



## **PolyMAT Pay Policy**

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## Introduction

This policy sets out the framework for making pay decisions for all employees of PolyMAT, both those employed centrally by the Trust and those employed to work within the individual schools.

This policy does not form part of the terms and conditions of employees' employment with PolyMAT and is not intended to have contractual effect. PolyMAT reserves the right to amend or vary this policy at any time and will inform employees when the policy is updated.

PolyMAT will comply with current legislation and the requirements of TUPE. It also intends to broadly comply with the provisions of the current School Teachers' Pay and Conditions Document (STPCD) going forward but will not be bound by it. In the case of any conflict between this policy and the STPCD, this policy will take precedence. The primary aims of this policy are to:

- support the recruitment and retention of a high quality workforce;
- enable PolyMAT and its schools to recognise and reward employees appropriately for their contribution; and
- ensure that decisions on pay are managed in a fair and transparent way.

## Confidentiality

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

## Equal Opportunities

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

## Review and monitoring

PolyMAT will review this policy on an annual basis and will monitor outcomes in order to assess the effectiveness of this policy in rewarding good performance and to ensure PolyMAT's continued compliance with equalities legislation.

## Safeguarding of pay

PolyMAT operates a system of "safeguarding" teaching staff pay for a period of 36 months in respect of pay increases or allowances awarded after 1 January 2006. Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required notification as soon as possible and no later than one month after the date of the determination.

## Recruitment & Retention Payments

PolyMAT reserves the right to vary starting salaries, pay ranges and/ or provide additional incentives such as Recruitment & Retention Payments in order to recruit or retain the best staff as necessary. There is no expectation that an employee should be paid the same salary that they received in a different school or academy. Pay will be determined in order to secure the best staff at the best value.

## Frameworks

The specific framework that will apply for pay decisions will vary according to staff role and/or level of experience within the organisation. This policy covers frameworks for the following groups of staff:

1. Qualified Teachers
2. Unqualified Teachers
3. Senior Leaders (Leadership Pay Scale)
4. Associate (Support) Staff

Each framework covers the initial determination of pay, additional payments, pay review and progression.

The Headteacher is responsible for pay decisions for staff within their schools, whilst the CEO is responsible for pay decisions for Central Staff.

Pay decisions made regarding the CEO is decided by the Trust's Pay Committee in accordance with the Trust's policy on Setting Headteacher and Executive Pay.

The CEO is also responsible for pay decisions of The Trust Executive and Headteachers/Heads of School, also in accordance with the Setting Headteacher and Executive Pay Policy. The Setting Headteacher and Executive Pay Policy follows the guidelines of the Academies Handbook and ensures that pay is justified and provides value-for-money. The Trust's Pay Committee will scrutinise all decisions made in accordance with the Setting Headteacher and Executive Pay each year. For further details, please refer to the Trust's Setting Headteacher and Executive Pay Policy.

### Framework 1 - Qualified Teachers

#### Initial Pay Determination

Either PolyMAT or the school (the appointing body) will determine the likely pay scale for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the appointing body may take into account a range of factors, including but not limited to:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the pay of current employees doing the same or a similar job;
- market conditions and the wider Academy context; and
- the overriding importance of securing and retaining the best staff possible. There is no expectation that an employee should be paid the same salary that they received in a different school or academy. Pay will be determined in order to secure the best staff at the best value.

#### Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Scale in the STPCD. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

## Leading Practitioners

In accordance with the STCPD, teachers on the Leading Practitioner Pay Range have the same professional responsibilities and benefit from the same procedures as qualified teachers outlined within this framework. However, such teachers have additional duties relevant to their role for the primary purpose of modelling and leading improvement of teaching skills which should be included within the individual's job description.

## Additional Payments

### *Teaching and Learning Responsibility payments (TLRs)*

The appointing body may award Teaching and Learning Responsibility payments (TLRs) to posts in accordance with the STPCD. In order to qualify for a TLR payment, the teacher's duties must include a significant responsibility that is not required of all classroom teachers, which:

- a. is focused on teaching and learning;
- b. requires the exercise of a teacher's professional skills and judgement;
- c. requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d. has an impact on the educational progress of other than the teacher assigned classes or groups of pupils; and
- e. involves leading, developing, and enhancing the teaching practice of other staff.

In order to qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise a TLR2 payment will be appropriate. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3.

