

## Pay Policy

September 2023

PARTNERSHIPS | OPPORTUNITY | INTEGRITY | EQUITY | EXCELLENCE | PEOPLE-CENTRED

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**Consilium**  
**Academies**  
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# Contents

SECTION A	GENERAL INTRODUCTION.....	3
1	Introduction.....	3
2	Automatic Pay Progression .....	3
3	Monitoring the impact of the policy.....	3
4	Review of policy .....	3
5	Job descriptions.....	4
6	Basic pay determination on appointment .....	4
7	Incremental progression.....	4
8	Honoraria .....	4
SECTION C	DETERMINING TEACHERS' PAY .....	6
1	Basic pay determination on appointment .....	6
2	Pay reviews .....	6
3	Pay range for teachers .....	6
4	Pay progression for teachers.....	6
5	Pay range for unqualified teachers.....	6
6	Pay progression for unqualified teachers .....	6
7	Pay ranges for leading practitioner posts .....	6
8	Pay ranges for members of the leadership group .....	7
9	Teaching and Learning Responsibility (TLR) payments.....	8
10	Special Educational Needs (SEN) allowances.....	8
11	Early Career Teacher's (ECT's).....	8
12	Part time teachers .....	8
13	Short notice/supply teachers.....	8
14	Pay protection.....	9
15	Absence and pay progression.....	9
SECTION D	APPEALS.....	10
16	Appeals.....	10
	Stage one – informal discussion.....	10
	Appendix A: Support Staff Pay Scales.....	13
	Appendix B: Teacher Pay Scales .....	14

## SECTION A GENERAL INTRODUCTION

### 1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation<sup>1</sup>, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the Conditions of Service for School Teachers in England and Wales ("Burgundy Book") and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book").
- 1.2 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will also comply with the requirements of **Data Protection Legislation** (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018).
- 1.3 In adopting this pay policy the aim is to:
- 1.3.1 support the recruitment and retention of a high-quality workforce
  - 1.3.2 enable us to recognise and remunerate staff appropriately for their contribution to the Trust
  - 1.3.3 ensure that there is no pay discrimination

### 2 Automatic Pay Progression

Pay progression is automatic for all staff within their pay range until they reach the top of their scale. Pay progression is not linked to performance. Performance will be managed in line with the Professional Development Review Policy and if appropriate in line with the Capability Policy.

### 3 Monitoring the impact of the policy

The Trust will monitor the outcomes and impact of this policy on an annual basis with recognised trade unions, including the production of pay progression data broken down by relevant characteristics and trends in progression across specific groups of staff to assess its effect and the Trust's continued compliance with equalities legislation.

### 4 Review of policy

This policy is to be reviewed annually by the Trust in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## **5 Job descriptions**

- 5.1 HR will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.
- 5.2 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. Where any role changes and it becomes a new role, which isn't currently in the Trust structure it will be evaluated using the NJC job evaluation scheme in consultation with the relevant unions.
- 5.3 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 Trust. If the assessment results in a lower grade, the employee will be entitled to salary protection for 12 months. Support staff may follow the pay appeals procedure if they wish to appeal this decision.
- 5.4 Following a restructure or regrading process where a support member of staff takes a role at a lower grade, salary safeguarding will apply for 12 months.

## **6 Basic pay determination on appointment**

- 6.1 The Trust will determine the grade for a vacancy prior to advertising it. On appointment the Head Teacher/Trust 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). We will recognise continuous service for new staff who join the Trust from other Academies and LA schools.
- 6.2 In making determinations of basic pay the Trust may take in to account a range of factors, including:
  - 6.2.1 the nature of the post
  - 6.2.2 the level of qualifications, skills and experience required
  - 6.2.3 the wider Trust context and strategic priorities
  - 6.2.4 market conditions

## **7 Incremental progression**

- 7.1 If the employee has more than 6 months' service in their role, they are eligible for an increment. This will be paid annually until the employee reaches the top of their scale.
- 7.2 If the employee has less than 6 months' service in their role, the first increment will not be paid until six months after their appointment. Subsequent increments will be payable in line with the policy.
- 7.3 Incremental progression is automatic.

