



**Wessex**  
Learning Trust  
We Learn Together!

# Staff Pay Policy

**Date approved by Trust Board: October 2019**  
**Review Date: September 2020**

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## **Wessex Learning Trust**

### **Pay Policy**

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This policy will be reviewed by the Board of Directors every two years or earlier if legislation requires it. The last review of this policy included a consultation with staff and trade union representatives. Any review will also be made in consultation with staff and trade union representatives.

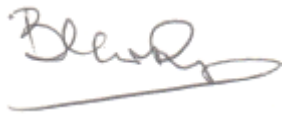
A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large, looped initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 14 October 2019

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large, looped initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 14 October 2019

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## **1. Introduction**

1.1 Wessex Learning Trust (WLT) seek to ensure that staff are valued and receive proper recognition and remuneration for their work and their contribution to the Trust and the schools in the Trust.

1.2 This policy provides a clear framework for the management of pay and grading for all staff employed in the Trust, excluding any staff whose pay is not determined by the Trust.

1.3 This policy is based on a consistent approach to pay across the Trust. Pay decisions will take account of the resources available and the staffing structure will support the Trust and individual School Improvement Plan. The WLT will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in school pay decisions.

1.4 In adopting this policy, the aim of the WLT is to:

- Maximise the quality of teaching and learning;
- Support the trusts/school's improvement/development plan;
- Support the recruitment and retention of a high quality workforce;
- Enable academies to recognise and reward staff appropriately for their contributions;
- Ensure that decisions on pay are managed in a fair, just and transparent way.

1.5 The WLT recognises the requirement that teaching and support staff pay progression decisions must be linked to the annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way

1.6 Definitions:

Chief Executive (CE) means the Chief Executive of the WLT.

Headteacher refers to all or any of the Headteachers at all or any of the academies in the WLT. 'Headteacher' is also interchangeable with Executive Headteacher, an individual who is a Headteacher across a number of schools.

Leadership Team refers to any member of the Leadership Group as defined by the School Teachers' Pay and Conditions Document (the Document), or a senior member of staff with responsibility for support staff.

Local Governing Body (LGB) is a key mechanism for local accountability for each academy.

Board of Trustees means the Trustees of the WLT.

Pay Committee is the Committee established by the Board of Trustees.

## **2. Responsibilities**

2.1 The Board of Trustees is responsible for maintaining fair, consistent and objective policy and procedures for matters relating to pay. Accordingly, it shall arrange for the Pay Policy to be reviewed periodically consulting as appropriate.

2.2 Within each academy, the Headteacher has overall responsibility for the internal organisation, implementation, control and management of the Pay Policy. This is subject to the monitoring and oversight undertaken by the Chief Executive and Central team.

2.3 The Appraisers will make a pay recommendation as part of the annual appraisal process. The Headteachers will moderate these and forward their recommendations to the Chief Executive. The Chief Executive will review and report to the Pay Committee.

2.4 The Board delegates authority to the Pay Committee to make the final decisions about whether or not to accept a pay recommendation, having regard to the appraisal report and taking into account advice from the Chief Executive.

2.5 These responsibilities are exercised within the constraints of the academy's locally approved budget, in accordance with the academy's financial and improvement plans and the requirements of employment legislation.

### **3. One Team**

3.1 A driving principle of this policy is to recognise that staff in the WLT are one team, delivering outstanding educational opportunities to pupils in the Trust schools. As such the annual pay review will consider both the teaching and support staff professional associations recommendations when considering any 'cost of living' increase and apply a standard cost of living pay award for all staff in the Trust. The cost of living pay award will be applied in September each year.

## **Part A – Teachers’ Pay**

### **4. Pay Scales**

4.1 Teaching Staff. The School Teachers’ Pay and Conditions Document ("the 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 Board determines the pay scales and will review them on an annual basis. The values of the pay scales adopted by the Board are shown in Appendix 1 of this policy.

4.2 Teachers employed on an ongoing basis by the WLT but who work less than a full working day or week are deemed to be part-time. Part-time staff are paid a proportion/pro rata of the pay that would be appropriate if they were full-time. This also applies to allowances.

