



**FAIRCHILDES
ACADEMY
COMMUNITY
TRUST**

Fairchildes Academy Community Trust (FACT)

Pay and reward Policy 2023/24

Approved by the trust on 24 January 2024

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SECTION A - INTRODUCTION

1. Statement of intent

Fairchildes Academy Community Trust understands that a fair and transparent policy is needed to establish the pay structure of Teaching staff and support staff at the schools.

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 for staff, the process for annual pay reviews and progression, and the process for addressing any grievances staff may have concerning their pay.

This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with the requirements of the

- School Teachers' Pay and Conditions Document (STPCD)
- National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book").
- The Teachers' Pension & Local Government Pension Scheme.

All pay related decisions are taken in compliance with current employment legislation including

- The Working Time Regulations 1998
- Employment Relations Act 1999 (As amended)
- The Equality Act 2010,
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000,
- The Employment Act 2002 (Dispute Resolution) Regulations,
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (As amended)
- DfE (2023) 'School teachers' pay and conditions document 2023 and guidance on schoolteachers' pay and conditions'
- DfE (2023) 'Implementing your school's approach to pay'.
- ACAS (2015) 'Code of practice on disciplinary and grievance procedures'

2. Principles and Objectives

Fairchildes Academy Community Trust (hereafter referred to as FACT or Trust) recognises the need to manage pay fairly and in a way that motivates all staff to make a positive contribution to the school. All staff should be appropriately rewarded and valued for their work.

The FACT Trustees will be guided by the priorities and targets identified within the School Development Plan in decisions regarding pay and reward and making use of the pay flexibility at its disposal.

In adopting this pay policy the aim is to

- a) achieve excellent outcomes for all pupil
- b) reward all staff appropriately recognising their contribution to the school as individuals and as valued members of the school team
- c) use the discretions and flexibility available within the various terms and conditions to recruit and retain the highest quality staff according to the needs of the school
- d) help to ensure that decisions on pay are managed in a fair, just and transparent way
- e) Communicate this policy and related procedures to all staff ensuring that any appeal or other concerns are managed promptly, fairly and objectively
- f) ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified
- g) All pay and reward decisions should fairly reflect staff responsibilities and contributions throughout the school.
- h) within its budget, and recognising the different terms and conditions, to reward all staff appropriately, with similar considerations being given to teaching staff and support staff.
- i) Ensure accountability, transparency, objectivity, and equality of opportunity.
- j) to inform staff of changes to their pay

The board of trustees have the authority to appoint the Chief Executive Officer (CEO), Chief finance & operations Officer (CFOO) and Head of School.

Appointment of other new staff and changes to staff pay can only be made with the combined authority of the CEO, CFOO and Head of school within the allocated budget allowances for the year.

The CEO will ensure that each member of staff has an up-to-date job description that accurately reflects the accountabilities of the post. All job descriptions will be reviewed annually as part of the school's appraisal process.

The Trust has delegated full powers to the Finance, Personnel and Audit Committee. This Committee is responsible for determining all pay in accordance with the Pay Policy, the schools appointments procedure and the school's Performance Management Policy. The Trust, operating through this Committee, will ensure that discretionary pay elements are used in a fair, equitable and consistent manner.

The CEO will make the recommendations on pay for all staff in the schools. The Finance, Personnel and Audit Committee will make the recommendation for the pay of the Executive Headteacher.

3. National and Local Agreements: The trust will pay due regard to, but is not bound by, relevant national and local agreements with particular reference to:

- School Teachers' Pay and Conditions Document, including due regard to relevant guidance documents and accompanying circulars
- Conditions of Employment for School Teachers in England and Wales (the Burgundy Book)
- NJC of Local Authorities Services (the Green Book)
- Trust will monitor the implementation and application of this policy and review it annually.

- Trust may review the school's staffing structure or pay condition at any other time according to the needs of the school. The CEO will lead on this process and will ensure there is full and proper consultation with all staff involved and Trade Unions.
- Trust appreciates that changes to staff structures or pay condition can be unsettling for staff causing concern and stress. Therefore, the CEO must ensure that the process is conducted sensitively and fairly and ensure effective communication and appropriate treatment of staff is maintained throughout with proper consideration for the work-life balance of all involved.

4. Monitoring the impact of the policy: The Board of Trustees 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 school's continued compliance with equalities legislation.

