

# Pay Policy



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## 1.0 Policy statement

This policy sets out the framework for making decisions on employees' pay. In adopting this pay policy the aim is to:

- a) achieve excellent outcomes for all students
- b) support the recruitment and retention of a high-quality workforce
- c) complement the Trust's approach to professional growth which is supportive and developmental and ensures employees have the skills and support to do their job effectively
- d) enable us to recognise and reward staff appropriately for their contribution to the Trust
- e) help to ensure that decisions on pay are managed in a fair, just and transparent way
- f) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified This policy has been developed in consultation with our recognised trade unions.

## 2.0 Monitoring the impact of the policy

The Trust Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff to assess its effect and the academy's continued compliance with equalities legislation.

## 3.0 Review of policy

This policy is reviewed annually by the Trust Board, following consultation with the recognised trade unions.

## 4.0 Basic pay determination on appointment – Teaching Staff

4.1 The Executive will determine the pay range for all roles on appointment. The Principal or Executive will determine the starting salary within that range to be offered to the successful candidate, dependent on prior experience.

4.2 In making such determinations, the Executive may take into account a range of factors, including:

- a) the nature of the post
- b) the level of qualifications, skills, and experience required
- c) market conditions
- d) the wider Trust context and strategic priorities
- e) the evidence of impact on outcomes

The Principal will determine the appropriate rate taking into account current salary, salary expectations and the factors set out above.

## 5.0 Teacher Pay reviews – Teaching Staff

5.1 The Trust Board will ensure that each teacher's salary is reviewed annually by no later than 31 October each year. Pay increases will be backdated to 1 September of the same academic year.

5.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.

5.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary.

## 6.0 Assessment of pay progression – Teaching Staff

6.1 Unqualified teachers, teachers on the main payscale and associate staff will automatically progress by a single point within their agreed payscale / range on 1 September each year. Those on the Upper Pay Scale (UPS) or the leadership scale will progress by 1 point automatically every 2 years subject to the exceptions outlined below:

6.1.1 They have reached the top of their respective / agreed payscale.

6.1.2 They had been receiving additional support to meet the required standard of performance in line with the process outlined in the internal document 'How to Improve Performance through Constructive Feedback' or had a formal capability warning in place during the preceding year.

6.1.2.1 If this is the case they are unlikely to progress, however Principals have the discretion to determine whether progression is applied in such cases. The considerations will be the length of time additional support was being provided and the extent and duration of the performance improvement.

6.1.3 In the case of Early Career Teachers (ECTs), arrangements for pay decisions will be made by means of the statutory induction process, including a move to M2 subject to a satisfactory midway assessment. ECTs who successfully complete their induction and gain QTS will progress to M3 and progress automatically following that, subject to the exceptions laid out in this section.

6.1.4 A teacher opts out of progressing from M6 to UPS in line with the procedure outlined in section 7 below.

- 6.2 Teachers on UPS and those on the leadership scale will automatically progress up their agreed pay scale on 1 September every two years subject to the relevant exceptions laid out in the previous clause. For teachers on UPS or those on leadership new to the trust if they can evidence they were on UPS or the same leadership point in their previous school this time will also be counted towards the 2 year requirement.
- 6.3 For rare cases of exceptional performance a Principal / Head of Service has discretion to increase pay by more than a single point within the agreed pay range / scale, however this would need to be discussed and agreed by the relevant Executive Director and be in line with agreed budgets.
- 6.5 Final decisions about whether or not to accept a pay recommendation will be made by the remuneration sub-committee of the Trust Board having regard to the pay recommendation from the Principal of each academy, as moderated by the Executive.
- 6.6 The Remuneration Committee will consider its approach in the light of the budget and ensure that appropriate funding is allocated for pay progression at all levels.

## **7.0 Progression to the upper pay range for teachers – Teaching Staff**

- 7.1 It is the responsibility of teachers who in the preceding year were paid at M6 to decide whether or not they wish to be paid on the upper pay range and they should assess themselves against the criteria in 7.2.
- 7.2 In line with the STPCD the teacher should be highly competent in all elements of the relevant standards; and that the teacher's achievements and contribution to the educational setting are substantial and sustained. At Dixons, substantial, highly competent and sustained mean the following:-
- 7.2.1 Substantial: means of real importance, validity, or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning
- 7.2.2 Highly Competent: means performance which is not only good but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- 7.2.3 Sustained: means continuously over sustained period
- 7.3 The principal will write to all grade M6 teachers in September each year. This will confirm that any staff who are not currently in receipt of any informal or formal support to improve performance and have not had any such support in the previous academic year will have the option to be paid at UPS 1. The email will outline the additional performance expectations they will be held accountable for detailed in 7.2.
- 7.4 Staff may choose to opt out if they do not wish to have their performance measured against this higher level.