A TLR can be based on a job description that includes several different areas of significant responsibility. TLR3 payments are awarded on a fixed term basis for clearly time-limited academy improvement projects or external responsibilities. A TLR payment is attached to a specific post in the Trust or school's staffing structure and therefore may only be held by two or more people if they are job-sharing that post. TLRs awarded to part-time teachers must be paid on a pro rata basis.

### *Special Educational Needs allowances*

The appointing body may award an SEN allowance to a classroom teacher of SEN who would qualify for such an allowance under the relevant provisions of the STPCD. The decision will be taken by the Headteacher and is not automatic provision. The determination will be based on the precise nature of the teacher's SEN responsibilities alongside the need to recruit and retain the best staff. Where a SEN allowance is to be awarded, the Trust will determine the value of the allowance, taking into account the structure of the Academy's SEN provision; the qualifications or expertise of the teacher relevant to the post; and the relative demands of the post.

### *Other Additional Payments*

Qualified teachers may also be eligible for other types of payment in specific circumstances, such as for additional duties, overtime or acting allowances, or payments covered under the Recruitment and Retention Payments section of this policy.

## Pay Reviews

PolyMAT will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

## Inflationary (cost of living) pay increases

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. The Trust will consider the STPCD, from time to time in force, before determining how it will uplift the teacher pay scales.

The minima of each pay scale will usually be uplifted in line with the STPCD, but Trustees have discretion whether to apply the increase to any intermediary points and the maxima of each pay scale, while taking into account affordability and market conditions.

## Pay progression

Teachers will progress one point on the Main Pay Scale at the start of each academic year unless there are serious performance concerns which are being dealt with by a formal process in accordance with Trust's Capability Policy or a formal disciplinary procedure which may amount to gross misconduct if upheld (where the outcome of the disciplinary procedure is that the allegations are not upheld or the outcome is less than gross misconduct, any increment will be reinstated and backdated), or has resigned or been dismissed subject to a notice period. Teachers will only increase by more than one point in exceptional circumstances and at the discretion of the Headteacher.

Where a teacher is absent due to long term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

### *Progression to Upper Pay Scales*

Any qualified teacher may apply to be paid on the Upper Pay Scale (UPS) and applications will be assessed in line with this policy. Individual schools within PolyMAT may have slightly different procedures for providing evidence towards UPS dependent upon the working requirements of the school. Each school will therefore provide a separate document outlining the school's specific procedures in line with this policy.

### *Applications for UPS1*

It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Scale. Teachers should consider applying for progression to UPS1 once they have been on the Main Pay Scale, point 6 for a period of at least 1 year, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However, in exceptional cases teachers may feel ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

### *How to apply*

Applications to be paid on the Upper Pay Scale may be made once a year by the end of the last school day of the October half-term using the school's application form. Applications cannot be back dated to previous academic year(s). Teachers are encouraged to discuss with their line manager or

appraiser their intention to apply for progression at an early stage in the preceding academic years, for example when their appraisal targets are being set, so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution. Applications should demonstrate that the Teacher has consistently been working at the level of the relevant standards.

An application to be paid on the Upper Pay Scale should include the results of at least two appraisals (performance management) covering the most recent two years, together with any necessary evidence that is not already held by the school (this will be outlined in the school's individual procedures). An application will be successful where the Headteacher is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this policy:

- **'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.
- **'substantial'** means the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a positive and distinctive contribution to the school, which impacts on pupil progress and the effectiveness of staff and colleagues. A teacher who takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve children's learning. A teacher who is able to lead the professional development of others, sharing their own good practice.
- **'sustained'** means maintained continuously as part of a teacher's practice over a period of at least two years prior to application.

Given that schools operate in different contexts and with different demands made of teachers, the specific evidence for 'substantial' and 'highly competent' may vary between schools. Teachers applying should discuss this with their relevant line-leaders or person responsible for supporting UPS applications if they are unsure as to what their evidence would look like.

Applications should be made on the school's application form. This should include the relevant appraisal documents, signed by the line-leader. Evidence for meeting the standards should already be available to the school and no additional evidence should need to be collected for the majority of the standards, as listed above. There is no requirement to submit additional evidence but if the teacher wishes to add particular evidence towards any of the above standards, then this evidence should:

- be commentary of no more than 300 words per standard; and
- contain no more than two additional pieces of evidence per standard.

This is to ensure that the process minimises workload on behalf of the teacher.

Should the evidence already held by the school show that any standards have not been met then the school will provide this at the point of assessment.

The application will be assessed by the Headteacher. The Headteacher may also seek supporting evidence from the teacher's line manager/appraiser and the appropriate head of subject/department/year/Key Stage.

