



Pay Policy 2023-24

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MANDATORY READERSHIP	Headteachers and any staff involved in drawing up contracts of employment and letters of variation		

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The Fallibroome Trust (Company number: 07346144). A company incorporated as private limited by guarantee.
 Registered Office situated in England and Wales

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Changes from 2022-23 Pay Policy

Section 5

Trustees' obligations

Trustees' obligations include oversight of the Schools' Senior Leadership Team structures by the Trust Board.

This will follow after review by the CEO and CFO, approval of the school Local Governing Body and approval by the Trust Board.

Pg 21 Support staff increases SCP 32 – 45 updated (4.12.23) in line with Cheshire East & Cheshire West & Chester minor amendment to rates

Pg 21 (06/02/2024) Cheshire East amended SCP 40 – 43 and the rates were revised to mirror that amendment.

1. Introduction

The Fallibroome Trust recognises all statutory, Department for Education (DfE) and contractual conditions in respect of pay matters. The Trust recognises particularly the statutory guidance regarding links between Performance Management and Teachers' salary and the Pay Policy is formulated accordingly.

2. Purpose

The Pay Policy sets out the pay arrangements for the staff of the Fallibroome Trust and is consistent with the Nolan principles of public life in respect of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

3. Governance

The Governing Body of each school in the Fallibroome Trust is a committee of the Trust and will adopt the policies communicated by the Trust Board.

The Fallibroome Trust is committed to ensuring equality of opportunity and equitable treatment for all staff. It will comply with all discrimination legislation.

4. Scope

This policy applies to all permanent and fixed term employees who have satisfactorily completed their probationary period. Pay decisions for Early Career Teachers (ECT's) will be in accordance with the statutory induction process. The Fallibroome Trust recognises that salary is no longer statutorily portable from one school to another.

On 1 September 2023, the Trust family of schools are: -

Adlington Primary School, Broken Cross Primary Academy & Nursery, Eaton Bank Academy, Fallibroome Academy, Gawsworth Primary School, Marlborough Primary School, Nether Alderley Primary School, Whirley Primary School, Winsford Academy and Upton Priory School.

5. Trustees' obligations

The Fallibroome Trust Trustees will ensure that each school fulfils its **obligations** to: -

- Teaching staff as set out in the School Teachers' Pay and Conditions Document ('the STPCD') (being the annual version relevant to the decision(s) to be made) and the Conditions of Service for School Teachers in England and Wales (known as the 'Burgundy Book').
- Support staff as set out by the National Joint Council (NJC) in the Local Government Services National Agreement on Pay and Conditions of Service (known as the 'Green Book') and any relevant local arrangements.

The Trustees will have oversight of the **performance management** objectives which are set for the Trust leadership team to assure that objectives are met before confirming pay progression recommendations.

- The Audit & Remuneration Committee will receive an overview of the performance management objectives of the Trust Executive Leadership (CEO, Deputy CEO, COO, CIO and Headteachers) each year to assure themselves that objectives have been met before confirming pay progression recommendations.
- The Audit & Remuneration Committee will consider the pay progression

recommendations for the Trust Executive Leadership made by their reviewers which will then be shared with the full Board of Trustees for information and oversight.

The Trustees will have oversight of the schools' **senior leadership team structures**.

The Trust Board will approve any changes to the Senior Leadership Team structures including:

The number of each type of senior leadership post and the pay range for each post.

If a change is suggested, this must be approved by the CEO and CFO before being presented to the Local Governing Body and the Trust Board.

The following information should be provided to all groups:

1. The current team structure, including responsibilities, pay ranges, current teaching loads and cost as a % of total budgeted expenditure
2. The proposed structure, including all of the above
3. The rationale for change, including whether it is permanent or temporary
4. Consideration of any risks associated with the proposed change and how these are to be mitigated

Cost includes total gross pay and on costs. School business managers and temporary associate leadership roles should be excluded from cost calculations but included in the structure.

6. Chief Executive's obligations

The CEO will ensure that each school has clear arrangements for linking overall performance to pay progression and will ensure that effective Performance Management arrangements are in place and that all appraisers have the knowledge and skills to apply this policy fairly.