## **8 Honoraria**

- 8.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
  - 8.1.1 undertake higher level work in addition to their normal duties

8.1.2 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave

- 8.2 HR 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.
- 8.3 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'.
- 8.4 This should usually only be a temporary solution and the Headteacher should take advice from HR to consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## **SECTION C DETERMINING TEACHERS' PAY**

### **1 Basic pay determination on appointment**

- 1.1 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. The Trust applies pay portability and there are no restrictions to this.
- 1.2 In making such determinations, the Trust may take into account a range of factors, including:
  - 1.2.1 the nature of the post
  - 1.2.2 the level of qualifications, skills and experience required
  - 1.2.3 the wider Trust context and strategic priorities
- 1.3 The Trust/school will not restrict the pay available for appointees to vacant posts, other than the lower limit of the relevant pay range and the upper limit of the relevant pay range.

### **2 Pay reviews**

- 2.1 The Trust will ensure that each teacher's salary is reviewed annually and where a pay increase is due this will be backdated to 1 September of the same academic year. The Trust will determine the salary of a teacher on an annual basis and notify the teacher in writing of the salary determination by 31 October each year with effect from 1 September of that year.
- 2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date.

### **3 Pay range for teachers**

- 3.1 The pay range within this Trust has 9 pay points, please refer to Appendix B.

### **4 Pay progression for teachers**

- 4.1 Teachers will automatically progress through the pay scale and no application will be necessary. Annual pay progression within the range is automatic.

### **5 Pay range for unqualified teachers**

- 5.1 The unqualified teacher pay range within the Trust has six reference points, please refer to Appendix B.

### **6 Pay progression for unqualified teachers**

- 6.1 Unqualified teachers will automatically progress on an annual basis.

### **7 Pay ranges for leading practitioner posts**

- 7.1 Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching

skills. Teachers on the leading practitioner pay range have the same professional responsibilities and benefit from the same rights conferred as all other teachers, other than a headteacher. However, additional duties relevant to their role in modelling and leading improvement of teaching skills may be included in the individual job descriptions of such teachers.

- 7.2 If the Trust creates more than one such post, the individual pay ranges for each post should be determined separately and may differ to reflect the different demands and challenges of each post. When setting the individual pay range for teachers on the pay range for leading practitioners, the relevant body should have regard to the challenge and demands of the individual post and internal pay relativities. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD. This process of evaluation will be carried out by the HR team in consultation with the school to ensure that the pay scale for lead practitioners across the school is fair and equitable and will be shared with Trade Union colleagues on an annual basis.
- 7.3 Within the Trust, leading practitioners will take a leadership role in developing, implementing, and evaluating policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:
- 7.3.1 be an exemplar of teaching skills,
  - 7.3.2 lead the improvement of teaching skills in the Trust
  - 7.3.3 carry out the professional responsibilities of a teacher other than a head teacher, including those responsibilities delegated by the head teacher.
- 7.4 Leading practitioners will automatically progress annually by one point until they reach the top of their range.

## **8 Pay ranges for members of the leadership group**

- 8.1 Pay ranges for headteachers, deputy headteachers and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if the Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required.

### **Headteachers**

- 8.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.
- 8.3 A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the exceptional circumstances warrant it, up to an additional 25% in accordance with the STPCD.
- 8.4 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 8.1-8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.

### **Deputy headteachers and assistant headteachers**

- 8.5 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the academy. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of

the headteacher, except in exceptional circumstances.

### **Pay progression for members of the leadership group**

- 8.6 Members of the leadership group will receive automatic pay progression within their pay scale until they reach the top of their range.