5. Policy Review: This policy is reviewed annually by the trust.

An annual review of pay shall be conducted for all staff by the Leadership of each school in accordance with this Policy, which will be linked to the annual appraisal of performance and will comply with equal opportunities, employment legislation and any instructions or guidance from relevant bodies such as the DfE. Each member of staff's appraisal report will contain a recommendation on pay.

All decisions made will take due account of any review of staff, their skills, abilities, performance and any other factors deemed to be relevant, including any recommendation made by a performance management reviewer.

Trust will determine the budget to be set for pay, including pay progression after consideration of any recommendations from CEO, CFOO and Finance, Personnel and Audit committee.

It is the school's responsibility to ensure that all teachers and support staff are given a formal statement each year stating what their salary and how it has been arrived at.

All decisions regarding pay progression for teachers, including Leadership Group appointments should be made without undue delay with effect from 1 September and prior to 31 October in each pay review period.

For Support staff with effect from 1 April and prior to 31 May in each pay review period.

Reviews may take place 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. A written statement will be given after any review and where applicable will give information on the basis on which it was made.

SECTION B: Teaching Staff

1 Working time and cover

Teachers employed on a day-to-day or other short notice period will be paid in accordance with the provisions of the STPCD 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. 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.
- The 195 days in which teachers at the school are required to work will be specified by the the executive head and head of school.
- Teachers employed full-time will be available to perform their duties at such times and places as specified by the head of school for 1265 hours, which will be allocated reasonably throughout the specified 195 days of the school year.
- 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.
- 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.
- Members of the leadership group, employees on the leading practitioner pay range will not operate on a time-bound contract; therefore, the working time provisions stipulated within the STPCD will not apply to these employees.
- All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.

2 Pay ranges and pay scales

The School Teachers Pay and Conditions Document gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Group. The Trust determines the pay scales and will review them on an annual basis.

3 Basic pay determination on appointment

The Trust will determine the pay range 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 Trust 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

Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the Trust will determine the appropriate rate of pay for a teacher joining the specific Academy taking account of salary expectations, current salary and the factors set out above.

4 Assessment of pay progression

Due to importance attached by the FACT to the quality of Teaching and Learning, pay progression will be subject to the sustained performance appropriate for the band level, and meeting the relevant teacher standards for their particular career stage.

The school recognises that the performance of a teacher is the most important factor in deciding on salary levels, but that high level performance is achieved through high quality and successful experience, and focused professional development. Therefore, this policy recognises the links between experience and performance, and seeks consistently to incentivise the very best teachers, at the same time as ensuring they develop strong and well-embedded skills whilst building their craft.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. The arrangements for teacher appraisals are set out in the [Teacher Appraisal Policy](#).

In the case of ECTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

In this Trust, judgements of performance will be made in relation to performance management outcomes, meeting objectives and, where applicable, the Teachers' Standards.

To ensure fairness and transparency, assessments of performance will be properly supported by evidence. The evidence that will be used may include, but not be limited to performance management reviews, peer review, tracking pupil progress, lesson observations, the views of pupils and parents.

There will be meetings throughout the appraisal process so that all teachers are aware of their progress towards meeting the criteria for pay progression. In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.

ECTs receive regular feedback during their induction year, and schools should determine how best to use this information to inform the decision about whether they will receive an increment at the end of their first year of teaching.

For any teacher due to go on maternity leave, the trust will ensure that appraisals are conducted before this maternity leave, and that the teacher receives any pay progression entitled to them upon their return.

The school will make reasonable adjustments to the appraisal process as it sees fit for any teachers who are absent due to disability. Upon their return, the teacher will be entitled to any pay progression as outlined before their absence.

Where teaching, progress, or compliance with the Teachers' Standards (where applicable) is not meeting expectations the Executive Headteacher/ Head of school will determine support and if necessary, the capability procedure will be used. In such situations there would be no pay progression during that year.

The Trust will consider its approach in the light of the Trust's budget and ensure that appropriate funding is allocated for pay progression at all levels.

5 Pay increase arising from changes to the school teachers pay and condition document

All teachers are paid in accordance with the statutory provisions of the Document as updated from time to time.

Cost of living pay rises in the School Teachers Pay and Conditions Document are only made to the minimum and maximum of the pay ranges.