7. Governing Body obligations

The Governing Body of each school will assure itself that appropriate arrangements for linking performance to pay progression are in place, are applied consistently and that pay decisions made can be justified objectively.

The Governing Body will consider the school's budget and ensure that appropriate funding is allocated for pay progression. They will monitor the outcomes of pay decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with legislation.

8. Pay date

All Fallibroome Trust staff will be paid on or before the fifteenth day of each month. Payment on or before the fifteenth day of the month is for the whole of that calendar month so the pay received is for part of the month in arrears and part of the month in advance.

9. Pay reviews

Staff will receive feedback on their performance in their annual Performance Management review which recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The assessments will be based on evidence to be fair and consistent.

Performance Management reports for teaching staff will contain pay recommendations. The final decision about whether to accept a pay recommendation will be made by the appropriate committee of the Governing Body considering advice from the Headteacher and Senior Leadership Team.

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 employee's pay.

10. Salary Differentials

Appropriate salary differentials will be maintained between posts recognising levels of accountability and responsibility and the individual schools' need to recruit, retain and motivate employees of the required competence at all levels.

11. Salary on appointment

The Headteacher will determine the pay range for a vacancy before advertising it. The Headteacher may use their discretion to award a recruitment and retention incentive benefit to secure the first choice candidate.

12. Main Pay Range

Salary scales

The Fallibroome Trust recognises that national pay ranges exist for guidance. The School Teachers' Pay & Conditions [Date TBC] recommended the following increases:

M1	7.1%
M2	6.5%
M3	6.5%
M4	6.5%
M5	6.5%
M6	6.5%

The Fallibroome Trust will use the Main Pay Range values which are shown in Appendix 1.

Pay Progression

Pay progression for teachers on the Main Pay Range will be considered annually. All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management.

Progression is dependent on successfully meeting the relevant Teacher Standards and demonstrating a sustained level of performance which meets the school's expectations for the post. Pay progression considers the totality of a teacher's performance and not just whether they have met their Performance Management objectives.

The Headteacher may award progression of one pay point for performance in line with the school's expectations where the above conditions have been satisfied. The appropriate committee of the Governing Body may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

13. Lead Practitioner Pay Range

The Trust has included a Lead Practitioner range in the Pay Policy to be used where schools feel that they require qualified teachers who are employed in posts that have the primary purpose of modelling and leading improvement of teaching skills.

The Lead Practitioner range will be used to support the recruitment or retention of qualified teachers in subjects which are difficult to recruit which will mainly include 'STEM' subjects.

Requests to place teachers on the Lead Practitioner pay range must be approved by the Trust CEO and COO.

14. Upper Pay Range

Salary scales

The Fallibroome Trust recognises that national pay ranges exist for guidance. The School Teachers' Pay & Conditions [Date TBC] recommended that 6.5% was applied to the statutory minimum and maximum of the upper pay range.

The Fallibroome Trust will use the Upper Pay Range values which are shown in Appendix 1.

Pay Progression

All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management.

Progression on the Upper Pay Range will be considered every two years.

Progression is dependent on successfully meeting the relevant Teacher Standards and demonstrating a sustained level of performance which meets the school's expectations for the post. Pay progression considers the totality of a teacher's performance and not just whether they have met their Performance Management objectives.

The Headteacher may award progression of one pay point for performance where the teacher's contribution to the school has been substantial and sustained and the professional standards applying to teachers have been maintained and show continued performance appropriate to those on the Upper Pay Range. The appropriate committee of the Governing Body may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Movement to the Upper Pay Range

Application

It is the responsibility of individual teachers to decide whether they wish to apply to be paid on the Upper Pay Range. All applications will be assessed in accordance with this Policy.

Applications may be made once a year and must be submitted by the end of the summer term.

Assessment criteria

All applications will be considered against the Teachers' Standards as set out in within the STPCD. An application will be successful if the Headteacher and the appropriate committee of the Governing Body is satisfied that:

- The teacher is highly competent in all elements of the relevant standards.
- The teacher's achievements and contribution to the education setting or settings are substantial and sustained.