### **5. Salary Reviews**

5.1 All teaching staff salaries, including those on Leadership Group pay ranges will be reviewed annually to take effect from 1 September, backdated as appropriate. The Board will aim to complete the pay reviews as follows:

- Teachers by 31 October
- Headteachers and Central team by 31 October
- Chief Executive by 30 November

5.2 If, following the appraisal process, a member of staff is seeking a review of any decision that affects their salary they should in the first place seek to resolve the matter informally through discussion with the appraiser. If the matter remains unresolved, the pay appeal procedure will be followed.

5.3 All teaching staff will be provided with an annual written statement setting out their salary and any other financial benefits to which they are entitled. A copy will be retained on their personnel file.

5.4 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.

### **6. Pay Determination on Appointment**

6.1 Where a position becomes vacant, the school and Trust will review the existing pay range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

6.2 The starting salary will be by negotiation following consideration of previous experience. In making such decisions, the WLT may take into account a range of factors, including:

- The nature of the post;
- The level of qualifications, skills and experience required;
- Market conditions;
- The wider Trust context and strategic priorities

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school/Academy unless that school/Academy was part of the WLT. However, pay portability is recognised and where possible will be observed unless there are operational reasons not to.

### **Leadership Group Posts (for example Headteachers, Deputy and Assistant Headteachers)**

6.3 The pay ranges for the Executive Headteachers, Headteachers, Deputy Headteachers and Assistant Headteachers and other leadership posts will be determined in accordance with the criteria specified in the 'Document' and ensuring fair pay relativities as appropriate.

6.4 The pay range will be reviewed whenever:

- there is a proposal to appoint a new Headteacher, Deputy or Assistant Headteacher;
- it becomes necessary to amend the group size because of a change in pupil numbers or where the post holder becomes accountable for more than one school on a permanent basis; or
- where it is necessary in order to reflect significant change in responsibilities of the post.

6.5 Acting allowances are payable to teachers who are assigned and carry out the duties of headteacher, deputy head or assistant head in accordance with the 'Document'. The WLT 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 the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

6.6 Any teacher who carries out the duties of Head, Deputy Head, or Assistant Head, for a period of four weeks or more, will be paid at an appropriate point within the Headteacher Group (Head's ISR), Deputy Head range or Assistant Head range. Payment will be backdated to the commencement of the duties.

### **WLT Lead Practitioner Posts**

6.7 Additional duties will be set out in the job description and will include:

- A leadership role in developing, implementing and evaluating policies and practices across the Trust that contribute to school improvement;
- The improvement of teaching within the wider school community which impacts significantly on student progress;
- Improving the effectiveness of staff and colleagues, particularly in relation to specific areas such as Teaching and Learning

6.8 WLT Lead Practitioner roles will be remunerated with a WLT Allowance as set out in Appendix 1.

### **Classroom Teacher Posts**

6.9 The pay range to be used to determine pay on appointment for qualified teachers is either the main pay range or upper pay range as set out in Appendix 1.

6.10 Unqualified teachers will be paid on the appropriate unqualified pay range as set out in Appendix 1. The unqualified pay range overlaps with the main pay range and therefore the WLT will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.

6.11 A newly appointed unqualified teacher will be appointed at an appropriate point in the band determined by the WLT according to their previous experience relevant to their role in the academy.

6.12 It is the intention of the Trust's to train or support the training of an individual if they recruited as an unqualified teacher.

## **7. Pay Progression Based on Performance**

7.1 In the WLT, all teachers can expect to receive regular, constructive feedback on their performance and are subject to 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 and Capability Policy.

7.2 Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and pay recommendations from the Headteacher/Chief Executive. In the case of NQTs, pay decisions will be made by means of the statutory induction process.

7.3 Pay progression is not automatic and it will be possible for a 'no progression' determination to be made without recourse to the Grievance Policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and will not therefore meet the requirements for pay progression.

7.4 The WLT will consider performance over a lesser period where a teacher has been absent for some or all of the relevant period (i.e. due to maternity leave or long term absence).