The Trust will apply the same cost of living increases to TLR and SEN allowances as are applied to the pay ranges, provided they are within the ranges stipulated in the STPCD.

6 Setting executive pay

The board of trustees have the authority to appoint the Executive Head teacher (CEO), (CFO) and Head of School.

The board of trustees must ensure its decisions about levels of executive pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. The trustees must discharge its responsibilities effectively, ensuring its approach to pay and benefits is transparent, proportionate and justifiable including

- **process** - that the procedure for determining executive pay and benefits, and keeping them proportionate, is agreed by the board in advance and documented
- **independence** - decisions about executive pay and benefits reflect independent and objective scrutiny by the board and that conflicts of interest are avoided
- **robust decision-making** - factors in determining pay and benefits are clear, including whether educational and financial performance considerations, and the degree of challenge in the role, have been taken into account
- **proportionality** – pay and benefits represent good value for money and are defensible relative to the public sector market
- **commercial interests** - ensuring the board is sighted on broader business interests held by senior executives, and is satisfied that any payments made by the trust to executives in relation to such interests do not undermine the transparency requirements for disclosing pay in accordance with the Academies Accounts Direction
- **documentation** - the rationale behind the decision-making process, including whether the level of pay and benefits reflects value for money, is recorded and retained
- a basic presumption that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term
- understanding that inappropriate pay and benefits can be challenged by ESFA, particularly in instances of poor financial management of the trust.

7 CEO Executive pay reviews

The Trustees will ensure that the CEO's salary is reviewed with effect from 1st September and no later than 31st October each year. The Trustees may invite an independent third party to support their review if considered appropriate. The CEO will not be involved in deciding the outcome of her review.

The Trustees will consider the following factors in determining the pay of the CEO and executive members;

- quality of performance during the previous year including achievement of pre-set educational and financial objectives, response to challenges that have arisen during the year, and contribution to the wider success of the organisation;
- whether pay and benefits awarded represent good value for money and are in line with that paid for similar public sector roles.
- requirement that executive pay and benefits do not increase at a faster rate than that of teachers, both in individual years and over the longer term;
- Understanding that inappropriate pay and benefits can be challenged by the ESFA.

The Trustees will ensure that the rationale behind their decision-making process during the salary reviews for the CEO and executive member is recorded in full and retained on each individual employee's personnel file.

8 Leadership Group Pay

Trust will establish a Leadership Group for the school and determine its membership. Trust will determine the salary scales for the leadership group, including the CEO, Head of school and the CFOO taking into due account the respective level of responsibilities, recruitment and retention issues, the schools context and the complexity of the role, internal differentials throughout the school and affordability.

The FPA Committee will review the salary scales for members of the Leadership Group as appropriate with due regard to the requirements of the Teachers' Pay and Conditions Document.

Pay reviews for Leadership posts will be undertaken by the Finance, Personnel and Audit Committee (FPA) on an annual basis. Annual pay progression within the salary scale for a Leadership post is not automatic, where performance has not been of a sustained high quality a decision may be made that there should be no pay progression.

The pay range for teachers paid on the leadership spine will be reviewed as part of the appraisal cycle each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post for a member of staff on the leadership spine.

The FPA Committee may request information from the performance review process as well as evidence of performance in other relevant areas to inform its decision.

9 Unqualified teachers

The School will only employ unqualified teachers where they are:

- giving instruction in any art, skill, subject or group of subjects (including any form of vocational training) and have special qualifications and/or experience and where no suitable qualified teacher, graduate teacher, registered teacher or teacher on an employment-based teacher training scheme is available overseas trained teachers;

- persons granted a licence under the provisions of Part II of Schedule 2 to the Education (Teachers) Regulations 1993;
- student teachers, teacher trainees who have yet to pass the skills test and those undertaking employment based teacher training leading to QTS; or
- assistant teachers at a nursery school or teachers of a nursery class, who were employed as teachers under the Education (Teachers) Regulations 1982 before 1 September 1989.

Those beginning work as unqualified teachers will be placed on the minimum of the new pay range, unless the Trust determines that they have other relevant experience, in which case the salary will be reviewed in light of that experience.

Unqualified teachers will not hold TLRs, SEN allowances or Recruitment and Retention incentives and benefits.

Where an unqualified teacher obtains qualified teacher status whilst employed by the school, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

10 Qualified Classroom Teachers (Main Scale and Upper Pay Range)

The Trust will make pay awards having taken due consideration of the provisions of the School Teachers' Pay and Conditions Document and take due account of any supplementary guidance issued by the DfE where applicable to Academies.

