



Pay Policy

Date reviewed: November 2024
Date of next review: September 2025

Statement of intent

The M20 Learning Trust understands that a fair and transparent policy is needed to establish the pay structure of all staff employed by the Trust.

As a result, the Trust has developed this policy to ensure that all members of staff are aware of the basis on which the Trust determines pay, the process for annual pay reviews and progression, and the process for addressing any grievances staff may have concerning their pay.

This policy aims to:

- Provide transparency and clarity on pay for all staff.
- Ensure that all staff are suitably rewarded for their contributions.
- Ensure that all staff are highly motivated and well supported.
- Assure the quality of teaching and learning.
- Support recruitment and retention, and reward staff appropriately.
- Ensure accountability, transparency, objectivity and equality of opportunity.

Version Control Table

Version	Date	Author	Rationale/Summary of changes	Ratified
V1.0	21/09/20	Tina Smith	New document	
V1.1	17/12/20	Tina Smith	Updated to reflect STPCD 2020. Corrected Headteacher pay range from 25-28 to 25-31. pt.38 changed to 1 year from 3 years. Make reference to capability policy Pt 4 – added pt 4.4	
V1.2	29/10/21	Tina Smith	Updated to reflect STPCD 2021.	14/12/21
V1.3	20/10/22	Tina Smith	Updated with proposed pay awards Pt 30.1 and 30.2 updated with proposed additional day of annual leave for support staff.	
V1.4	18/10/23	Tina Smith	Updated to reflect STPCD 2023 and NJC pay awards.	

			Pt. 33.5 changed from academic year to 12 months	
V1.5	15/11/24	Tina Smith	Updated to reflect STPCD 2024 and NJC pay awards. Updated section 14 and 15 to reflect new guidance on performance related pay.	

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1. Legal framework

- 1.1 This policy has due regard to all relevant legislation, statutory and advisory guidance including, but not limited to, the following:
- The Working Time Regulations 1998
 - The Employment Relations Act 1999 (As amended)
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (As amended)
 - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (As amended)
 - The Flexible Working Regulations 2014
 - The Equality Act 2010
 - The Education (School Teachers' Appraisal) (England) Regulations 2012 (As amended)
 - DfE (2024) 'School teachers' pay and conditions document 2024 and guidance on school teachers' pay and conditions'
 - DfE (2019) 'Implementing your school's approach to pay'
 - ACAS (2015) 'Code of practice on disciplinary and grievance procedures'
- 1.2 For Support Staff this policy is in accordance with the 'National Agreement on Pay and Conditions of Service for local authority staff', also known as 'The Green Book'.
- 1.3 For Teaching Staff this policy is in accordance with 'School teachers' pay and conditions document 2024 and guidance on school teachers' pay and conditions' (STPCD).
- 1.4 This policy operated in conjunction with the following policies:
- Teacher Appraisal Policy
 - Disciplinary Policy and Procedures
 - Staff Leave of Absence Policy
 - Grievance Policy
 - Capability Policy
- 1.5 The Trust Board will consider advice on staff pay offered by the following bodies:
- Recognised trade unions
 - External HR consultancy
 - Local Authority

2. Definitions

- 2.1 For the purpose of this policy, “highly competent” means an individual whose performance is not only good, but is also good enough to provide coaching and mentoring to other teachers. An individual who is highly competent will be able to give advice to other teachers, demonstrate effective teaching practice and know how to make a wider contribution to the work of the school.
- 2.2 For the purpose of this policy, a “substantial” contribution means an individual who plays a critical role in the life of the school and continuously offers significant value. An individual who makes a substantial contribution to raising pupil standards, takes advantage of opportunities for professional development and uses the outcomes of such to effectively improve pupils’ learning.
- 2.3 For the purpose of this policy, “sustained,” means maintained continuously over a long period of time, e.g. over two school years.

3. Roles and responsibilities

- 3.1 The Trust board is responsible for:
- Making any pay decisions for the Trust.
 - Setting the Executive pay.
 - Ensuring that sufficient funds are available in order to support pay decisions.
 - Monitoring the outcomes of this policy and reviewing any changes as necessary.
- 3.2 The governing board is responsible for:
- Reviewing pay recommendation submitted for approval by the Headteacher.
 - Ensuring arrangements are in place for notifying staff members of their position on the pay range, as well as any allowances they may be eligible for.
 - Ensuring that sufficient funds are available in order to support pay recommendations.
- 3.3 The Executive Headteacher (Chief Executive Officer) is responsible for:
- Consulting with union representatives on this pay policy.
 - Submitting an annual benchmarking exercise on Executive pay.
- 3.4 The Chief Financial Officer is responsible for:
- Ensuring that all staff are paid in full on the agreed date each month.
 - Ensuring that automatic pay scale increases are communicated to payroll.
 - Ensuring that all other changes to salaries are agreed and are communicated to payroll.
- 3.5 The headteacher is responsible for:

- Ensuring that effective appraisal systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
- Submitting any pay recommendations to the governing board for approval.
- Ensuring that the governing board has sufficient evidence upon which to make decisions regarding pay.
- Keeping teachers well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held.
- Maintaining records or decisions and recommendations made, and evidencing that all decisions have been made fairly.
- Submitting updates to this policy to the governing board for approval.
- Communicating any approved changes to this policy to all teaching staff.
- Carrying out their professional responsibilities, as outlined in [Appendix A](#).