### **Pay Progression for the Chief Executive, Executive Headteachers and Headteachers**

7.6 The post holder must demonstrate sustained high quality performance in respect of leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser as part of their annual appraisal before any pay increases can be awarded. Pay progression for the Chief Executive is agreed by the Board of Trustees.

7.7 The WLT may decide to award one point for sustained, high quality performance in line with expectations. Alternatively, the WLT may consider progression of more than one point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

7.8 The Headteacher Group (ISR range) may change at any time in order to retain a Headteacher.



## **Pay Progression for Deputy Headteachers and Assistant Headteachers and Senior Leaders**

7.10 Deputy and Assistant Headteachers must demonstrate sustained high quality of performance in leadership and management and pupil progress, and are subject to a review of the totality of their performance as agreed with their appraiser as part of their annual appraisal before any pay increase can be awarded. It is good practice to inform the teacher in advance of any reason why they will not have pay progression.

7.11 The WLT may decide to award one point for sustained, high quality performance in line with expectations. Alternatively, the WLT may consider progression of more than one point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

7.12 The Headteacher Group (ISR range) may change at any time in order to retain the post holder.

### **Unqualified Teachers**

7.13 Progression within the unqualified pay range will be subject to a review of the individual's performance set against the annual appraisal review and the appropriate Teacher Standards. The WLT may decide to award one increment for sustained high quality performance. For exceptional performance the WLT may consider awarding two increments.

### **Main Scale Teachers**

7.14 Eligible main scale 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 appraisal process. It is good practice to inform the teacher in advance of any reason why they will not have pay progression.

7.15 Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Headteacher, the teacher can demonstrate that there is evidence of:

- Evidence of consistently good quality teaching throughout the year;
- Students making good progress;
- Appraisal objectives met;
- The Teachers' Standards being fulfilled.

7.16 Additional progression of one point may be considered for those teachers who in the professional judgement of the Headteacher, can demonstrate that there is evidence of:

- Evidence of consistently high quality teaching
- Students making outstanding progress
- Appraisal objectives exceeded
- Teachers' Standards are being fulfilled and exceeded
- Successful leadership of a whole academy initiative where impact can be evidenced

7.17 On successful completion of the NQT year, a teacher will have a minimum entitlement to be paid on pay point 2 of the main pay range.

### **Upper Pay Range Teachers**

7.18 Any qualified teacher who has reached the top of the main scale and has completed two years at this level (M6) may apply to be paid at UPS 1 on the Upper Pay Scale 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 Upper Pay Scale. It is good practice to inform the teacher in advance of any reason why they will not have pay progression.

7.19 Applications to be considered for advancement to the Upper Pay Scale may be made once a year no later than 30 September. Applications should contain evidence from the last two years, and be made in writing and be submitted to the applicant's Headteacher.

7.20 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. This means that to achieve progression, Headteachers must be satisfied that the teacher meets this criteria and there is evidence from the past two years of:

- a. Consistently good/high quality teaching
- b. Consistently good/outstanding student progress
- c. Evidence of coaching and supporting colleagues to achieve improved student outcomes
- d. Acting as a role model for Teaching and Learning
- e. A commitment to personal development and Continuing Professional Learning focused on improving outcomes for students
- f. Highly competent in all areas of the Teachers' Standards
- g. The contribution at this level must be substantial and sustained

7.21 The application will initially be assessed by the Headteacher who will moderate all applications. The Headteacher will then make recommendations to the Chief Executive who will make their recommendation to the Pay Committee. If an individual is not to be put forward to the Pay Committee, they will be informed as to the reasons why. The individual may request a meeting with the Chief Executive.

7.22 The assessment will usually be made by 31 October. If successful, applicants will move on to the upper pay range backdated to 1 September of that academic year. If unsuccessful, feedback will be provided. Unsuccessful applicants will be eligible to apply again in the following academic year.

### **Pay Progression for Teachers within the Upper Pay Range**

7.23 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every two years and no application will be necessary. However, 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 appraisal process.

7.24 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate that there is evidence from the required period of continuing to meet the criteria at 7.20. It is good practice to inform the teacher in advance of any reason why they will not have pay progression.

