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TEACHERS' PAY POLICY

This section should be completed following ratification of the Policy.

Audience	All teachers and Senior Leaders
Ratified	December 2023
Other Related Policies	Teacher Appraisal Policy
Policy Owner	Trust Board
Review Frequency	Annually

Ownership

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

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1. Introduction

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

In preparing this policy we have had regard to the Teachers' Pay and Conditions Document 2023 ("STPCD 2023") and the guidance attached to it.

2. Our overriding purpose

Our aim is for all teaching in all lessons by all teachers to be highly effective 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 in line with 'Teachers Standards' - see [Teachers' standards - GOV.UK \(www.gov.uk\)](https://www.gov.uk/teachers-standards)

3. Delegation of pay decisions

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

Role	Recommender	Decision Maker / Reviewer	Appeal/ Decision Maker
Principal/ Executive Principal	Trust Performance Management Group	Trust Board	Pay Appeal Panel
Other Leadership Team on Leadership spine	Principal	Principal & CEO	Pay Appeal Panel
Application to join Upper Pay Range	Principal	Another Principal & COO	Pay Appeal Panel
Upper Pay Range and Leading Practitioners	Principal	Another Principal & COO	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 deciding or recommendation.

3.3 Our Trust Performance Management Group shall be comprised of four 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 and Executive Principals. The group reports to the Trust Board (excluding any staff members and as a confidential item) the objectives

set for the Principal and Executive Principal for the current appraisal cycle.

- 3.4 Our Pay Appeal Panel shall comprise three members of the Trust Board not previously involved in the Performance Management Group.
- 3.5 If 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 may be 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 Leadership post of Assistant Principal or Principal nor any vacant post for these roles will be advertised without prior approval of the CEO who shall set the indicative range for the relevant role. The salary range for all roles will be as paragraph 4.5 of this policy. There is no right to appeal against the salary level to which a person is appointed.
- 4.2 The indicative range in respect of a post will not merely be adjusted because the incumbent has reached the top of that range.
- 4.3 Every member of the Leadership Group with roles contained within paragraph 4.5 will have their salary reviewed annually. This review will take place no later than the last working day of December and any increase will take effect from 1st September of that calendar year. 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 Principal and CEO will determine the level of progression within the indicative range. For a Principal or Executive Principal this will be determined by the Trust Performance Management Group.

4.4 Leadership Pay Range

Leadership Role	Pay
Assistant Principal	L1-L8
Principal	L11-L18
Principal	L19-L25
Executive Principal	L27-L32

- 4.5 Where performance has been **exceptional**, an accelerated pay award of two points may be granted if affordable, 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. Please see 9.3 for details.

- 4.6 Where a member of the leadership group begins their role in September, the Trust Board in exceptional circumstances will consider the case for standard pay progression of one point before the completion of their first appraisal cycle. This can only occur within the Trust appraisal window, in line with the annual review of school leaders' pay.

TLRs will not be paid to employees in the Leadership Group without approval of the Chief Operating Officer

5. Pay determination on appointment class 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. This, however, must be affordable and in line with the approved school budget.
- 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
 - The operational need
 - 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 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 to 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.

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. Our performance appraisal process measures a teacher's performance against their job description, as well as measuring the extent to which they model the Trust values. Each member of staff and their Principal will make a judgement on their performance and values using the Trust Performance Management matrix. Further details are outlined 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 or on an appeal in relation to that decision, a holistic consideration of all the following evidence and sources of guidance will be given:

Evidence

- The teacher's self-appraisal including against the Trust values
- The Principal's appraisal of the teacher and their demonstration of the Trust values
- The teacher's job description
- The performance management matrix

Sources of guidance

- Job description for each role held by the teacher
- The Teachers' Standards

- 7.2 Our appraisal process will include an appropriate mechanism to ensure that appraisal and pay recommendations to the relevant decision maker are moderated. Any accelerated pay decisions, applications for UPR or bonus payment will be moderated by the Chief Operating Officer.

- 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.
- 7.4 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 The Trust shall use the following points as its Main Pay Range; as per teacher's pay scales in England and Wales 2023/24

Main M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
Max M6	£41,333

9. Expectations of Progression on pay scale

- 9.1 As a teacher progresses through the Main Pay Range judgements will need to be based on secure evidence of them fulfilling their job description

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:

- The teacher fully meets all the Teachers' Standards
- The teacher is fulfilling their job description
- The teacher is sufficiently demonstrating the Trust values
- The teacher has met all their development needs and goals set for the appraisal cycle
- The teacher has brought about expected levels of pupil progress, with all disadvantaged pupils fulfilling their targets.
- 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:

- The teacher/leader has exceeded against their job description
- The teacher/leader consistently demonstrates the values
- The teacher/leader has fully met their objectives and their development needs and/or career goals actions
- The teacher has brought about better than expected levels of pupil progress for two years
- 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
- 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 2022/2023

Min U1	£43,266
U2	£44,870
Max U3	£46,525

- 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 COO as to whether the application demonstrates that the teacher has met the Trust's UPR standards. The COO 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 COO may only allow a teacher to join the UPR if they are satisfied that:
- the teacher is highly competent in all elements of the Teachers' Standards and the teacher job description
 - To demonstrate these criteria, the teacher must produce clear and secure evidence which fulfils the Trust's criteria for UPR.

