.. A Project Bonus may be paid to any member of teaching staff including those on the Leadership Pay Range.
- 20.3 As a matter of policy, we will treat a Project Bonus as pensionable under the Teachers' Pension Scheme. The rules of the Teachers' Pension Scheme in relation to the pensionable status of a Project Bonus are uncertain but it is likely that they will be pensionable.

## **21. EXECUTIVE PRINCIPAL ROLE**

A Principal maybe asked to step up into the role of Executive Principal for a fixed period, which will typically be reviewed annually. Where this occurs, they will be paid an additional 5% of their salary for the duration of this role. When the role ends, they revert back to their base salary.

## **22. FREEDOM OF INFORMATION ACT**

This policy is disclosable under the Freedom of Information Act.

## **23. RETENTION OF RECORDS**

Given the ongoing need to ensure equal pay the Trust shall retain all paperwork relating to any decision whether or not to make a pay rise and shall not destroy any records until at least 7 years after the relevant employee has ceased to be employed by the Trust.

## **24. MATERNITY, SHARED PARENTAL LEAVE AND LONG TERM ILL HEALTH**

- 24.1 A teacher who is absent from work on maternity leave, shared parental leave or due to extended sickness absence throughout the time of the annual pay review in September/December shall have a pay decision made on the basis of all available evidence for the previous appraisal year. This evidence may include the performance of pupils whom the teacher taught prior to maternity leave/shared parental leave/sickness absence.
- 24.2 In the unlikely event of there being no evidence at all on which to base a pay decision because of a teacher's absence the Trust may make a pay decision based on the previous two years' performance and appraisals.
- 24.3 Where a pay decision requires evidence of two years' performance this period may be extended to three years if the teacher was absent.
- 24.4 The purpose of these provisions is to ensure that a teacher on maternity leave, shared parental leave or absent due to an extended period of ill health is not unfairly prejudiced in their career progression. We believe that this is a proportionate approach as it does not give an automatic pay rise but rather allows one that is connected to past performance.

## **25. MONITORING**

- 25.1 We will monitor the implementation of this policy and the CEO will present to the Trust Board all relevant data as requ