3.6 Teachers are responsible for:

- Engaging with their appraisal; this includes working alongside their appraiser to ensure that there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.
- Ensuring that they share any evidence for their appraisal that they consider relevant with their appraiser.
- Appraising the performance of other teachers, if delegated to do so by the headteacher.
- Deciding whether they wish to apply for progression to the upper pay range.
- Carrying out their professional duties, as outlined in [Appendix B](#).

3.7 Support staff are responsible for:

- Engaging with their appraisal, this includes working alongside their appraiser to ensure that, where applicable, there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.

4. Executive Pay

4.1 The Trust Board will establish a remuneration committee to set the pay level for the Executive Headteacher (CEO) and the Chief Financial & Operating Officer (CFOO).

4.2 The board of trustees must ensure its decisions about levels of executive pay follow a robust evidence-based process and are reflective of the individual's role and responsibilities.

4.3 No member of the executive team can be involved in deciding his or her own remuneration.

4.4 Pay awards do not need to follow the STPCD for the Executive Team.

Teachers pay (5 to 25)

5. Working time and cover

- 5.1 Teachers employed full-time will be available to work 195 days a year, of which:
- 190 days will be spent teaching pupils and performing other duties.
 - 5 days will be spent performing other duties only.
- 5.2 The 195 days in which teachers at the school are required to work will be specified by the headteacher.
- 5.3 Teachers employed full-time will be available to perform their duties at such times and places as specified by the headteacher for 1265 hours, which will be allocated reasonably throughout the specified 195 days of the school year.
- 5.4 Part-time teachers are bound by the same conditions of employment as full-time teachers, except that the number of hours the teacher must be available for work will be that proportion of 1265 hours which corresponds to the proportion of total remuneration the teacher is entitled to be paid.
- 5.5 The amount of time a teacher spends taking their daily break or travelling to and from the school does not count towards their 1265 hours or the pro rata equivalent.
- 5.6 Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days which they would not normally be expected to work.
- 5.7 Part-time teachers may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available to work (whether the teacher is normally required to be available to work for the whole of that day or for only part of that day).
- 5.8 The total amount of time that a part-time teacher may be required to be available for duties under 5.6, when expressed as a proportion of the total amount of time that the teacher would be required to be available for such work if employed in the same post on a full-time basis, will not exceed the equivalent of that proportion of total remuneration that the teacher is entitled to be paid.
- 5.9 Members of the leadership group, employees on the leading practitioner pay range and unattached teachers will not operate on a time-bound contract; therefore, the working time provisions stipulated within the STPCD will not apply to these employees.
- 5.10 All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.
- 5.11 All members of part-time teaching staff at the school will be provided with a written agreed statement which sets out the expectations of the school and the employee in relation to the deployment of working time.

5.12 In line with their professional duties, teachers are required to supervise, and so far as practicable teach, any pupils where the person timetabled to take the class is not available to do so.

5.13 Subject to the STPCD, teachers will only be required to carry out their responsibility outlined in paragraph 5.12 rarely, and only in circumstances that are not foreseeable, for example, a teacher is absent without notice.

5.14 In line with 5.13, the school defines “rarely” as no more than twice per term.

6. Pay Ranges Reference Points

6.1 In line with the recommendations in the STRB’s 34th Report, from 1 September 2024 a 5.5% increase will be applied to all pay and allowance ranges and advisory points. All pay uplifts will be back dated to 1 September 2024. Pay ranges are attached at Appendix C and D.

6.2 Main Pay Range (£31,650 – £43,607)
The school has adopted six points within this range.

6.3 Upper Pay Range (£45,646 - £49,084)
The school has adopted three points within this range.

6.4 Unqualified Teacher Pay Range (£21,731 -£33,902)
The school has adopted six points within this range.

6.5 Leadership pay ranges (£49,781 - £138,265)
The school has adopted forty-three points within this range.

6.6 Leadership Pay Range Reference Points
Individual pay ranges, and the number of points per range, will be determined according to the totality of responsibilities of each post. The governing body will ensure that leadership pay ranges do not normally exceed the maximum permitted other than in exceptional circumstances as specified in the STPCD 2024.

6.7 There is no requirement for a specific number of pay reference points. The minimum statutory pay for members of the leadership group is £49,781.

6.8 Where there is more than one post of head of school or deputy head of school in the school structure it is possible for different pay ranges/salaries to be applicable to the individual posts.

6.9 The following leadership points have been agreed by the Board of Trustees for Beaver Road Primary School:

- **Headteacher**
Leadership point 25 to 31 (£89,830 - £103,010)

- **Head of School**
Leadership point 19 to 23 (£77,552 - £85,529)
- **Deputy Head of School**
Leadership point 13 to 17 (£66,919 - £73,819)
- **Assistant Head of School**
Leadership point 7 to 11 (£57,831 - £63,815)
- **Head of Year**
Leadership point 2 to 6 (£51,027 - £56,316)

7. Teaching and Learning Responsibility Payments

7.1 The Headteacher will consider awarding qualified classroom teachers with a TLR payment if they undertake sustained additional responsibility for ensuring high-quality teaching and learning.