'Highly competent' means the teacher has demonstrated good performance with the ability to provide coaching and mentoring to other teachers, as well as providing advice and demonstrating to them an effective teaching practice with a view to making a wider contribution to the work of the school.

'Substantial' means the teacher has played a critical role at the school and has made a distinctive contribution to the raising of pupil standards, as well as promoting their own professional development and used this to improve pupils' learning.

'Sustained' means the teacher has continuously maintained their personal achievements over a period of at least three school years.

If a teacher has been absent during the relevant review period, the school will exercise its discretion to consider a lesser period in which to review performance.

Procedure

If successful, an applicant will be placed on Point 1 of the Upper Pay Range.

If unsuccessful, an applicant will be given written feedback within five working days of the decision, detailing why their application has been unsuccessful and which of the required standards have not been met.

An appeal against an unsuccessful application will be heard under the appeal procedure outlined below.

15. Leadership Group

School Group Sizes – Leadership Pay Range

TUPE

School	School size	School Group
Adlington Primary School	1/2 form entry	1
Nether Alderley Primary School	1/2 form entry	1
Broken Cross Primary Academy & Nursery	1 form entry	1
Gawsworth Primary School	1 form entry	2
Whirley Primary School	1 form entry	2
Upton Priory School	2 form entry	4
Marlborough Primary School	2 form entry	4
Eaton Bank Academy	11 - 18	7
Winsford Academy	11 - 16	7
Fallibroome Academy	11 - 18	7

Within the Trust family of schools, the salary range for the school leadership will be: -

- 1) Headteacher salary will sit within a 7 point (inclusive) range on the Leadership scale.
- 2) Deputy Headteacher/Vice Principal salary will sit within a 5 point (inclusive) range on the Leadership scale.
- 3) Assistant Headteacher/Assistant Principal salary will sit within a 5 point (inclusive) range on the Leadership scale.

School Senior Leadership Teams

The number of each type of senior leadership post and the pay range for each post should be reviewed by Headteachers and Local Governing Bodies each year prior to budget setting.

If a change is to be suggested, this must be approved by the CEO and CFO before being presented to the Local Governing Body and the Trust Board.

Salary scales

The Fallibroome Trust recognises that national pay ranges exist for guidance. The School Teachers' Pay & Conditions Document [Date TBC] recommended that 6.5% was applied to the statutory minimum and maximum of the leadership pay group.

The Fallibroome Trust will use the Leadership pay values which are shown in Appendix 1.

Pay Progression

All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management with progress by one point every year subject to satisfactory performance management with the agreed pay range for the post.

The review of leadership salaries shall normally take place as soon after 1 September as possible with any salary increase backdated to that date. For Headteachers, this review can take place up to 31 December to coincide with the Performance Management cycle and any award will be backdated to 1 September.

Pay Progression Criteria

Chief Executive Officer

The CEO must demonstrate sustained high quality of performance in respect of the leadership, management and overall pupil progress of the Fallibroome Trust schools and is subject to a review of the totality of their performance as agreed with their appraisers before any pay increase can be awarded.

The Board of Trustees, through the Audit and Remuneration Committee, sets the performance objectives for the CEO. The subsequent assessment of achievement against these objectives informs the annual assessment of the CEO's salary by the Committee. The Committee may employ an external educational consultant to support the process who is able to advise on current trends and benchmarks relating performance and pay within the academy sector.

Salary is normally progressed by one point on the pay scale. The Fallibroome Trust Trustees may consider movement by two points in exceptional circumstances where

all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Deputy CEO

The CEO is responsible for the performance management of the Deputy CEO. The CEO may be assisted by an independent educational partner and a member of the Trust Board and the determination of their salary is in accordance with the provisions laid down in the STPCD. The Deputy CEO must demonstrate sustained high quality of performance and is subject to a review of the totality of their performance as agreed with the appraisers before any pay increase can be awarded.