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school although in practice this may be the norm in order to recruit able staff. A teacher transferring roles internally within the school will continue to be paid the same salary as paid in the previous role unless the role is part of a promotion e.g. to the leadership scale.

11 Pay progression for main pay range teachers

- Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the performance management process.
- Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Executive / Local Headteacher they can demonstrate and the Trust is satisfied that there is evidence that career expectations are being met relevant to pay band (see appendix A).
- Additional progression may be considered for those teachers who in the professional judgement of the Executive Headteacher that they can demonstrate and the Trust is satisfied that there is evidence of:
 - (a) Consistently "outstanding" teaching
 - (b) Progress targets are exceeding career expectations of pay band
 - (c) Successful leadership of a whole school / departmental / phase initiative where impact can be evidenced.

12 Teaching and learning responsibility payments (TLRs)

TLRs will be awarded to classroom teachers undertaking a sustained responsibility in accordance with the conditions laid down in the STPCD.

The number and nature of TLRs will be determined by consideration of the school's improvement plan and associated priorities whilst ensuring the school keeps within its agreed budget.

The school will award a fixed-term third TLR (TLR3) for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be within the range given in the STPCD. The duration of the fixed term must be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

13 Special educational needs allowances

An SEN allowance will be paid to eligible classroom teachers under the provisions of the STPCD. The STPCD sets maximum and minimum values for such payments.

14 Part time teachers

Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. 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.

15 Short notice/ supply teachers

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the performance management process.

16 Pay Protection

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

17 Additional payment - Teachers

The Trust may make part or full of such payments as they see fit to a teacher, including a head teacher, in respect of-

- (a) continuing professional development undertaken outside the school day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

- (c) participation in out-of-school hours learning activity agreed between the teacher and the head teacher or, in the case of the head teacher, between the head teacher and the relevant body;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools, unless appointed to more than one school on a permanent basis.

18 Recruitment and retention incentives and benefits

The payment of recruitment and retention incentives and benefits may be considered in respect of individual posts for which specific recruitment/retention difficulties have been identified. Any use of such payments will be applied on a non-discriminatory basis and on the basis of clearly defined criteria determined by the Trust from time to time.

Where it is determined to pay such an incentive/benefit, the amount will be determined to meet the circumstances of the case. The level of payment and any required qualifying period of service will be set out in writing to the teacher concerned.

Recruitment and retention incentives and benefits may **not** be made to Head Teachers, Deputy Heads or Assistant Heads.

19 Movement to Upper pay range for main pay range teachers

All qualified teachers are entitled to apply to be paid on the upper pay range. Any qualified teacher may apply to be paid on the upper pay range and any such application must 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 upper pay range.

Applications may be made in writing to the Executive Headteacher or Head of school once a year. **The deadline for receipt is 30 September for progression from the start of that academic year.**

An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained. In this Trust this means that to achieve progression, the Trust must be satisfied that the teacher meets this criterion and there is evidence from the past two years of:

- (a) Consistently good or better teaching (good or better is agreed standard for UPS)
- (b) Evidence of coaching and supporting colleagues to achieve improved student outcomes
- (c) Acting as a role model for Teaching & Learning
- (d) A commitment to personal development and CPD focused on improving outcomes for students
- (e) Highly competent in all areas of the Teachers' Standards

- '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.
- (f) The contribution at this level must be substantial and sustained.
- '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 pupils' learning; and
 - 'sustained' means maintained continuously over the previous 2 academic years and demonstrated by an overall grade of Level 1 in the appraisals for the 2 years immediately preceding the application for assessment. A lesser period of time can be considered in situations such as maternity or long term sickness. If a teacher is working on a part time basis, the period of time remains 2 years and is not lengthened on a pro rata basis.

The application will initially be assessed by the Executive Head teacher/ Head of school and will moderate all applications. The Executive Head teacher/ Head of school will then make recommendations to the Finance, Personnel & Audit Committee who will make the final decision.

Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the Executive / Local Head of school may recommend a higher salary based on:

- (a) the nature of the post and the responsibilities it entails
- (b) the level of qualifications, skills and experience of the teacher
- (c) market forces

If unsuccessful, feedback will be provided in writing by Executive / Local Head of school along with confirmation of the process for appeals.