7.2 The Trust Board has established the following pay points for TLR1, TLR2 and TLR3 payments within the minimum and maximum ranges:

TLR1a (min)	£9,782
TLR1b	£12,036
TLR1c	£14,292
TLR1d (max)	£16,553
TLR2a (min)	£3,391
TLR2b	£5,644
TLR2c (max)	£8,279
TLR 3 Range	Minima £675 – Maxima £3,344

7.3 The Headteacher will determine the appropriate level TLR payment and any differential requirements taking into account the relevant weight of each TLR post.

7.4 TLR1 or TLR2 responsibilities may be shared by **part time** teachers on a job share basis or will be paid on a pro-rata basis equivalent to the teacher's FTE working hours.

7.5 Where the Headteacher determines that a **TLR3** is required, for time limited school improvement projects or one-off externally driven responsibilities, the annual value will be between £675 and £3,344 per annum for the duration of the fixed-term. The full rate of a TLR3 applies equally to both full and part time teachers. The duties undertaken must:-

- be focused on teaching and learning;
- require the exercise of a teachers professional skills and judgement;
- have an impact on the educational progress of pupils other than the teacher's assigned classes or group of pupils

7.6 Teachers awarded a TLR3 will be informed at the outset that this is a fixed term temporary change to their contract, the duration of the project and when payment will cease.

7.7 TLR3 payments can only be made to qualified classroom teachers. A teacher in receipt of an existing TLR1 or TLR2 may also hold a concurrent TLR3 allowance.

8. Recruitment and Retention incentives and benefits

8.1 In exceptional circumstances the governing body may consider payments or other benefits as an incentive for recruitment or the retention of existing teachers. Where the governing body determine to apply such benefits they will be subject to formal review by the pay committee.

8.2 Such benefits will **not** be considered for members of the leadership team with the exception of reimbursement of relocation costs for new appointees.

9. Special Educational Needs (SEN) Allowances

9.1 SEN allowances will only be considered where the relevant requirements of the STPCD are met in full.

9.2 Any SEN allowance awarded will be at an annual rate between £2,679 and £5,285 as determined by the Headteacher.

10. Leadership Groups

10.1 The Trust Board will determine the size, remuneration and composition of the leadership group, (i.e. the number of deputy / assistant headteachers). All members of the leadership group will have substantial strategic responsibilities for school leadership.

10.2 The Trust Board will exercise judgement on the appropriate levels of pay for the wider leadership team according to the challenges and needs of each school.

10.3 The Trust Board will ensure that there are appropriate salary differentials within the leadership group's membership to take account of differing levels of responsibility.

- 10.4 The Trust Board will also ensure that, except in exceptional circumstances, the pay range of the headteacher does not overlap with any other leadership pay ranges and; that the pay range of any deputy starts at a higher point than the lowest point on the pay range of any Head of Year.

11. Pay Reviews & Timings

- 11.1 The governing body will ensure that every teacher's salary is reviewed with effect from 1st September and no later than the 31st October (31st December for the headteacher) each calendar year.
- 11.2 Reviews may take place at other times of the year to reflect significant changes in circumstances or job description that may lead to a change in the basis for calculating an individual's pay.
- 11.3 Following any review a written statement, detailing the teacher's salary and any other financial benefits to which they are entitled, will be issued to them. This written statement will also, where applicable, provide information as to basis of any decisions made.

12. Basic pay determinations on appointment

- 12.1 The Headteacher will determine the relevant pay range for a vacant teaching post prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate. There is no guarantee that existing or previous salary will be matched.
- 12.2 In making such determinations, the Headteacher may take into account a range of factors, including:
- The nature and requirements of the post
 - The level of qualification, skills and experience required to undertake the specific duties of the post
 - The wider school context
 - Market conditions
- 12.3 The Headteacher will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, which may include portability of existing pay level.
- 12.4 Newly Qualified Teachers will normally start on the minimum point of the pay range.

13. Appointment of Leading Practitioners

- 13.1 A leading practitioner position may be introduced into the staffing structure at the discretion of the governing body. Such a post will only be considered where the governing body first determine that the primary purpose of such a post is to model and lead improvement of teaching skills. A relevant pay range and salary point between £50,025 and £76,050 will be determined for each such post in accordance with the minimum/maximum specified within the STPCD.

14. Assessing performance – evidence and measures

- 14.1 The Trust Board expects all teachers, including the headteacher to perform at the highest possible level and to continue to improve their professional practice year on year. Appraisal objectives will be progressive and developmental.
- 14.2 All teachers can expect to receive regular, constructive feedback on their performance and are subject to an 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 appraisal policy.
- 14.3 To be fair and transparent, assessments of performance will be rooted in evidence. We will ensure fairness and consistency of approach by an assessment of objectives set, quality of evidence collated and levels of pay progression recommended.
- 14.4 The evidence that the school will use to assess performance against objectives set will clearly demonstrate impact on pupil progress and may include but not be limited to the following:
- Self-assessment
 - Peer review
 - Tracking pupil progress/pupil progress data
 - Lesson observations
 - Quality of teaching against the Teachers' Standards, including observed practice
 - Continuing professional development records
 - Received feedback
- 14.5 Assessments of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to:
- The impact on progress of pupils
 - The attainment of wider outcomes for pupils
 - Personal improvements in specific elements of practice, e.g. behaviour management, lesson planning
 - The impact on effectiveness of other teachers and staff
 - The life of the school community

- 14.6 In the case of Upper Pay Range teachers and lead practitioners, evidence of their significant and sustained contribution beyond their own classroom and their impact on the wider school will also be required.