For teachers who are new to the Trust and who apply for the threshold by the published deadline, we will seek a satisfactory reference from their previous Headteacher(s) confirming that:

- they meet the standards required to progress through the Threshold;
- they have had two successful appraisals in that school in the past two years; and
- they would likely have progressed through the Threshold had they remained employed by that school.

The Headteacher will approve or deny the application. A Quality Assurance of application forms from all PolyMAT schools will be undertaken by the Trust Pay Committee in November of the Autumn Term. Following this process, the decision will be communicated verbally and confirmed in writing within 10 working days of the meeting of the Pay Committee.

There is no quota/ limit on how many UPS applications can be considered or approved at any one time.

#### *Following the application*

If successful, the teacher will move to the Upper Pay Scale with effect from 1 September in the year in which the application is approved. The Teacher will be placed on the minimum point of the Upper Pay Scale.

If unsuccessful, feedback will be provided which includes an explanation of where the Teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the Appeal arrangements set out in this policy.

Successful applicants will be expected to continue to demonstrate that they are meeting the standards going forward and this will continue to be reflected in their appraisal (Performance Management) targets. Schools may wish to give guidance as to these expectations relevant to the context of the school.

#### *Applications for UPS2 and UPS3*

Once a Teacher has been successful in achieving UPS1, they may apply to UPS2 and UPS3 in turn once at least two years have passed each time. The application for progressing to the Upper Pay Scale is the same for progression within the Upper Pay Scale (i.e. to UPS2 and UPS3), requiring evidence of at least two successful appraisals (performance management) and relying upon evidence of practice during those years. Evidence from previous applications cannot be used again.

In all cases, if a Teacher has been successful in passing to the Upper Pay Scale then it is expected that their performance will continue to meet the criteria for progression, as well as their performance targets and the relevant standards, in order to achieve pay progression whilst on the Upper Pay Scale in their application. These are not additional duties that are gained once UPS has been achieved, but a reminder that performance must be sustained at the level demonstrated to pass each threshold.



Successful progression means an increase of one point on the Upper Pay Scale. Teachers will only increase by more than one point in exceptional circumstances and should discuss this progression with the Headteacher prior to submitting an application. The decision in these exceptional circumstances is at the discretion of the Headteacher.

To support teachers' applications (as well as to ensure effective professional impact), the appraisal report should contain: details of the targets, an assessment of performance against those targets and the relevant standards, an assessment of any continuing professional development needs, any aspirations and any actions recommended to progress them. Finally, the report should contain a recommendation on pay progression if the teacher is in a position to apply for the Upper Pay Range.

If a Teacher is unhappy with their pay decision they may appeal the decision in regard to their pay using the process outlined in this policy.

#### *Stepping down from Upper Pay Range*

A teacher may request to be moved down from the Upper Pay Range ( i.e. from the Upper Pay Scale to Main Pay Scale). This may be for personal reasons or for professional reasons. Such a request can be made to the Headteacher at any time and will be discussed with the teacher before a decision is made, based on individual circumstances and the needs of the school. If a Teacher moves down a pay scale , upon their request, then the expectations of that teacher will revert to the relevant expectations of the relevant pay scale.

A Teacher may also be offered downward movement on the pay scale as an alternative to formal capability action or during the course of capability action, in order to enable the teacher to focus on improving their classroom practice by removing additional expectations. This may be offered as either a temporary or permanent adjustment and will not usually be considered until after the teacher has been offered support.

Where such a movement is requested or agreed by the Teacher, their pay will not meet the provisions for safeguarding.

## **Framework 2 - Unqualified Teachers**

### **Initial Pay Determination**

Either PolyMAT or the school (the appointing body) will pay an unqualified teacher on the unqualified teachers' pay scale. As with Qualified Teachers, the appointing body will determine the likely pay scale for a vacancy prior to advertising it, and on appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making pay determinations, the appointing body may take into account a range of factors, including but not limited to:

- the nature of the post;
- the level of qualifications, skills and experience required and held by the individual;
- the pay of current employees doing the same or a similar job;
- market conditions and the wider Academy context; and
- the overriding importance of securing and retaining the best staff possible.

### Additional Payments

Additional Staff Responsibility Points (ASR's) may be awarded at the Trust's discretion when an unqualified Teacher has acted up or takes on sustained additional responsibilities permanently or for a fixed period, as agreed.

The value of the ASR's payment awarded will be determined by the appointing body in consideration of the additional duties and responsibilities being undertaken and the duration of the arrangement. Any ASR payment awarded will be reviewed annually by the appointing body.