7.25 Additional progression may be considered for upper pay range teachers where performance is judged to be exceptional taking in to consideration the criteria at 7.20 and where all objectives have been exceeded.

7.26 Teachers who are not judged eligible for pay progressions on the upper pay scale will be considered again the following academic year.

## **8. Allowances and Payments**

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

8.1 TLRs are 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. TLRs may also be awarded to individuals with specific responsibilities for pastoral care for which the teacher is accountable. Unqualified teachers may not be awarded TLRs.

8.2 The Headteacher must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;
- requires the exercise of a teachers' professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area, or, to lead and manage student development across the curriculum;
- has an impact on the educational progress of students other than the teachers' assigned classes or groups of students;
- involves leading, developing and enhancing the teaching practice of other staff.

8.3 The values of the TLRs are set out in Appendix 1.

8.4 Before awarding a TLR, the Headteacher must be satisfied that the sustained, additional responsibility includes line management for a significant number of people.

8.5 The WLT may award a fixed-term third TLR (TLR3) to a classroom teacher for clearly time limited school improvement projects, or one-off externally driven responsibilities. The duration of the TLR3 must be established from the outset and the annual value of an individual TLR3 will be between the ranges as set out in Appendix 2.

8.6 A teacher cannot hold a TLR1 and a TLR2 concurrently, although a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR1 and TLR2 are paid pro-rata for part-time staff. TLR3 is paid in full. Staff submitting a request under the Flexible Working Policy should note that the need and objectives of both the Trust and the individual will be considered.

8.7 If, whether as a result of a change to this policy or to the academy's staffing structure or otherwise, the teacher's duties are no longer to include the significant responsibility for which the

TLR was awarded or that the significant responsibility merits a TLR of lower value, the WLT will pay the teacher a safeguarded sum, for a period of up to three years from the relevant date in accordance with the 'Document'.

8.8 Where the safeguard sum exceeds £500, the Headteacher will review the teacher's duties and allocate responsibilities appropriate and commensurate with the safeguarded sum.

### **Special Educational Needs Allowance**

8.9 The WLT will award a Special Educational Needs (SEN) Allowance to a classroom teacher in the following circumstances:

- in any SEN post that requires a mandatory SEN qualification
- in a special school
- if they teach students in one or more designated special class or units in a academy
- in any non-designated setting that is analogous to a designated special class or unit where the post:
  - i. involves a substantial element of working directly with children with special educational needs
  - ii. requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs
  - iii. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the academy or unit within the academy

8.10 Where a SEN allowance is to be paid, the Headteacher will determine the spot value of the allowance, taking into account the structure of the academy'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

8.11 The annual value of an SEN allowance is shown at Appendix A.

### **Allowances for Unqualified Teachers**

8.12 The WLT may determine an additional allowance as appropriate to be paid to an unqualified teacher where it considers, in the context of its staffing structure that the teacher has:

- Taken on a sustained additional responsibility which:
  - i. Is focused on teaching and learning; and
  - ii. Requires the exercise of a teacher's professional skills and judgement; or
- Qualifications or experience which bring added value to the role being undertaken

## **Recruitment and Retention Incentives and Benefits**

8.13 The WLT reserves the right to exercise its discretion to award recruitment and retention incentives and benefits. The WLT will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain teachers and any conditions attached to them.

8.14 Incentives and benefits may be awarded as a lump sum or over a fixed period. The WLT will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

8.15 A regular formal review will be conducted of any incentives and benefits awarded.

8.16 Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraphs 8.13 and 8.14 other than a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher or Assistant Headteacher, including non-monetary benefits, will be taken into account when determining the pay range.

## **Additional Payments**

8.17 The WLT may make payments as they see fit to a teacher, including a Headteacher in respect of:

- Continuing professional development undertaken outside the school day;
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- Participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the headteacher, between the headteacher and the Chief Executive;
- Additional responsibilities and activities due to, or in respect of, the provisions of services by the headteacher relating to the raising of educational standards to one or more additional schools.

## **9. Supply Teachers**

9.1 Teachers employed by the WLT on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy in the same way as other teachers.