15. Pay Progression

- 15.1 Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

16. Establishment of a Pay Committee

- 16.1 The governing body will establish a pay committee with fully delegated powers to deal with decisions on pay progressions. The pay committee will comprise three governors elected at a meeting of the full governing body at which 50% of those governors holding office at that time were present. One named governor will act as reserve. The quorum will normally be three.
- 16.2 Membership of the committee (and its terms of reference) will be reviewed annually but with due regard to continuity in what is a technical area. The headteacher will act as adviser (non-voting) to the committee. The pay committee will meet in accordance with school's published timetable for assessment.

17. Reviewing the Recommendations for Pay Progression

- 17.1 The headteacher will submit the list of proposed pay progressions to the pay committee for review. Each submission must contain a clear recommendation and justification for pay progression that includes reference to the teacher meeting or not meeting the standards and objectives required.
- 17.2 Exceptional performance will be highlighted in the submission.
- 17.3 Final decisions by the pay committee, about whether or not to accept a pay recommendation will be communicated by the school to staff members in writing, together with, where appropriate, notification of the right to appeal against the decision.

18. Establishment of a Pay Appeal Committee

- 18.1 The governing body will establish a pay appeal committee with fully delegated powers to which all pay appeals will be directed. The pay appeal committee will

comprise three governors elected at a meeting of the full governing body at which 50% of those governors holding office at that time were present. One named governor will act as reserve. No member of the pay appeal committee will work at the school. There shall be a quorum of three. No member of the pay appeal committee will have been a member of the original pay committee.

19. The Appeal Process

- 19.1 Teachers wishing to appeal must inform their headteacher within 5 working days of the formal notification of the original decision. The teacher must set out their reasons in writing and provide them to the headteacher within 10 working days of the notification of intention to appeal.
- 19.2 The grounds for appeal will be that the person(s) by whom the decision was made:
- Incorrectly applied a provision of the STPCD
 - Incorrectly applied a provision within the school's pay policy
 - Failed to have proper regard to statutory guidance
 - Failed to take account of relevant evidence
 - Took account of irrelevant or inaccurate evidence
 - Exercised bias
 - Otherwise unlawfully discriminated against the teacher
- 19.3 The headteacher will not act as advisor to the pay appeal committee, although they may be called upon to provide information.
- 19.4 The school may request additional independent advice for the pay appeal committee.
- 19.5 The pay appeal committee will normally meet within 20 working days of the receipt of the appeal, review all the available evidence, reach a decision and communicate this decision in writing to the teacher.
- 19.6 The pay committee will follow the DfE guidance on the conduct of the appeal process
- 19.7 All decisions of the pay appeals committee will be final.

20. Movement to the Upper Pay Range

20.1 Applications and Evidence

Any qualified teacher may apply to be paid on the UPR and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the UPR. Evidence to support an application will normally include:

- Reviews or appraisals of the previous 2 years performance.

- Supporting evidence that covers the two year period leading up to and ending at the date of application.
- In certain circumstances, (such as those outlined above), teachers may supply supporting evidence from the year prior to the absence period.
- Applications may be submitted from 1st September and no later than the 31st October each calendar year except where paragraph 20.3 applies.
- Applications may be made at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.
- If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the UPR in that school or schools. This school will not be bound by any pay decision made by another school.
- Any qualified teacher who has been absent on maternity, paternity, adoption or parental leave is still eligible to apply to be paid on the UPR.
- Any qualified teacher who has been absent for a period on long term ill health is still eligible to apply to be paid on the UPR.
- All applications for entry onto the UPR must be submitted to the headteacher for assessment.

20.2 The Assessment

An application from a qualified teacher will be successful where the headteacher is satisfied that, in accordance with paragraph 15.2 of the STPCD 2024:-

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

20.3 Procedure

- It is the responsibility of the eligible teacher to notify the headteacher of their wish to apply and to complete the School's application form/apply by letter to the headteacher.
- All applications should be submitted by the 31st October.
- The application will normally be assessed by the headteacher and a recommendation will be made to the pay committee.
- Final decisions about whether or not to approve a teacher's application to the UPR will be made by the pay committee, having regard to the appraisal report and taking into account advice from the headteacher or other appropriate member of the senior leadership team.
- The applicant will be informed of the decision no later than 20 working days following the pay committee's receipt of the headteacher's initial recommendation.
- If successful the applicant will move to the UPR with effect from the start of the school year in which the application is approved.
- If unsuccessful, feedback will be given by the headteacher to the teacher no later than 10 working days following communication of the original decision.

- The feedback will make specific reference to any areas for further development, supported by tangible evidence wherever possible.