Pay is normally progressed by one point on the pay scale. The Board of Trustees may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Principal/Headteacher

The CEO is responsible for the performance management of the Principal/Headteacher of the individual schools within the Trust, although they may delegate this task to the Deputy CEO. The CEO may be assisted by an independent educational partner and the Chair of the Local Governing Body and the determination of their salaries is in accordance with the provisions laid down in the STCPD. The Headteacher must demonstrate sustained high quality of performance in respect of the leadership, management and pupil progress of their school and is subject to a review of the totality of their performance as agreed with their appraisers before any pay increase can be awarded.

Pay is normally progressed by one point on the pay scale. The Governing Body may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Vice Principal/Deputy Headteacher

Performance management and pay determination for members of the Trust schools' leadership teams is delegated to the Principal/Headteacher at school level and ratified annually by the Governing Body in the Autumn term. The Vice Principal/Deputy Headteacher must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress and is subject to a review of the totality of their performance as agreed with their appraiser before any discretionary pay increases can be awarded.

Pay is normally progressed by one point on the pay scale. The Governing Body may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

16. Part-time teaching staff

Part-time teachers will have their salary calculated in accordance with any statutory entitlement, including their right to pro-rata arrangements for planning, preparation and assessment (PPA) time. The salary is calculated on a pro-rata basis against that of a full-time teacher, based on the percentage contact time when compared with the normal expectation for such comparable full-time teachers in the school.

17. Supply teachers

Teachers who work on a day-to-day basis will have their salary calculated in accordance with the statutory salary arrangements and will be paid pro-rata within the Main Pay Range, unless otherwise entitled to be paid on the Upper Pay Range.

18. Unqualified teachers (UQT)

Any unqualified teacher employed at a school shall be paid in accordance with the provisions of the current STPCD and paid on the salary scale for unqualified teachers. The school will consider on a case-by-case basis time spent outside teaching but in an occupation relevant to teaching.

Any unqualified teacher on an employment-based route into teaching, recognised by the school shall be paid within the unqualified teachers' range.

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

The Fallibroome Trust will use the Unqualified Teacher pay values which are shown in Appendix 1.

Annual pay progression within the pay range is not automatic.

19. Acting allowances

The Fallibroome Trust observes DfE guidance in respect of acting allowances, ensuring that the assessment of need for an acting allowance is made when a teacher assumes the duties of another for at least four weeks.

Any member of staff acting up to a higher position must first agree to take on the duties in question. This does not apply to a deputy Headteacher, who is contractually obliged to act as the Headteacher when needed.

Where a teacher is required to act as Headteacher, deputy or assistant Headteacher for a period in excess of four weeks, they will be paid an allowance to recognise the additional responsibilities.

The Headteacher will determine the acting up allowances for non-leadership group posts, including support staff posts, by considering the responsibilities of the post and the respective salaries of the person acting up and the post holder's salary.

Payment of an acting allowance or temporary upgrading shall be from the day the member of staff takes on the duties of another.

20. Teaching and Learning Responsibility (TLR) payments

The Headteacher may award TLR payments to teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the STPCD.

Each school may determine whether to award a TLR1, TLR2 or TLR3 (time limited). Holders of a TLR1 or TLR2 may also be eligible to hold a TLR3.

A TLR payment is awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

Before awarding any TLR, the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

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

The 3 types of TLR payments are:

- 1) **TLR1 payments:** for sustained additional responsibilities, with line management responsibilities for a significant number of people
- 2) **TLR2 payments:** for sustained additional responsibilities with some line management of people
- 3) **TLR3 payments:** fixed-term payments for time-limited school improvement projects or one-off externally driven responsibilities

TLR payments may only be awarded in the context of the school's staffing structure and Pay Policy.

Adjusting the value for part-time teachers

Following the STPCD, TLR 1 and TLR 2 will be paid pro rata at the same proportion as the teacher's part-time contract. For example, if a part-time teacher works a 0.8 full-time equivalent contract, they should receive 80% of the TLR payment.

The pro-rata principle does not apply to TLR3s. A part-time teacher receiving a TLR3 payment will receive the full value of payment.