9.2 Teachers employed other than those contracted through a supply agency:

- Will be paid on a daily basis and will have their salary assessed as an annual amount divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1350 to give an hourly rate.

9.3 A short notice teacher who is employed by the WLT throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment during that period.

## **Part B – Support Staff Pay**

### **10. Pay Scales**

10.1 The Board determines the pay scales and will review them on an annual basis. The values of the pay scales adopted by the Board are shown in Appendix 3 of this policy.

10.2 Support Staff employed who work less than a full working day or week are deemed to be part-time. Part-time staff are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to allowances.

### **11. Starting Salaries**

11.1 Where a position becomes vacant, the WLT will review the existing grade (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

11.2 The WLT will normally appoint to the minimum of the grade unless the person appointed was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade.

11.3 Exceptionally, the WLT may also consider appointing above the minimum of the grade where market conditions, previous experience and/or qualifications or previous salary justify so doing, within the overall grade of the post.

### **12. Incremental Progression**

12.1 Staff, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post.

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

12.3 The WLT may consider progression of more than one increment/point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

12.4 All support staff 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 support staff appraisal are set out in the Appraisal and Capability Policy.

### **13. Allowances and Payments**

#### **Acting Up Allowance**

13.1 Where a member of staff covers the full range of duties of a higher graded post for a period of 4 weeks or more, the WLT will pay that member of staff at the appropriate point on the higher scale (normally the minimum) for the period of acting up.

13.2 In the event of a planned and prolonged absences, the acting up allowance will be agreed in advance and paid from the first day.

### **Rewarding Additional Duties**

13.3 Where a member of staff is covering some, but not all of the duties of the higher graded post, the WLT will consider an additional payment or WLT Allowance as shown at Appendix 1, taking account of the proportion of higher graded work undertaken. In exceptional circumstances, the WLT may wish to recognise this additional work through the award of a temporary additional increment within the pay scale.

### **Working Additional Hours**

13.4 Where a member of staff has agreed to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the WLT may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff. Time off in lieu may also be considered. No additional hours/overtime will be paid without prior agreement of the Headteacher or Chief Executive.

### **Recruitment and Retention Incentives and Benefits**

13.5 The WLT reserves its right to exercise its discretion to award recruitment and retention incentives and benefits. The WLT will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain support staff and any conditions attached to them.

13.6 Incentives and benefits may be awarded as a lump sum or over a fixed period. The WLT will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

13.7 A regular formal review will be conducted of any incentives and benefits awarded.



## **Part C – Executive and Central Team Pay**

### **14. Pay Scales**

14.1 The Board determines the pay scales and will review them on an annual basis. The values of the pay scales adopted by the Board are shown in Appendix 1, 2 and 3 of this policy.

14.2 Staff employed who work less than a full working day or week are deemed to be part-time. Part-time staff are paid a proportion of the pay that would be appropriate if they were full-time. This also applies to allowances.

### **15. Starting Salary**

15.1 Where a position becomes vacant, the WLT will review the existing grade/range (if applicable) prior to the advertisement to establish whether this is appropriate for the post in question.

15.2 The WLT will normally appoint to the minimum of the grade/range unless the person appointed was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade/range.

15.3 Exceptionally, the WLT may also consider appointing above the minimum of the grade where market conditions, previous experience and/or qualifications or previous salary justify so doing, within the overall grade/range of the post.

### **16. Incremental / Pay Progression**

16.1 Progression within the grade/range will be subject to a review of the post holder's performance set against the annual appraisal review and the appropriate Teacher Standards (where applicable).

16.2 The WLT may decide to award one increment /point for sustained, high quality performance. Alternatively the WLT may consider progression of more than one increment/point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

16.3 It will be possible for a 'no progression' determination to be made without recourse to the Grievance Policy. However, those subject to formal capability proceedings during the appraisal review period will be deemed unsatisfactory performers and may not therefore meet the requirements for pay progression.

16.4 Where performance of post holders are below the expectations of the WLT, consideration will be given as to whether it is appropriate to address this through the Appraisal and Capability Policy.

16.5 All Executive and Central Team staff 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 appraisal are set out in the Appraisal and Capability Policy.