20.4 Teachers applying for UPR will normally start on the minimum point of the pay range.

21. Part Time Teachers

- 21.1 Teachers employed on an on-going basis at the school but who work less than a full working week are deemed to be part time.
- 21.2 When the pay committee is required to review pay progression recommendations for a part time teacher they will do so with due regard to those hours that a part-time teacher usually works under the contract of employment. Direct consideration will be recommendations made.
- 21.3 In approving a pay progression recommendation for a part time teacher the pay committee will do so in accordance with the “pro rata principle.” This means that the proportion of the total pay progression awarded will correspond directly to the number of hours that the teacher is employed in that capacity during the course of the school’s timetabled teaching week, (“total pay progression” means the pay progression that would be awarded to that person in the same post on a full time basis and “the schools’ timetabled teaching week” means the aggregate period of time in school timetable during which pupils are normally taught.).

22. Supply Teachers

- 22.1 Teachers employed by the school on a day to day or other short notice basis (not via a third party or agency) 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.

23. Acting Allowances

- 23.1 The pay committee will, within a four week period of the commencement of acting duties, determine whether or not the acting post-holder will be paid an allowance in accordance with the STPCD. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.
- 23.2 Any teacher who carries out the duties of headteacher, deputy headteacher, or Head of Year, for a period of four weeks or more will be paid at an appropriate point of the relevant pay range, as determined by the pay committee. Payment will be backdated to the commencement of the duties.

24. Safeguarding Pay

- 24.1 Where organisational changes result in salary safeguarding the governing body will comply with the relevant provisions of the STPCD.

25. Discretionary or additional payments

- 25.1 Discretionary payments will only be made in accordance with the relevant provisions of the STPCD. The duration of any such payments will be determined and notified at the outset and will be subject to formal review by the governing body.

Support Staff Pay (26 to 38)

26. Pay decisions

- 26.1 The Governing Body determines the pay range for all new roles introduced into the staffing structure prior to advertising the role.
- 26.2 When a new support staff member is appointed they will usually start on the minimum starting scale point on the advertised pay range for the role unless agreed with the Headteacher.

27. Job descriptions and person specifications

- 27.1 The CFOO will ensure job descriptions and person specifications for all staff members, on behalf of the governing board and the Board of Trustees.
- 27.2 Job descriptions contain the following information:
- The role and responsibilities
 - Key areas of responsibility and reporting structures
 - The pay range and any additional payments or allowances pertaining to the role
 - The reason for any additional allowances or payments, and whether the payments/allowances are permanent or temporary
- 27.3 Job descriptions and person specifications are in place prior to appointing the staff member in question.
- 27.4 Job descriptions for new posts are evaluated prior to advertisement to determine the correct pay grade and scale point.
- 27.5 Whenever a job description is amended or a new job description is created, the pay grade for the role in question is reviewed in consultation with the staff member.
- 27.6 Job descriptions are reviewed regularly as part of the performance management process.
- 27.7 Any changes to job descriptions are made in consultation with the staff member.
- 27.8 Where significant changes are made to a role, a new job description is created.
- 27.9 Where large-scale changes to staffing structures are required, resulting in significant changes to roles and responsibilities, all changes are made in consultation with staff and recognised trade unions, with a view to seeking an agreement before job descriptions are issued.

28. Pay structures

- 28.1 The school has adopted the National Joint Council (NJC) terms and conditions for support staff and pays support staff in line Manchester City Council's pay grading structure detailed in appendix E.
- 28.2 Where authorised by the Headteacher, a spot salary may be offered instead of the agreed pay grading structure.
- 28.3 Incremental pay progression is awarded annually on 1 April each year until the highest scale within the grade is reached.
- 28.4 If a staff member has less than six months' service in the grade by 1 April, they will receive their first incremental increase six months after their appointment, promotion or regrading.
- 28.5 Automatic progression does not apply once the highest scale point of the grade has been reached. Movement to a higher grade will only be granted in the following circumstances:
- The staff member's roles and responsibilities have changed significantly, and the role is regraded following a job evaluation.
 - The staff member is appointed to a new post within a higher grade.
 - Newly appointed employees are appointed at the minimum scale point within the relevant grade, except where deviation is authorised by the headteacher.
 - Following the completion of 5- and 10-years' continuous service, term time only employees' salaries are adjusted to take account of their entitlement to additional leave.

29. Working hours

- 29.1 Standard working hours for full-time support staff roles are 35 hours per week. Exact working hours are determined on appointment.
- 29.2 Term time only weeks are 38 per annum.
- 29.3 Additional weeks may be worked where agreed by the headteacher and the relevant line manager.

30. Leave

- 30.1 All year round employees with less than 5 years' service are entitled to 26 days' annual leave.
- 30.2 All year round employees with greater than 5 years' service are entitled to 31 days' annual leave.

- 30.3 For term time only employees, a pro rata annual leave entitlement is included within the pay calculation as set out in the contract of employment. The statutory entitlement to annual leave coincides with periods of school closures and is, therefore, considered to be taken during this time.
- 30.4 Irrespective of length of service, employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays – this amounts to 8 days per year pro rata for part time and term time employees.
- 30.5 Year-round employees should request to take leave two weeks in advance of the requested start date.
- 30.6 Annual leave is expected to be taken during school holidays unless agreed in advance with the headteacher or line manager.
- 30.7 Annual leave allocation runs from 1 April to 31 March. Year-round employees are expected to use their leave within these dates.
- 30.8 In exceptional circumstances, where leave could not be used in full for legitimate reasons, the headteacher may agree to carry over a maximum of 5 days leave.
- 30.9 There is no entitlement to take leave during term time.
- 30.10 Full policy and procedures for leave are outlined in the school's Staff Leave of Absence Policy.