20 Progression on the upper pay range

Progression on the upper pay range will be based on two successful consecutive performance management reviews, other than under exceptional circumstances as provided by the STPCD.

The Trust will ensure that upper pay scale decisions are made with due regard to national criteria and national standards for teachers. Progression on the upper pay range is not automatic.

21 Grounds for Appeal

An appeal against a pay decision can be lodged within 10 working days of the date when the teacher receives written confirmation of their pay decision or of the date when the teacher receives the outcome of the pay review. It must clearly state the grounds for the appeal.

The only grounds which will be accepted as the basis of an appeal are that the person by whom the decision was made are claimed to have: -

- a. Incorrectly applied any provision in the School Teachers' Pay & Conditions Document
- b. Failed to have proper regard to statutory guidance
- c. Failed to take proper account of relevant evidence
- d. Taken account of irrelevant or inaccurate evidence
- e. Been biased and/or unlawfully discriminated against the teacher

The appeal will be heard by a committee of the Trust and their decision will be final.

The outcome of the appeal will be conveyed to the teacher in writing within 7 working days of the hearing.

22 Right to be accompanied

The teacher has the right to be accompanied by a work based colleague or trade union representative at the pay review hearing and the appeal hearing. If the employee's representative is not available at the time fixed for the meeting, it must be rescheduled to accommodate the availability of the companion, so long as a reasonable alternative date is proposed which is within 5 working data of the originally proposed date.

This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

SECTION C: Support Staff (Non-teaching staff)

1 Support Staff contract

The Trust recognises the value of job evaluation as a means of assessing the grade of a job in a fair and consistent way. This enables the school to fulfil its legislative and other employer obligations for equal pay for equal value as well as the need for a 'felt fair' grading structure.

SALARY SCALES

The CEO in conjunction with the CFOO determines the pay range for all new roles prior to advertising the role. All pay decisions for new, high-level roles introduced into the staffing structure are determined by the Trust finance committee following a case proposal from CEO and CFOO.

The salary scales used will be in accordance with the Pay Scales - NJC for Local Government Services (Green Book)

2 Job descriptions

The CEO and CFOO in conjunction with the line manager of the role will ensure that an up to date job description is available for each post, which identifies the appropriate duties.

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

Job descriptions and person specifications are in place prior to appointing the staff member in question.

Job descriptions for new posts are evaluated prior to advertisement to determine the correct pay grade and scale point.

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 and if necessary the school's HR provider.

The job description will be reviewed as appropriate or when duties or responsibilities have changed and 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 and if it is, the post holder will be paid the new grade from a date determined by the Executive Head Teacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

3 Basic pay determination on appointment

The Trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Executive Headteacher 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. current actual pay

4 Pay Progression and Additional Awards

Support staff may, subject to satisfactory appraisals, progress by annual increments to the maximum of the scale for the post.

The arrangements for support staff appraisals are set out in the [Support Staff Appraisal Policy](#).

In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met.

Pay 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
- The post is part of a career graded framework.

Subject to the above, incremental progression, will take place on 1 April each year.

5 Grading of Post and Related Qualification

Where a member of staff achieves a work-related qualification (for example HLTA) that entitles him/her to be paid at a higher grade for those duties the school will endeavour, where possible to engage the employee in the higher grade for the duration of their working hours in school rather than use a split contract arrangement.

6 Payments for Additional Hours

The Trust will make appropriate payments to Support Staff undertaking additional hours, for example attending INSET (who are contracted a week less to their term time contract) for and Out of School Learning Activities in accordance with the relevant scheme of terms and conditions.

7 Honoraria

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 in to a higher graded post which has become temporarily vacant, for example, due to sick leave

CFOO /Head of school / CFOO 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 if 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.

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'.

This should usually only be a temporary solution and the Executive Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

8 Deductions from Pay

In a case where a member of staff has been paid for work which they have not undertaken e.g. uncertified sickness absence or unapproved leave of absence; the Trust may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

9 WORKING TERM AND ANNUAL LEAVE

Term Time Working

The calculation for support staff who works term-time only for a full holiday entitlement is 7.4 or 7.8 weeks (made up of 29 or 31 days' annual leave plus 8 bank holidays) for the number of weeks worked in a year. For staff who works 39 weeks each year this will mean their pay is based on 46.4 or 46.8 working weeks. Who does not work on INSET will be paid for 38 weeks.