To qualify for an ASR, an Unqualified Teacher will need to have:

- a) taken on a sustained additional responsibility which:
  - i. is focused on teaching and learning; and
  - ii. requires the exercise of a teacher's professional skills and judgment; or
- b) qualifications or experience which bring added value to the role being undertaken

In addition, the Trust may consider awarding an Unqualified Teacher a one off honorarium in circumstances where the Unqualified Teacher performs duties beyond the remit of their normal role for a specific one off task or for a task undertaken over an extended period or where the additional duties and responsibilities were required by the Headteacher and which were exceptionally onerous.

The value of the honorarium awarded will vary on a case by case basis in consideration of the additional duties and responsibilities undertaken and will be determined by the appointing body..

According to the STPCD, unqualified teachers are not eligible for TLR payments or SEN Allowances. However, they may also be eligible for other types of payment in specific circumstances, such as acting allowances, or payments covered under the Recruitment and Retention Payments section of this policy.

### Pay Reviews

PolyMAT will ensure that each Unqualified Teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. All unqualified teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

### Inflationary (cost of living) pay increases

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. The Trust will consider the STPCD, from time to time in force, before determining how it will uplift the unqualified teacher pay scales.

The minima of each pay scale will usually be uplifted in line with the STPCD, but Trustees have discretion whether to apply the increase to any intermediary points and the maxima of each pay scale, while taking into account affordability and market conditions.

### Pay Progression

Unqualified teachers will progress one point on the Unqualified Teachers' Pay Range at the start of each academic year unless there are serious performance concerns which are subject to the trust's Capability Policy or a formal disciplinary procedure which may amount to gross misconduct if upheld (where the outcome of the disciplinary procedure is that the allegations are not upheld or the outcome is less than gross misconduct, any increment will be reinstated and backdated), or has

resigned or been dismissed subject to a notice period, or until they reach the top of the pay scale. Unqualified teachers will only increase by more than one point in exceptional circumstances and at the discretion of the Headteacher.

Where an Unqualified Teacher is absent due to long term sickness absence during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where an unqualified teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Unqualified Teachers are not eligible to apply for progression to the Upper Pay Scale.

### **Framework 3 - Senior Leaders (Leadership Pay Scale)**

#### **Initial Pay Determination**

The Headteacher and any Deputy Head and Assistant Head within PolyMAT will typically be considered Senior Leaders according to this policy, and will be assigned a pay scale which is guided by the Leadership Group Pay Scale set out in the STPCD, from time to time in force. However, pay may be given outside the range for purposes of recruitment, retention and additional responsibilities. The Headteacher will determine the pay for all Senior Leaders in their school.

#### **Additional Payments**

Teachers on the Leadership Group Pay Scale are not usually eligible for any other additional payments. For instance, they will not usually be eligible for TLRs, SEN allowances, overtime, payments for additional duties etc. There are some situations in which an additional payment may be warranted such as an acting allowance or recruitment and retention incentives. This will be at the discretion of the Headteacher.

#### **Pay Review**

The school will ensure that each leader's salary is reviewed annually, with effect from 1 September and no later than 31 October each year. All leaders will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

Headteacher salary will be reviewed with effect from 1 September and no later than 31 December each year. The Headteacher will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

#### **Inflationary (cost of living) pay increases**

The STRB produces an annual report recommending whether the pay scales in the STPCD should be uplifted. The Trust will consider the STPCD, from time to time in force, before determining how it will uplift the leadership pay scales.

The minima of each pay scale will usually be uplifted in line with the STPCD, but Trustees have discretion whether to apply the increase to any intermediary points and the maxima of each pay scale, while taking into account affordability and market conditions.

#### **Pay Progression**

All Senior Leaders must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress. There will be no automatic pay progression for

teachers in the Leadership Group: progression (if any) up the Leadership Group Pay Scale will depend on performance in relation to agreed targets and will be decided by the Headteacher as part of the appraisal (performance management) process. See the PolyMAT Appraisal Policy.

Pay progression may be withheld where there are serious performance concerns which are subject to a formal capability process, in accordance with the Trust's Capability Policy, or a formal disciplinary procedure which may amount to gross misconduct if upheld (where the outcome of the disciplinary procedure is that the allegations are not upheld or the outcome is less than gross misconduct, any increment will be reinstated and backdated), or has resigned or been dismissed subject to a notice period.