## **17. Allowances and Payments**

### **Acting Up Allowance**

17.1 Where a member of staff covers the full range of duties of a higher graded post for a period of 4 weeks or more, the WLT will pay that member of staff at the appropriate point on the higher scale/range (normally the minimum) for the period of acting up.

17.2 In the event of a planned and prolonged absence, the acting up allowance will be agreed in advance and paid from the first day.

### **Rewarding Additional Duties**

17.3 Where a member of staff is covering some, but not all of the duties of the higher graded post, the WLT will consider an additional payment or WLT Allowance, taking account of the proportion of higher graded work undertaken.

17.4 In exceptional circumstances, the WLT may wish to recognise this additional work through the award of an additional increment within the pay scale.

### **Working Additional Hours**

17.5 Where a member of staff has agreed to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the WLT may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff. Time off in lieu may also be considered. No additional hours/overtime will be paid without prior agreement of the Headteacher or Chief Executive.

## **Part D - Pay Appeals Procedure**

18.1 If, following the appraisal process, the post holder is seeking a review of any decision that affects their salary they should in the first place seek to resolve the matter informally through discussion with the appraiser. If the matter remains unresolved, the Pay Appeal Procedure will be followed.

18.2 The steps of the pay appeals procedure perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust Grievance Policy following conclusion of a pay appeal.

18.3 The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the appraiser. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process (Paragraph 18.5).

18.4 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they wish to be considered at the hearing. The member of staff should inform the Chief Executive of their chosen companion and provide a copy of all documents in good time before the hearing.

18.5 Upon receipt of written notification of the pay decision, if the member of staff is dissatisfied they can make a formal appeal in writing within five working days to the committee who made the decision. The possible grounds for appeal are:

- (a) incorrectly applied the policy or the STPCD
- (b) failed to have proper regard for statutory guidance
- (c) failed to take proper account of relevant evidence
- (d) took account of irrelevant or inaccurate evidence
- (e) was biased or
- (f) unlawfully discriminated against the member of staff.

18.6 Appeals against pay decisions should be made in writing and addressed to the Chief Executive stating the grounds of their appeal in accordance with paragraph 18.5 above.

18.7 The appeal panel consisting of no less than two Trustees who were not involved in the original determination will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of five working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.

18.8 The member of staff will have the opportunity to make representations to the panel or their representative and a representative from the academy will also attend to present the management case.

18.9 The panel will review their decision and will confirm the outcome in writing to the member of staff within five working days.

**Teacher Pay Scales and Allowances 2019-20 (rounded to the nearest pound (£))**

Unqualified	Point	Annual	Monthly
	1	£17,682	£1,474
	2	£19,738	£1,645
	3	£21,793	£1,816
	4	£23,850	£1,988
	5	£25,908	£2,159
	6	£27,965	£2,330

Teachers' Main Scale	Point	Annual	Monthly
	1	£24,373	£2,031
	2	£26,298	£2,191
	3	£28,412	£2,368
	4	£30,599	£2,550
	5	£33,009	£2,751
	6	£35,618	£2,968

Teachers' Upper Scale	Point	Annual	Monthly
	1	£37,654	£3,138
	2	£39,049	£3,254
	3	£40,490	£3,374

Teaching and Learning Responsibility	TLR 1	Annual	Monthly
	A	£8,069	£672
	B	£9,928	£827
	C	£11,787	£982
	D	£13,654	£1,138
	TLR 2	Annual	Monthly
	A	£2,796	£233
	B	£4,654	£388
	C	£6,515	£543
	D	£6,829	£569
	TLR 3	Annual	Monthly
	Minimum	£555	£46
	Maximum	£2,757	£230