All Year Round Working

The annual leave year extends from 1st April to 31st March. All leave should be requested and taken only after agreement with the Executive head teacher or manager concerned. All leave is agreed subject to service requirements and the school reserves the right to require staff to take leave on dates determined by the school.

The whole year entitlement is as follows:

- | | | |
|-----|---|---------|
| (a) | Basic Entitlement: | |
| | Staff on grades between Grade 1 and Grade 10 | 29 days |
| | Staff on grades Grade 11 and above | 31 days |
| (b) | Staff with at least five years' continuous employment | 31 days |

The school will have discretion when filling a vacant post to determine the number of weeks and the number of hours per week for which the employee will be contracted to work. In addition, the school will ensure that staff receives the appropriate pro-rata payments for holidays in accordance with the National Conditions of Service.

The contract issued will show the number of hours and weeks to be worked.

Staff will receive equal payments each month throughout the year except where extra payment is to be made for any temporary additional hours worked.

10 Authorising and paying for working additional hours

The total number of hours of work for all support staff will be determined at the time of appointment.

Where staff works additional hours, with the prior agreement of their line manager, additional payment or time off in lieu will be arranged.

There are no overtime payments for staff at or above grade 12, unless the overtime hours worked are for duties outside the scope of their substantive role. Where such overtime is worked, it will be paid at plain time. Staff at this level will retain normal working hours of 36, but will be expected to work all reasonable hours required to discharge the duties of their post.

The table below shows the qualifying time for night working is 8pm to 6am. Shift patterns worked within Monday to Saturday 6am to 8pm do not attract additional payments.

Monday to Friday 6am - 8pm	No enhancement
Monday to Friday 8pm - 6am	Enhancement of 20% (excluding nonspecific job role such as letting and other activities)
Saturday 6am – 8pm	No enhancement
Saturday 8pm - midnight	Enhancement of 20% (excluding nonspecific job role such as letting)
Midnight Saturday to midnight Sunday	Enhancement of 50% (excluding nonspecific job role such as letting)
Midnight Sunday to 6am Monday	Enhancement of 20% (excluding nonspecific job role such as letting)
Bank Holidays (midnight – midnight)	Enhancement of 50% (excluding nonspecific job role such as letting)

For staff at grade 12 or above, payment will be paid at plain time.

GOUND FOR APPEAL

Staff can appeal against a pay decision if it is for one of the following reasons:

- **Appeal against withholding of an increment:** Staff may appeal the performance rating if it results in their annual increment being withheld.
- **Appeal against Job Evaluation grading**

The appeal will be heard by a committee of the Trust and their decision will be final.

The outcome of the appeal will be conveyed to the teacher in writing within 7 working days of the hearing.

Right to be accompanied

Staff has the right to be accompanied by a work based colleague or trade union representative at the pay review hearing and the appeal hearing. If the employee's representative is not available at the time fixed for the meeting, it must be rescheduled to accommodate the availability of the companion, so long as a reasonable alternative date is proposed which is within 5 working data of the originally proposed date.

This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

Appendix 1 PAY SCALE

FOR TEACHERS – Sept 2023

From 1 September 2023, it is a requirement of the STPCD to uplift all pay and allowance ranges and advisory points by 6.5%, with higher increases to some parts of the Main Pay Scale Ranges as a step towards achieving a minimum starting salary of £30,000.

Leadership Pay

<i>Leadership Group Pay Reference Points</i>	2022 £	2023 Uprated £
L1	45,542	50,929
L2	46,601	52,113
L3	47,676	53,314
L4	48,785	54,555
L5	49,919	55,822
L6	51,082	57,124
L7	52,371	58,565
L8	53,499	59,826
L9	54,750	61,225

L10	56,072	62,703
L11	57,436	64,229
L12	58,688	65,629
L13	60,073	50,929
L14	61,479	67,178
L15	62,926	68,749
L16	64,514	70,368
L17	65,921	72,144
L18	70,871	75,478
L19	72,542	77,258
L20	74,249	79,076
L21	76,003	80,944
L22	77,795	82,852
L23	79,635	84,812
L24	81,526	86,826
L25	83,464	88,890
L26	85,441	90,995
L27	87,471	93,157
L28	89,555	95,377
L29	91,682	97,642
L30	93,877	99,980
L31	96,116	102,364
L32	98,411	104,808
L33	100,774	107,325
L34	103,177	109,884
L35	105,651	112,519
L36	108,178	115,210
L37	110,785	117,987
L38	113,439	120,813