This reflects an expectation that the overall demands of the role, including both the substantive teaching contract and the TLR, should broadly match the proportion of their FTE that is paid. In some cases this may mean a timetable load reduction in excess of the proportion of FTE, to enable the TLR to be fully delivered

21. Special educational needs (SEN) allowances

A SEN allowance may be awarded to a classroom teacher in any SEN post that requires a mandatory SEN qualification for teaching pupils with SEN.

Where a SEN allowance is to be paid, the appropriate committee of the Governing Body must determine the value of the allowance, considering the structure of the school's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post.
- The qualifications or expertise of the teacher relevant to the post.
- The relative demands of the post.

The allowance will be within the range set out in the STPCD.

22. Recruitment and Retention incentives

The Fallibroome Trust recognises that its schools may need to use incentives in response to local recruitment and retention difficulties.

The use of recruitment and retention incentives within the school will be on a non-discriminatory basis. Recruitment and retention incentives will only be used where it would otherwise be impossible to meet the requirements of the staffing structure and/or the school development plan.

These additional payments under the terms of the STPCD will be considered as and when necessary and will be subject to budgetary considerations and their duration will be made clear from the outset.

The value of any incentive offered will normally be between £1,000 and £5,000 a year, depending on the grade of the associated post held.

23. Salary safeguarding

Salary safeguarding arrangements will be in accordance with the provisions of the current STPCD.

Where a pay determination leads or may lead to the start of a period of safeguarding, the Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.

24. Support staff

Salary scales

The Fallibroome Trust recognises that national pay ranges exist for guidance.

At the time of the publication, the National Employers and National Trade Unions have not concluded the pay negotiations. This policy will be updated as soon as the pay award is confirmed.

Part-time support staff, both term-time only employees and those working less than the full-time hours per week or both, will have their salaries calculated on a pro-rata basis.

The salary will be equated over a 12-month period and the entitlement to statutory and contractual paid holiday will be included in all calculations.

The Fallibroome Trust will use the Support Staff pay values shown in Appendix 2.

Pay Progression for Support staff

Support staff must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

The Headteacher or line manager may award one pay point for sustained, high quality performance in line with the school's expectations where the above conditions have

been satisfied. The appropriate committee of the Governing Body may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within the pay range for these posts is not automatic.

Support staff grade changes

Requests for support staff grade changes need to be proposed by the Headteacher and reviewed by the Trust central team (Finance, HR and Payroll) before implementing.

25. Salary sacrifice

The Fallibroome Trust currently offers a salary sacrifice cycle to work scheme.

26. Discretionary additional payments or honorarium

The Fallibroome Trust will observe any statutory provisions in respect of additional payments.

All employees are expected to perform any other duties commensurate with their job grade as reasonably required from time to time. However, there may be occasions where an employee agrees to take on additional duties and responsibilities that may be at the same level of their substantive grade but are beyond the reasonable scope of their normal job remit. In such circumstances, it may be possible to justify a discretionary additional payment or honorarium.

An honorarium should only be considered where there is a justifiable reason and the individual is not eligible for an additional hours or acting up payment.

An honorarium is a token payment to recognise an employee's goodwill in undertaking duties beyond the scope of their normal job remit and is not intended to be rewarded on an hours worked basis. An honorarium will be up to a maximum of £3,000 (gross) and no more than 5% of the employee's annual salary.

Discretionary additional payments, including honoraria, must be agreed with the Trust CEO and COO in advance of being confirmed to an employee.

27. Payment for Overtime hours

Overtime should be agreed in advance of the hours being worked by a member of staff with authority to approve overtime.

The provisions listed below will apply to employees graded up to the maximum of NJC Grade 8.

- No other entitlements apart from those stated below will be paid.
- Only one enhancement (the highest) will be payable at any one time.
- The provisions for replacement cover (detailed below) will apply.

Where employees on NJC Grades 9-12 work unsocial hours or overtime this should be accommodated via time off in lieu. Where this is not possible consideration should be given for additional payment at plain time.