SEN Allowance	Point	Annual	Monthly
	1	£2,209	£184
	2	£4,359	£363

WLT Allowance	Point	Annual	Monthly
	1	£2,000	£167
	2	£4,000	£333
	3	£6,000	£500

**Leadership Pay Scales 2019-20 (rounded to the nearest pound (£))**

Point	Annual	Monthly
L1	£41,065	£3,422
L2	£42,093	£3,507
L3	£43,144	£3,595
L4	£44,217	£3,685
L5	£45,319	£3,777
L6	£46,457	£3,871
L7	£47,707	£3,976
L8	£48,808	£4,067
L9	£50,026	£4,169
L10	£51,310	£4,276
L11	£52,643	£4,387
L12	£53,855	£4,488
L13	£55,201	£4,600
L14	£56,579	£4,715
L15	£55,986	£4,832
L16	£59,527	£4,961
L17	£60,895	£5,075
L18	£62,426	£5,202
L19	£63,974	£5,331
L20	£65,561	£5,463
L21	£67,183	£5,598
L22	£68,851	£5,738
L23	£70,555	£5,880
L24	£72,306	£6,026
L25	£74,102	£6,175
L26	£75,935	£6,328
L27	£77,818	£6,485
L28	£79,748	£6,646
L29	£81,722	£6,810
L30	£83,757	£6,980
L31	£85,825	£7,152
L32	£87,959	£7,330
L33	£90,145	£7,512
L34	£92,372	£7,698
L35	£94,669	£7,889
L36	£97,012	£8,084
L37	£99,424	£8,285
L38	£101,885	£8,490
L39	£104,367	£8,697
L40	£106,972	£8,914
L41	£109,643	£9,137
L42	£112,391	£9,366
L43	£114,060	£9,505

**Support Staff Pay 2018 & 2019**

1 April 18			1 April 19		
Point	Grade	Salary	Point	Grade	Salary
6	17	£16,394	1	17	£17,364
7	16	£16,495	2	16	£17,711
8	16	£16,626			
9	15	£16,755	3	15	£18,065
10	15	£16,863			
11	15	£17,007			
12	15	£17,173	4	15/14	£18,426
13	15	£17,391			
13	14	£17,391			
14	14	£17,681	5	14	£18,795
15	14	£17,972			
16	14	£18,319			
17	14	£18,672	6	14/13	£19,171
17	13	£18,672			
18	13	£18,870			
19	13	£19,446	7	13	£19,554
20	13	£19,819	8	13	£19,945
			9	13	£20,344
			10	13	£20,751
21	13	£20,541	11	13	£21,166
22	12	£21,074	12	12	£21,589
			13	12	£22,021
23	12	£21,693	14	12	£22,462
24	12	£22,401	15	12	£22,911
			16	12	£23,369
25	12	£23,111	17	12	£23,836
			18	12	£24,313
26	12	£23,866	19	12	£24,799
27	11	£24,657	20	11	£25,295
			21	11	£25,801
28	11	£25,463	22	11	£26,317
29	11	£26,470	23	11	£26,999
30	11	£27,358	24	11	£27,905
31	11	£28,221	25	11	£28,785
32	10	£29,055	26	10	£29,636
33	10	£29,909	27	10	£30,507
34	10	£30,756	28	10	£31,371
35	10	£31,401	29	10	£32,029
36	10	£32,233	30	10	£32,878
37	10	£33,136	31	10/09	£33,799
37	9	£33,136			
38	9	£34,106	32	9	£34,788
39	9	£35,229	33	9	£35,934
40	9	£36,153	34	9	£36,876

1 April 18			1 April 19		
Point	Grade	Salary	Point	Grade	Salary
41	9	£37,107	35	9/8	£37,849
41	8	£37,107			
42	8	£38,052	36	8	£38,813
43	8	£39,002	37	8	£39,782
44	8	£39,961	38	8	£40,760
45	8	£40,968	39	8/7	£41,787
45	7	£40,968			
46	7	£41,976	40	7	£42,816
47	7	£43,038	41	7	£43,899
48	7	£44,313	42	7	£45,201
49	7	£45,216	43	7	£46,122
50	7	£46,347	44	7	£47,274
51	6	£47,499	45	6	£48,450
52	6	£48,693	46	6	£49,668
53	6	£49,899	47	6	£50,898
54	6	£51,156	48	6	£52,179
55	6	£52,434	49	6	£53,484
56	6	£53,742	50	6	£54,816
N/A	5	£67,035		5	£68,376
N/A	4	£75,897		4	£77,415