31. Pay on leaving the role

- 31.1 Term time only employees are paid until the end of their last working week. For example, if the staff member leaves on a Friday, they will be paid up to and including the Sunday. The staff member may be asked to confirm the new establishment, post and start date.
- 31.2 If the staff member works until the end of a term, having worked the whole term, to preserve their continuity of employment, they will be paid until the notional end of the following holiday period.
- 31.3 If a term time only staff member is starting a new role before the notional end of the holiday period, or if they are leaving education, normal notice provisions and pay will apply as outlined in the staff member's contract of employment.
- 31.4 If a year-round staff member is due to leave employment on a Friday, they will be paid up to and including the Sunday, but will not be paid until the notional holiday end date unless they have requested their hours to be annualised over term time.

32. Probationary periods

- 32.1 A pay increment may be withheld if an extension to the probationary period is required at the end of the three-month probationary period.

33. Working additional hours

- 33.1 Additional hours worked must be agreed by the headteacher or line manager.
- 33.2 Additional payment or time off in lieu is provided for all agreed additional hours worked.
- 33.3 Additional hours must be submitted to HR using a form that details the additional hours worked.
- 33.4 Payments are made in accordance with the terms and conditions of 'The Green Book'.
- 33.5 Time off in lieu must be used within 12 months from when it was granted.

34. Temporary responsibilities

- 34.1 From time to time, employees may be asked to take on the duties of a higher grade role – this is sometimes known as 'acting up'.
- 34.2 If a staff member takes on the full duties of a higher grade role, a temporary responsibility payment is payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.
- 34.3 Temporary responsibility payments represent the difference between the staff member's current salary and the lowest grade of the higher grade role, or one increment if the salary falls within the range of the grade for the role they are covering.
- 34.4 If the additional duties are undertaken for a full term, the temporary responsibility payment will continue to be paid during the holiday period immediately following the term.
- 34.5 Employees are not paid temporary responsibility payments during periods of sick leave.
- 34.6 Payments for temporary responsibilities do not apply to teaching assistants undertaking cover supervision.
- 34.7 Agreed temporary responsibility payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

35. Honorarium payments

- 35.1 Where employees take on some of the duties of a higher grade role, but not all the duties, a temporary responsibilities payment is not applicable.
- 35.2 For employees taking on some of the duties of a higher grade role, or taking on a substantial body of work in addition to their main role, an honorarium may be paid.
- 35.3 Honorarium values are determined in the same manner as temporary responsibility payments, but only a percentage of the amount is payable, dependent on the proportion of the duties undertaken.
- 35.4 Honorarium payments must be agreed in advance with the headteacher.
- 35.5 Agreed honorarium payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

36. Job evaluation

- 36.1. Newly created or vacant posts, or posts which change significantly during a restructuring exercise, may be subject to job evaluation.
- 36.2 Job evaluations are used to determine the appropriate level of remuneration for a role – they help to ensure a fair and transparent pay structure across the school.
- 36.3 Job evaluations are assessments of the role, not the individual, and take into account the following:
 - The school's/Trust's needs
 - The knowledge required to undertake the role
 - The level of problem solving required
 - The level of decision making required
 - The level of responsibility
 - The potential impact and control afforded
 - The operational environment
 - The effort required to undertake the role
 - The managerial responsibilities of the role
- 36.4 The job description, person specification and structure chart are all taken into consideration when undertaking job evaluations. These documents must reflect the full responsibilities and duties of the post and the skills, knowledge and experience required. If the post-holder is in place during the job evaluation, the appropriate documents are created/amended in consultation with the staff member and agreed prior to implementation.
- 36.5 Job evaluation must not be used to recognise temporary additional duties or honorarium payments.

37. Appeals against job evaluations

37.1 The Trust strives to resolve all potential grievance issues informally.

37.2 Employees can appeal against job evaluations on the following grounds:

- The staff member believes that the pay scheme has been wrongly applied, and can provide evidence and examples.
- The staff member believes that an equivalent role within the school is graded higher, and can provide evidence and examples.
- The staff member believes that the job description and/or person specification has been misinterpreted, and can provide evidence and examples.

37.3 Staff who are dissatisfied with their pay recommendation will first have an informal meeting with their appraiser or headteacher to discuss the reasons for their dissatisfaction.

37.4 If a school staff member believes the pay determination to be incorrect following their informal meeting, they may make a representation to the pay committee by submitting a formal written statement.

37.5 The staff member will be given the opportunity to make representations, provide evidence, ask questions and bring witnesses forward during their meeting with the pay committee or in the case of a central executive team member the remuneration committee.

37.6 The pay committee/remuneration committee will make a final decision and will notify the support staff member in writing of the final pay determination.

38. Pay protection

38.1 Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, notice will given no later than one month after the date of the determination.