Additional Hours & Overtime

Although the Trust discourages overtime for budgetary reasons, where there is a requirement for additional hours, the provisions below will apply:-

For employees working less than 37 hours per week, either:

- payment at plain time for each hour worked, or
- time off in lieu if this can be managed by the department
- time off in lieu should be worked within two weeks of the hours being accrued unless there are extenuating circumstances which prevent this

If the hours in any one working week exceed 37 for those hours worked above 37 the provisions below apply.

For employees working 37 hours per week (or equivalent for those with contract hours spread over a longer period), either

- payment at time and a half for all hours worked, or
- time off in lieu on an hour for hour basis if requested by the employee and if it can be managed by the department
- time off in lieu should be worked within two weeks of the hours being accrued unless there are extenuating circumstances which prevent this

Note - only completed 15 minute periods worked on each day will qualify for payment.

Weekend Working

Payment for all overtime hours worked on a Saturday or Sunday (00:01hrs Saturday - 23:59hrs Sunday) at whatever time will be at time and a half.

Where the weekend working is overtime (as the employee's normal working week is Monday to Friday) the overtime provision above will apply, i.e.:

- time off in lieu on an hour by hour basis if requested by the employee and it can be managed by the department or
- payment at time and a half

Call-ins

Where employees are called back to their workplace after their normal hours of work the hours worked, including travelling time, will be paid as detailed below

(i) for hours up to 37 hrs per week - at the rate appropriate for the period with a minimum payment of 2 hours.

Unpaid Leave

In accordance with the burgundy book,

28. Pay Policy Appeals process

Stage 1

An employee who is dissatisfied with a pay determination should first discuss the matter informally with the Headteacher within ten working days of receiving the pay determination.

Stage 2

Following the informal discussion, if the employee believes the incorrect recommendation has been made, they should make formal representations in writing to the Chair of the relevant committee of the Governing Body within ten working days of the outcome of the informal discussion. The employee should set out the grounds for not agreeing with the pay recommendation.

A formal meeting will then be held where the employee will be given the opportunity to make representations, call witnesses and have the opportunity to ask questions with the Chair of the relevant committee of the Governing Body. The committee's decision will be communicated to the employee within ten days of the hearing and the employee will be notified of their right of appeal.

Stage 3

If the employee remains dissatisfied, they may appeal the decision within ten working days of receipt of the committee's decision and have an appeal before an appeal panel of governors. The appeal panel will comprise three non-staff governors who were not part of the original pay decision. The appeal will normally be held within 15 working days of the employee's appeal notification.

The employee will be provided with at least five working days' notice of the date and time of the appeal hearing and will be entitled to be accompanied by either a colleague or trade union representative.

During the appeal hearing, both the employee and management representative (usually the Chair of the relevant committee of the Governing Body of each school) will have the opportunity to present their evidence and call witnesses and to question each other.

Once the appeal has been heard, the appeal panel must reach a decision which will be confirmed to the employee in writing within five working days of the appeal hearing. The appeal panel's decision will be final and there is no recourse for the appeal to be re-opened under the school's grievance procedure.

29. Link with Capability procedures

The appropriate committee of the Governing Body will normally withhold a point on the relevant scale in the case of formal capability procedures having been initiated using the school's adopted procedure. It will also consider withholding an increment in the case of informal capability, where applicable, having been initiated. In addition, when an employee's Performance Management is unsatisfactory, pay progression may also be withheld.

Where an employee's performance is such that a point is to be withheld, the appropriate committee of the Governing Body may review the position at a later date during the academic year. Where such review identifies satisfactory improvement, the increment shall be awarded from the date that the performance was considered

satisfactory and the Capability procedure closed.

Whenever the performance of an employee is deemed unsatisfactory, they should be so informed in writing in accordance with the school's Performance Management and/or Capability procedures as soon as the concern becomes apparent. Where such issues are identified during the year end Performance Management, the employee should be informed in writing no later than 31 October, and in advance of the notification of their annual salary assessment.

30. Policy review

This policy will be reviewed at least annually.