## **8.0 Principals and Executive Principals – Teaching Staff**

- 8.1 The academy or group of academies will be assigned to a group using STPCD as a guidance.
- 8.2 A pay range will be determined for the Principal / Executive Leader which will not normally exceed the maximum of the group(s), unless there are specific exceptional circumstances or candidates warrant it, up to an additional 25% in line with the STPCD. For example, additional responsibility across the trust or for new recruits taking into account their existing salary / challenges around recruitment and retention.
- 8.3 Where it is proposed to make an appointment above the maximum of agreed pay scale a business case will be produced which will need to be signed off by the CEO. Any business case for appointments which are above the agreed pay range and exceed £100k will also need approval from the trust Nomination and Remuneration Committee.

## **9.0 Pay ranges for members of the leadership group – Teaching Staff**

Pay ranges for Principals and members of the leadership team will be determined by consideration of national guidelines. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

## **10.0 Teaching and Learning Responsibility (TLR) payments – Teaching Staff**

- 10.1 In this Trust we pay TLR1a-c, TLR2a-d, TLR3a-b to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 10.2 A TLR3 payment would normally be made to a classroom teacher for time-limited, clearly defined academy improvement projects, or one-off externally driven responsibilities. In addition, we may award a fixed term recruitment or retention payment as an incentive for the recruitment of new teachers and the retention of existing teachers; such payments would normally be time-limited, subject to regular review and must be authorised by the relevant Executive Director.
- 10.3 TLR payments would normally be pro-rated for part time teachers; however, consideration should be given to the reason for the TLR, the amount of additional responsibility and whether the responsibility is solely held or shared when pro rating a TLR payment.

## 11.0 Part time teachers – Teaching Staff

Teachers who work less than a standard working week are deemed to be part time. Their working time obligations will be set out in their contracts of employment, or in a letter following an agreed flexible working request. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro-rata to full time equivalent salary rates.

## 12.0 Short notice / supply teachers – Teaching Staff

- 12.1 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 normally consists of 195 days (this may be less in a particular year, dependent on any additional public holidays authorised by government); periods of employment for less than a day being calculated pro-rata.
- 12.2 Their rate of pay will be calculated based on experience and the rate paid to other teachers undertaking a similar role.

## 13.0 Pay protection for teachers – Teaching Staff

Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

## 14.0 Associate staff job descriptions – Associate Staff

- 14.1 The Operations and Business Manager or Principal, in conjunction with the line manager, will ensure that an up to date job description is available for each post which identifies the appropriate duties. These are Trust job descriptions and pay ranges.
- 14.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed. It will be amended to reflect the current role; although, it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined. This should be done with the Trust HR team in order to benchmark against similar roles across the Trust. If it is, the post holder will be paid the new grade from a date determined by the Principal and Trust HR team.

## 15.0 Associate basic pay determination on appointment – Associate Staff

The Trust will determine the grade for a vacancy prior to advertising. On appointment, the Principal will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade). However, in making such determinations, this may take in to account a range of factors, including:

- a. the nature of the post
- b. the level of qualifications, skills and experience required
- c. market conditions
- d. the wider Trust context and strategic priorities
- e. the successful candidate's current salary

## 16.0 Associate staff incremental progression – Associate Staff

- 16.1 Starters, or changes to spinal column, between 1st September and 1st March receive an increment point as normal the following 1st September
- 16.2 Starters, or changes to spinal column, between 2 March and 31 August are not entitled to an increment the following 1 September. They have to wait six months from the start date or change. Then, the following 1 September they will join the normal increment process.

## 17.0 Honoraria – Associate Staff

- 17.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
  - a) undertake higher level work in addition to their normal duties
  - b) 'act up' for at least four weeks to a higher graded post which has become temporarily vacant, (for example, due to sick leave)
- 17.2 The Principal will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.
- 17.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher level work or 'act up'.
- 17.4 This should usually only be a temporary solution and the Principal should consider whether it may be more appropriate to advertise the post (or duties) on a fixed term basis.
- 17.5 Honoraria are only payable to associate staff, the appropriate mechanism for Teachers is usually a TLR payment (further detail in 10.0).

## 18.0 Absence and pay progression – Teaching and Associate Staff

Employees who are absent long term (including, but not limited to, maternity leave and long-term sick leave due to a disability) will also progress automatically up the payscale on 1 September each year subject to the same requirements as outlined for other employees who are not absent long term.



## **19.0 Salary scales – Teaching and Associate Staff**

The salary scales used will be in accordance with the Trust's published pay scales for teaching, leadership and associate roles. These are available separately and will be updated on an annual basis.

## **20.0 Appeals – Teaching and Associate Staff**

### **20.1 Informal discussion**

If the employee is dissatisfied following written notification of the pay decision, they should first discuss the decision with the Principal within five working days.

This discussion gives an opportunity for an employee to raise / challenge the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to resolve issues quickly and informally.

### **20.2 Formal appeals**

Where annual pay progression is not granted and the member of staff is remains dissatisfied following informal discussion with the Principal they should follow the trust grievance procedure. Grievances related to pay progression must be made within 5 working days of receiving an outcome following informal discussion with the Principal as outlined above.