## **9 Teaching and Learning Responsibility (TLR) payments**

- 9.1 In this Trust we pay TLR1 or TLR2 in accordance with the School Teachers Pay and Conditions Document to a classroom teacher for the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 9.2 Current values are as follows in accordance with the School Teachers pay and Conditions Document and Appendix B.
- 9.3 The Trust may award fixed-term TLR3 payments for “clearly time-limited school improvement projects, or one-off externally driven responsibilities”. The duration of the payment must be established at the outset and payment must be made on a monthly basis for the duration of the fixed term. Time limited TLR3 allowances should not be used in place of existing permanent TLRs, or for responsibilities which are a feature of school life. Long term responsibilities should be paid via permanent TLR1 or TLR2 payments.
- 9.4 Payments for the time-limited TLR3 are made for the whole task, the duration of which may vary. The “annual value” parameters are for tasks which take one year and must be applied pro rata to tasks taking less than one year. Any temporary TLR 3 payments to be issued to teachers will be discussed with the local trade union representative before they are implemented.
- 9.5 Please refer to Appendix B for the TLR pay range.

## **10 Special Educational Needs (SEN) allowances**

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post. Please refer to Appendix B for SEN allowances.

## **11 Early Career Teacher's (ECT's)**

All ECT's will join the Trust on M1. ECT's then follow a statutory induction process for one year which includes a formal assessment. Once ECT's pass the statutory induction process they will automatically progress in line with the Trust teacher pay scale.

## **12 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.

## **13 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. We expect supply agencies that we work with to pay supply staff at a daily rate in the same way, based on experience and expertise.

#### **14 Pay protection**

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

#### **15 Absence and pay progression**

- 15.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) will progress automatically.

### 16 Appeals

- 16.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise a complaint under the Trust grievance procedure following conclusion of a pay appeal.
- 16.2 Employees may be represented by a recognised trade union or colleague at any stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require.
- 16.3 The Trust has adopted automatic incremental progression for all staff across the Trust. Where a member of staff wishes to appeal a decision around their pay, they are advised to follow the procedure below.

#### **Stage one – informal discussion**

An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with their line manager before the recommendation is actioned and confirmed.

#### **Stage two – a formal meeting with the Headteacher**

If, having had an informal discussion with their line manager the employee believes that an incorrect recommendation has been made, he/she may make representation to the Headteacher. To begin the process the employee should submit a formal written statement to the Headteacher, setting down in writing the grounds of their disagreement with their pay.

The employee is given the opportunity to make representations, including presenting evidence with the opportunity to ask questions about their pay. Following this meeting the Headteacher will make a pay determination that will be communicated to the employee in writing. If the employee wishes to call a witness they may do this whilst making representations.

A Headteacher can request a formal meeting with the Director of Education to formally appeal a decision on their pay.

#### **Stage three – a formal appeal hearing**

Should the employee not agree with the pay determination, they may appeal the decision and have an appeal hearing before an appeals panel.

In the hearing, both the employee and the management representative will have the opportunity to present their evidence and the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the employee in writing, including their rationale for reaching the decision. The appeal panel's decision is final and, there is no recourse to the general staff grievance procedure.

#### **Appeals hearings panels**

It is recommended that the panel which hears pay appeals should comprise of three Panel members who were not involved in previous discussions regarding the employees pay determination. The appeals panel

should be familiar with the school's pay and PDR policies. To ensure that appeals are properly considered, The Trust should consider any training needs that the Trustees have, including duties placed on the Trust by the Equality Act 2010 and the ACAS Code of Practice (Disciplinary and Grievance Procedures).

Staff making representation or an appeal may be accompanied by a colleague or representative from a professional organisation or trade union.

Pay appeals should be formally clerked and a note of proceedings should be produced.

All appeals should be addressed to [HR@consilium-at.com](mailto:HR@consilium-at.com) and following receipt of the appeal HR will:

- acknowledge receipt, in writing, within five working days
- arrange an appeal hearing with the within 10 working days: and
- A mutually agreed date and time will be arranged for the Hearing.

All parties must make every effort to attend the hearing in line with the timescales set out in this policy but where a chosen companion is unable to attend, the meeting will be rescheduled within 5 working days.