10.7 For the purposes of this policy:

- “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.

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 policy.

11. Expectations of progression on UPR

11.1 A teacher progress through the Upper Pay Range, judgments will need to be based on evidence of:

- The teacher can provide evidence to support the Trusts’ criteria for UPR 2 / 3. A yearly review, as part of their appraisal, will assess continued performance against the UPR criteria.

Standard Progression

11.2 A teacher will be recommended for a one-point rise on the Upper Pay Range if:

- 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’ appraisal systems **and** meets the standard set out in the Trust’s UPR 2/ 3 Standards.
- 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.
- 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 £1550.
- 13.4 Linked to 13.2, TLR3s will be awarded at the following levels, which will be agreed by the COO. The amount paid for each Point within the TLR3 scale, will be reviewed and agreed annually by Executive Leaders.:
- 13.5 Point 1 - £650 (small in school project)
Point 2 - £1,150 (in school)
Point 3 - £1650 (MAT wide or Phase Leader)
Point 4 - £2150 (MAT wide & deployment)
Point 5 - £2675 (2nd year of Point 3)
- Payment of TLR's will be made if the success criteria associated with the TLR are fulfilled. This will be reviewed by the Principal.
- 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 Trust must be advertised across the Trust, unless

approved by the COO.

- 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 COO.

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 2023/2024;

UQT1	£20,598
UQT2	£22,961
UQT3	£25,323
UQT4	£27,406
UQT5	£29,772
Max UQT6	£32,134

- 14.2 Pay reviews for unqualified teachers shall follow the same process as for teachers on the Main Pay Range but considering 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 Chief Operating Officer.
- 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 with respect to 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 2023/2024.

SEN Min	£2,539
SEN Max	£5009,

17. Acting-up allowances

- 17.1 Where a teacher or leader carries out the duties of Principal or Assistant Principal for a sustained period of a month or more, 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.
- 17.2 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 in which they were acting up.

18. 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.

19. Bonuses and honoraria

- 20.1 Except for 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.
- 20.4 The Trust board may approve a one off or regular payment up to the value of £1,500 for 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 If there is secured external funding and explicit prior approval from the Trust Board.
- 20.5 In respect of the Executive Principal or Principal, such payments will only be paid with prior approval from the Trust Board.
- 20.6 The total of such payments are annually reported to the Trust board.
- 20.7 All additional payments are pensionable under the Teachers' Pension Scheme

20. One-off lump-sum payments

Should a teacher or leader have reached the top of the pay scale but the Principal considers them to be high performing then the Principal can recommend the individual for a one-off lump-sum payment up to and not exceeding £1500. Requests should be made by the Principal to the Chief Operating Officer. These requests will be reviewed and agreed by the Executive Leadership Team. For Executive Principals the CEO will present this to the Performance Committee and Trustees for approval. Such a payment requests will need to be supported with the following evidence:

- The teacher or leader has exceeded against their job description
- The teacher or leader has fully met their objectives, their development needs and/or career goals actions
- The teacher or leader consistently demonstrate the values
- The teacher or leader has brought about better than expected levels of pupil progress for two years
- The teacher or leader has not been issued with a formal warning under either the disciplinary or capability process (not overturned on appeal) during the previous two years

- It is financially sustainable to award such a pay rise

21. CEO Award

The CEO Award recognises an individual staff member who, in addition to exceptional performance and someone that lives our values, has also demonstrated exceptional initiative in contributing to their school or the Trust. Specifically, this award recognises a staff member who has provided an outstanding contribution of significant value for the school or Trust and/or has demonstrated sustained excellence over time to the advancement of the school or Trust.

Annually the Principals will have the opportunity to nominate a member of staff for a CEO Award. They should provide evidence of the individual's contribution and impact. The submissions will be reviewed, and allocation of the CEO Award will be made by the Executive Leadership Team.

The financial value of the award is £1500.

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 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 paternity leave and long-term ill health

- 23.1 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 shall have a pay decision made based on 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.
- 23.2 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.
- 23.3 Where a pay decision requires evidence of two years' performance this period may be extended to three years if the teacher was absent.

23.4 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. Annual Review

This policy will be reviewed annually by The Trust Board.