38.2 Pay protection periods, where applicable, last for 1 year.

Appendix A

Professional Responsibilities and Rights of Those on the Leadership Pay Range

The **headteacher** is responsible for undertaking the following duties, unless otherwise delegated to an appropriate member of staff:

- Providing overall strategic leadership; leading, developing and supporting the strategic direction, vision, values and priorities of the school
- Developing, implementing and evaluating the school's policies, practices and procedures
- Leading and managing teaching and learning throughout the school
- Ensuring that teaching staff are effectively assigned in the school timetable to appropriate classes and groups of pupils
- Teaching a proportion of timetabled lessons
- Promoting the safety and wellbeing of pupils and staff
- Ensuring good order and discipline amongst pupils and staff
- Leading, managing and developing staff members, including appraising and managing performance
- Organising and deploying resources within the school
- Promoting harmonious working relationships within the school
- Maintaining relationships with organisations representing staff members, i.e. union representatives
- Leading and managing staff with proper regard to their wellbeing and expectations
- Promoting the participation of staff in relevant CPD
- Participating in arrangements for the appraisal and review of their own performance, as well as that of other staff members where appropriate
- Ensuring arrangements are in place for the induction and any required training of staff members
- Participating in arrangements for their own further training and professional development
- Consulting and communicating with the governing board, staff members, pupils and parents
- Collaborating and working with colleagues and other relevant professionals within and beyond the school, including external agencies

The **headteacher** is responsible for, and cannot delegate, the following duties:

- Developing clear arrangements for linking appraisal to pay progression
- Advising the relevant body on pay recommendations for teachers, including in relation to teachers who have applied to be paid on the upper pay range

The **headteacher** is entitled to:

- A reasonable amount of time during school sessions, having regard to their teaching responsibilities, for discharging their leadership and management responsibilities.
- A break of reasonable length during each school day, ensuring that suitable arrangements are in place for a person to assume their responsibilities during this time.

The **deputy headteacher** is responsible for the following duties:

- Carrying out the professional duties of all teaching staff, as well as those duties particularly assigned by the headteacher
- Playing a major role under the direction of the headteacher in:
 - Formulating the aims and objectives of the school.
 - Establishing the policies through which the school's aims and objectives are to be achieved.
 - Managing staff and resources.
 - Monitoring progress towards achieving the school's aims and objectives.
- Undertaking any professional duties of the headteacher reasonably delegated by the headteacher
- Undertaking the professional duties of the headteacher in their absence

Teachers on the leading practitioner pay range are responsible for the following duties:

- Carrying out the professional duties of all teaching staff, other than the headteacher
- Undertaking any additional duties relevant to their role in modelling and leading the improvement of teaching skills, as specified in their individual job descriptions

The **deputy headteacher or Head of Year** and any **teachers on the pay range for leading practitioners** are entitled to:

- A break of reasonable length as near to the middle of each school day as is reasonably practicable.

The same as all members of teaching staff, as outlined in [Appendix B](#).

Appendix B

Professional Responsibilities and Rights of Teachers

All members of **teaching staff** are responsible for undertaking the following duties:

- Planning and teaching lessons within the context of the school's plans, curriculum and schemes of work to their assigned classes
- Assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils
- Preparing pupils for external examinations
- Contributing to the development, implementation and evaluation of the school's policies and procedures, ensuring that the school's values and vision are supported
- Working with other members of staff and contributing towards curriculum and/or pupil development to secure co-ordinated outcomes
- Providing cover, as appropriate, where the person assigned to teach the class is not available to do so
- Promoting the safety and wellbeing of pupils
- Maintaining good order and discipline among pupils
- Directing and supervising support staff that are assigned to them
- Contributing to the recruitment process and professional development of other staff members
- Deploying resources delegated to them
- Participating in arrangements for the appraisal and review of their own performance, and where appropriate, that of other staff members
- Participating in arrangements for their own further training and professional development and, where appropriate, that of other staff members, including induction training
- Communicating with pupils and parents
- Collaborating and working with colleagues and other relevant professionals within and beyond the school

Members of **teaching staff** are entitled to:

- One break of reasonable length, either between lessons or between the hours of 12 noon and 2.00pm, if they are required to work for more than one lesson during any school day.
- Access to advice, training and developmental opportunities which are appropriate to their needs, including those identified in appraisal objectives.
- A reasonable amount of time during school sessions for discharging their duties, where the teacher has leadership or management responsibilities.
- Not being expected to provide cover for absent staff members, except on rare occasions and where the circumstances are not foreseeable.
- A reasonable amount of management time, where appropriate.

- Teaching no more than 90 percent of the time expected of a teacher at the school. This only applies if the teacher is serving an induction period under the Education (Induction Arrangements for School Teachers) (England) Regulations 2012 (as amended).
- Consideration being given to their need for a balance between the time required to discharge their professional duties and the time required to pursue their personal interests outside work.
- Reasonable periods of PPA time which amount to no less than 10 percent of their timetabled teaching time.
- Be paid, by the LA, any remuneration they may be eligible for by virtue of the STPCD, where the teacher is employed in a school which has a delegated budget.

Members of teaching staff **will not**:

- Be required to undertake work on any Saturday, Sunday or public holiday, unless specified in their employment contract.
- Routinely participate in any administrative or clerical tasks which do not call for a teacher's professional skills or judgement, including exam invigilation.
- Be required to undertake midday supervision under their contract.