Note: Teachers on the Leadership Group Pay Scale are not subject to the provisions of the STPCD regarding directed time and may be required to work for more than 195 days and 1265 hours per year in order to fulfil the responsibilities of their position.

#### **Framework 4 - Associate (Support) Staff**

##### **Initial Determination**

All associate staff within PolyMAT, whether school-based or central staff, are paid at the appropriate grade on the same pay spine. PolyMAT's associate staff include employees performing non-teaching roles such as, but not exclusively:

- Classroom support staff such as teaching assistants;
- Clerical, administrative, financial, exam officer, bursars and business managers;
- Technical staff supporting science, design and technology, food, IT, art etc;
- Pastoral staff including learning mentors;
- Site staff; and
- Cover Supervisors.

Either PolyMAT or the school (the appointing body) may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, staff covering support staff absences, exam invigilators, music, or sports instructors. Hourly rates for casual workers will depend on the qualifications required for the post and will be uplifted to include an allowance for holiday pay.

The appointing body has full discretion to determine the grades of newly appointed support staff and the point of entry onto the grade. However, the appointing body must have regard to the responsibilities of the post and to the pay scales, terms and grading applicable for similar roles of work when deciding the grade for a post. The point of entry on the grade will usually be at the minimum point but the appointing body may pay at a higher incremental point if this is justified by a new employee's skills or experience.

##### **Additional Payments**

Additional Staff Responsibility Points (ASR's) may be awarded at the absolute discretion of the Trust when a member of Associate Staff acts up or takes on sustained additional responsibilities permanently or for a fixed period, as agreed.

The value of the ASR's payment awarded will be determined by the appointing body in consideration of the additional duties and responsibilities being undertaken and the duration of this arrangement. Any ASR payment awarded will be reviewed annually by the appointing body.

In addition, the Trust may consider awarding a member of Associate Staff a one off honorarium in circumstances where a member of Associate Staff performs duties beyond the remit of their normal role for a specific one-off task or for a task undertaken over an extended period or where the additional duties and responsibilities were required by the Headteacher and which were exceptionally onerous.

The value of the honorarium awarded will vary on a case by case basis in consideration of the additional duties and responsibilities undertaken and will be determined by the appointing body.

### **Inflationary (Cost of Living) Pay Increases**

The appointing body will apply an inflationary (cost of living) increase to its pay scales for support staff each year, to become effective on 1 April. This will be based on the relevant National Joint Council (NJC) pay scales resulting from the successful outcome of negotiations between employers and the trade unions.

### **Pay Review**

The appointing body will ensure that Associate Staff's salary is reviewed annually, with effect from 1 April each year. All associate staff will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

### **Pay Progression**

Associate Staff, who have completed a full 12 months of employment (inclusive of a successful probationary period) and are not already at the top of the relevant pay grade for their job role will progress one point on the Associate Staff Pay Scale on 1 April each year, until they reach the top of the banding agreed for their specific job role. For further details regarding the probationary period, please refer to the Trust's Probationary Period Policy.

Pay progression may be withheld where there are serious performance concerns which are subject to a formal capability process, in accordance with the Trust's Capability Policy. Associate Staff will only increase by more than one point in exceptional circumstances and at the discretion of the Headteacher.

Where a member of Associate Staff is absent due to long term sickness absence during the academic year or at the time of a salary review, pay decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a member of Associate Staff is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

### **Appeals Procedure**

If an employee is unhappy with the pay decision (or lack of pay progression) they may appeal the decision in regard to their pay using the process outlined. Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and appraisal decisions will take into account individual circumstances and will be based on the employee's performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

*Principles*

An employee who wishes to appeal a decision in relation to their pay must comply with this procedure. The matter should not be raised or dealt with under the Trust's Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:

- incorrectly applied any provision of the pay policy;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- being biased; or
- unlawfully discriminated against the employee.

The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, they should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision. The Headteacher will arrange a meeting without unreasonable delay.

If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then they may follow the formal appeal process.

*Formal appeal process*

The employee will provide in writing the specific grounds for questioning the pay decision together with evidence which they consider should be taken into account. The appeal letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.

The Pay Appeals Committee, comprising of three Trustee Members who were not party to the original decision, will form a panel to hear the appeal.

The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.

The panel may invite the Headteacher to the hearing and they will provide the meeting with any relevant information required by the Trustee Members. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone. The employee may ask questions of the Headteacher.

The employee will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.

The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing without unreasonable delay and will include reasons for the decision.

The decision of the panel at the appeal hearing is final.