L39	116,114	123,662
L40	118,930	126,661
L41	121,811	129,729
L42	124,770	132,881
L43	126,539	134,765

FOR UN QUALIFIED TEACHERS – Sept 2023

Unqualified Teacher Pay Scale

Unqualified Teacher Pay Reference Points	2022 £	Uprated 2023 £
1	22,924	24,415
2	25,144	26,779
3	27,362	29,141
4	29,323	31,229
5	31,539	33,590
6	33,759	35,954

FOR MAIN PAY TEACHERS

Main Pay Reference Points	2022 (Last Uprated 2022)	Uprated 2023 £
M1	32,407	34,514
M2	34,103	36,320
M3	35,886	38,219
M4	37,763	40,218
M5	40,050	42,654
M6	43,193	46,001

Upper Pay

Upper Pay Scale	2022 (Last Uprated 2022)	Uprated 2023 £
U1	44,687	47,592
U2	46,340	49,353
U3	48,055	51,179

Allowances

Allowance	2022 (Last Uprated 2022)	Uprated 2023
TLR1	Minimum £8,706 Maximum £14,732	Minimum £9,272 Maximum £15,690
TLR2	Minimum £3,017 Maximum £7,368	Minimum £3,214 Maximum £7,847
TLR3	Minimum £600 Maximum £2,975	Minimum £639 Maximum £3,169
SEN	Minimum £2,384 Maximum £4,703	Minimum £2,539 Maximum £5,009

Pay Scale and Grading Structure 2023/24 - NJC For Local Govt Services (Croydon Council)

GRADING STRUCTURE FROM 1 APRIL 2020		New spinal points	From 1 April 2022	From 1 April 2023
	Grade 1	1**	£23,457	Point 1 deleted
		2	£23,628	£25,854
Grade 2		3	£24,012	£26,238
		4	£24,408	£26,634
	Grade 3	5	£24,804	£27,030
		6	£25,212	£27,438
		7	£25,629	£27,855
	Grade 4	8	£26,046	£28,272
		9	£26,472	£28,698
		10	£26,913	£29,139
		11*	£27,357	£29,583
		12*	£27,807	£30,033
	Grade 5	13	£28,269	£30,495
		14	£28,737	£30,963
		15	£29,214	£31,440
		16*	£29,700	£31,926
		17*	£30,195	£32,421
	Grade 6	18	£30,699	£32,925
		19	£31,212	£33,438
		20	£31,731	£33,957
		21*	£32,265	£34,491
		22*	£32,805	£35,031
Grade 7		23	£33,351	£35,577
		24	£33,819	£36,045
		25	£34,341	£36,567
	Grade 8	26	£35,217	£37,443
		27	£36,138	£38,364
Grade 9		28	£37,038	£39,264
		29	£37,725	£39,951
	Grade 10	30	£38,607	£40,833
		31	£39,582	£41,808
		32	£40,614	£42,840
Grade 11		33	£41,793	£44,019
		34	£42,795	£45,021
		35	£43,815	£46,041
	Grade 12	36	£44,814	£47,040
		37	£45,834	£48,060
		38	£46,857	£49,083
Grade 14		39	£47,805	£50,031
		40	£48,867	£51,093

	Grade 15	41	£49,890	£52,116
		42	£50,910	£53,136
		43	£51,903	£54,129
		44*	£52,929	£55,155
		45*	£53,946	£56,172
	Grade 16	46	£54,975	£57,201
		47	£56,022	£58,248
		48	£57,102	£59,328
		49*	£58,209	£60,468
		50*	£59,313	£61,617
	Grade 17	51	£60,402	£62,748
		52	£61,491	£63,879
		53	£62,595	£65,025

Croydon Special Range

Grade	Scp	*1st Apr 2022	**1st Apr 2023
CSR A (1-5)	1	Discontinued	
	2	£68,967	£71,193
	3	£71,159	£73,385
	4	Discontinued	
	5	£75,544	£77,770
CSR B (6-9)	6	Discontinued	
	7	£86,380	£88,606
	8	£89,062	£91,288
	9	£91,737	£93,963