Appendix C

Main Pay Range

6 point reference range (increased by 5.5% on all reference points)

Reference Point	1.9.2024	Previous (1.9.2023)
	£	£
1	31650	30000
2	33483	31737
3	35674	33814
4	38034	36051
5	40439	38330
6	43607	41333

Upper Pay Range

3 point range (increased by 5.5% on all reference points)

UPR	1.9.2024	Previous (1.9.2023)
		£
1	45646	43266
2	47338	44870
3	49084	46525

Unqualified Teacher Pay Range

6 point range (increased by 5.5% on all reference points)

Reference Point	1.9.2024	Previous (1.9.2023)
	£	
1	21731	20598
2	24224	22961
3	26716	25323
4	28914	27406
5	31410	29772
6	33902	32134

Appendix D

Leadership Pay Ranges

The following table indicates reference points as at 1.9.2024 (increased by 5.5% on all reference points)

Leadership reference point	1.9.2024	Previous Reference points (1.9.2023)
1	49,781	47,185
2	51,027	48,366
3	52,301	49,574
4	53,602	50,807
5	54,939	52,074
6	56,316	53,380
7	57,831	54,816
8	59,167	56,082
9	60,644	57,482
10	62,202	58,959
11	63,815	60,488
12	65,286	61,882
13	66,919	63,430
14	68,586	65,010
15	70,293	66,628
16	72,162	68,400
17	73,819	69,970
18	75,675	71,729
19	77,552	73,509

20	79,475	75,331
21	81,441	77,195
22	83,464	79,112
23	85,529	81,070
24	87,651	83,081
25	89,830	85,146
26	92,052	87,253
27	94,332	89,414
28	96,673	91,633
29	99,067	93,902
30	101,533	96,239
31	104,040	98,616
32	106,626	101,067
33	109,275	103,578
34	111,976	106,138
35	114,759	108,776
36	117,601	111,470
37	120,524	114,240
38	123,506	117,067
39	126,517	119,921
40	129,673	122,912
41	132,913	125,983
42	136,243	129,140
43	138,265	131,056

Appendix E

April 2024 - March 2025		
Grade	SCP/ Point	Salary
		£
Grade 1	2	£23,656
Grade 2	3	£24,027
Grade 3	4	£24,404
	5	£24,790
	6*	£25,183
Grade 4	7	£25,584
	8	£25,992
	9	£26,409
	10	£26,835
	11*	£27,269
Grade 5	12	
	13	£28,163
	14	£28,624
	15	£29,093
	16	
	17	£30,060
	18	
	19*	£31,067
Grade 6	20	
	21	£32,115
	22	£32,654
	23	£33,366
	24	£34,314
	25*	£35,235
Grade 7	26	£36,124
	27	£37,035
	28	£37,938
	29	£38,626
	30*	£39,513
Grade 8	31	£40,476
	32	£41,511
	33	£42,708
	34	£43,693
	35*	£44,711
Grade 9	36	£45,718
	37	£46,731
	38	£47,754
	39	£48,710
	40*	£49,764

April 2023 - March 2024		
Grade	SCP/ Point	Salary
		£
Grade 1	2	£22,548
Grade 2	3	£22,737
Grade 3	4	£23,114
	5	£23,500
	6*	£23,893
Grade 4	7	£24,294
	8	£24,702
	9	£25,119
	10	£25,545
	11*	£25,979
Grade 5	12	
	13	£26,873
	14	£27,334
	15	£27,803
	16	
	17	£28,770
	18	
	19*	£29,777
Grade 6	20	
	21	£30,825
	22	£31,364
	23	£32,076
	24	£33,024
	25*	£33,945
Grade 7	26	£34,834
	27	£35,745
	28	£36,648
	29	£37,336
	30*	£38,223
Grade 8	31	£39,186
	32	£40,221
	33	£41,418
	34	£42,403
	35*	£43,421
Grade 9	36	£44,428
	37	£45,441
	38	£46,464
	39	£47,420
	40*	£48,474

Grade 10	41	£50,788
	42	£51,802
	43*	£52,805
Grade 11	44	£54,205
	45	£55,327
	46	£56,684
	47*	£57,863
Grade 12	48	£59,163
	49	£60,392
	50	£61,646
	51*	£62,914
SS1**	11	£69,797
	12	£71,143
	13	£72,523
	14	£75,371
SS2**	21	£78,333
	22	£79,861
	23	£81,416
	24	£84,622
SS3**	31	£89,133
	32	£90,875
	33	£92,651
	34	£98,539
SS4**	41	£108,206
	42	£110,327
	43	£112,494
	44	£114,704
	45	£119,255
SS5**	51	£139,376
	52	£142,951
	53	£148,822
	54	£159,796
DCX		£171,323
CEX		£226,507

Grade 10	41	£49,498
	42	£50,512
	43*	£51,515
Grade 11	44	£52,881
	45	£53,976
	46	£55,301
	47*	£56,450
Grade 12	48	£57,720
	49	£58,919
	50	£60,141
	51*	£61,379
SS1**	11	£68,093
	12	£69,406
	13	£70,754
	14	£73,531
SS2**	21	£76,421
	22	£77,912
	23	£79,430
	24	£82,558
SS3**	31	£87,278
	32	£88,983
	33	£90,723
	34	£96,488
SS4**	41	£105,953
	42	£108,031
	43	£110,152
	44	£112,316
	45	£116,773
SS5**	51	£136,474
	52	£139,975
	53	£145,725
	54	£156,470
DCX		£167,757
CEX		£221,793