Copies of any relevant documents to be considered at the hearing will be enclosed to the panel and the employee. The employee will also need to provide a copy of any documentation they want to present during the hearing to the HR department at least 5 days before the hearing.

### **Pay Panel Hearing Procedure**

A suggested procedure for the conduct of a formal appeal hearing:

#### **Introductions**

- Chair introduces everyone and explains what their role is, then outlines the order of the hearing.
- HR clerk takes notes of the hearing.

#### **The employee case**

- The employee or their representative presents the employee case providing any evidence to support their case, including from witnesses (if any).
- Management representative has the opportunity to question the employee.
- Chair asks questions and subsequently opens the discussion to the panel.

#### **The management case**

- The management representative presents management case, providing any evidence to support their case, including any witnesses (if any).
- Employee or their representative has the opportunity to question the management representative.
- Chair asks questions and subsequently opens the discussion to the panel.

#### **Summarising and end of hearing**

- Employee or their representative sums up the employee case.
- Management representative sums up the management case.
- If appropriate, the Chair can sum up the key points on both sides. Chair will then end the hearing, advising the employee that they will receive the panel's decision in writing within a given timescale.

**Decision-making**

- Panel meet to reach their decision.
- HR clerk notes main points of panel discussion and their decision.
- Panel takes HR advice, to inform their decision-making.

**Communication of decision**

The employee will be notified of decision and the reason for the decision will be confirmed in writing, within 10 days. The appeal panel's decision is final; there is no further right of appeal under this procedure or the grievance procedure.

## Appendix A: Support Staff Pay Scales

Grade		SCP	Annual Salary 23/24
1		1	Deleted
		2	22,366
	2	3	22,737
		4	23,114
3		5	23,500
		6	23,893
	4	7	24,294
		8	24,702
5		9	25,119
		11	25,979
		12	26,421
	6	13	26,873
		14	27,334
		15	27,803
		17	28,770
7		19	29,777
		20	30,296
		22	31,364
	8	23	32,076
		24	33,024
		25	33,945
9		26	34,834
		27	35,745
		28	36,648
	10	29	37,336
		30	38,223
		31	39,186
11		32	40,221
		33	41,418
		34	42,403
	12	35	43,421
		36	44,428
		37	45,441
13		38	46,464
		39	47,420
		40	48,474
	14	41	49,498
		42	50,512
		43	51,515
15		44	52,490
		45	53,460
		46	54,434

## Appendix B: Teacher Pay Scales

Main	
M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
M6	£41,333
M7	£43,266
M8	£44,870
M9	£46,525

TLR	
TLR1	£9,272
	£15,690
TLR 2	£3,214
	£7,847
TLR 3	£639
	£3,169

SEN	
SEN	£2,539
	£5,009

Lead Practitioner	
1	£47,417
2	£48,606
3	£49,819
4	£51,058
5	£52,330
6	£53,642
7	£55,088
8	£56,357
9	£57,765
10	£59,250
11	£60,785
12	£62,187
13	£63,741
14	£65,331
15	£66,956
16	£68,737
17	£70,314
18	£72,085

Leadership	
L1	£47,185
L2	£48,366
L3	£49,574
L4	£50,807
L5	£52,074
L6	£53,380
L7	£54,816
L8	£56,082
L9	£57,482
L10	£58,959
L11	£60,488
L12	£61,882
L13	£63,430
L14	£65,010
L15	£66,628
L16	£68,400
L17	£69,970
L18	£71,729
L19	£73,509
L20	£75,331
L21	£77,195
L22	£79,112
L23	£81,070
L24	£83,081
L25	£85,146
L26	£87,253
L27	£89,414
L28	£91,633
L29	£93,902
L30	£96,239
L31	£98,616
L32	£101,067
L33	£103,578
L34	£106,138
L35	£108,776
L36	£111,470
L37	£114,240
L38	£117,067
L39	£119,921
L40	£122,912
L41	£125,983
L42	£129,140
L43	£131,056

Unqualified	
1	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6	£32,134