APPENDIX 1: TEACHERS' PAY RATES 1 September 2023

Main Pay Range MPR

Point	Sept 2023 (£ pa)
MPR1	30,000
MPR2	31,737
MPR3	33,814
MPR4	36,051
MPR5	38,330
MPR6	41,333

Upper Pay Range UPR

Point	Sept 2023 (£ pa) (5%)
UPR 1	43,266
UPR 2	44,870
UPR 3	46,525

Lead Practitioner Pay Range

	Sept 2023 (£ pa) (5%)
LP 2	48,606
LP 3	49,819
LP 4	51,057
LP 5	52,330
LP 6	53,642

Unqualified Teachers UQT

Point	Sept 2023 (£ pa) (5%)
UQT 1	20,598
UQT 2	22,961
UQT 3	25,323
UQT 4	27,406
UQT 5	29,772
UQT 6	32,134

TLR Allowance Values

	Sept 2023 (£ pa) (TLR 1&2)
TLR 1a	14,974
TLR 1b	11,407
TLR 1c	9,272
TLR 2a	7,487
TLR 2b	5,350
TLR 2c	3,214
TLR 3a	2,663
TLR 3b	1,331
TLR 3c	666

Recruitment & Retention Allowance Values

	Sept 2023 (£ pa)
R&R 1	1,000
R&R 2	2,000
R&R 3	3,000
R&R 4	4,000
R&R 5	5,000

National Living/Minimum Wage Rates

1 April 2023 – 31 March 2024

National Living Wage	21 - 22	18 – 20	16 – 17	Apprentice (minimum)
£10.42	£10.18	£7.49	£5.28	£5.28

Teaching Leadership Pay Rates

1	£47,185
2	£48,366
3	£49,574
4	£50,807
5	£52,074
6	£53,380
7	£54,816
8	£56,082
9	£57,482
10	£58,959
11	£60,488
12	£61,882
13	£63,430
14	£65,010
15	£66,628
16	£68,400
17	£69,970
18	£71,729
19	£73,509
20	£75,331
21	£77,195
22	£79,112
23	£81,070
24	£83,081
25	£85,146
26	£87,253
27	£89,414
28	£91,633
29	£93,902
30	£96,239
31	£98,616
32	£101,067
33	£103,578
34	£106,138
35	£108,776
36	£111,470
37	£114,240
38	£117,067
39	£119,921
40	£122,912
41	£125,983
42	£129,140
43	£131,056

APPENDIX 2: SUPPORT STAFF PAY RATES 1 April 2023 (confirmed 1 November 2023)

FT SUPPORT STAFF PAY STRUCTURE			
01/04/2023 (Nov award date)			
Grade	SCP	SALARY	Hourly rate
1	2	22,366	11.59
2	2	22,366	11.59
3	3	22,737	11.79
	4	23,114	11.98
4	5	23,500	12.18
	6	23,893	12.38
5	7	24,294	12.59
	8	24,702	12.80
	9	25,119	13.02
	10	25,545	13.24
	11	25,979	13.47
6	12	26,421	13.69
	13	26,873	13.93
	14	27,334	14.17
	15	27,803	14.41
	16	28,282	14.66
	17	28,770	14.91
7	18	29,269	15.17
	19	29,777	15.43
	20	30,296	15.70
	21	30,825	15.98
	22	31,364	16.26
	23	32,076	16.63
8	24	33,024	17.12
	25	33,945	17.59
	26	34,834	18.06
	27	35,745	18.53
	28	36,648	19.00
9	28	36,648	19.00
	29	37,336	19.35
	30	38,223	19.81
	31	39,186	20.31
10	31	39,186	20.31
	32	40,514	21.00
	33	41,836	21.68
	34	43,366	22.48
	35	45,291	23.48

11	35	45,291	23.48
	36	46,529	24.12
	37	47,763	24.76
	38	49,140	25.47
	39	50,511	26.18
	40	51,989	26.94
12	40	51,989	26.94
	41	53,510	27.70
	42	55,268	28.57
	43	57,029	29.45
	44	58,188	30.16
	45	59,346	30.76