

JCAT Pay Policy

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1. Introduction

- 1.1.** The Trustee Board has responsibility for determining the Trust's complement of staff and the structure of posts, as well as the pay of the staff employed at each of the Academies. It is important to the Trustees that they can be perceived by our staff to be acting fairly at all times. To achieve this end, and in order to be responsible and make consistent decisions in relation to pay determination, it is essential that we have a clear written policy to guide us.
- 1.2.** In respect of teaching staff, the Trustee Board must operate within the legal framework laid down within the School Teachers' Pay and Conditions Document (STPCD). Under the STPCD, it is a statutory requirement for all Governing Bodies to have in place a pay policy for their teachers.
- 1.3.** The purpose of the Pay Policy is not to describe in detail all the provisions contained within the STPCD but to concentrate primarily on setting out, for staff, details of the Trustees' policy in relation to the use of their discretionary powers.
- 1.4.** In respect of support staff, the Trustee Board must operate within the legal framework laid down within the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.
- 1.5.** This policy is available to anyone wishing to view it and should be read in conjunction with the Trust's Appraisal Policies.

2. Aims of the Pay Policy

- 2.1.** To maintain and improve the quality of teaching and learning, as well as the general environment provided for all pupils by having in place a staffing structure and pay policy which supports each of the academies' priorities and plans.
- 2.2.** To ensure that, in relation to teaching staff pay, the Trustees operate within the legal framework of the School Teachers' Pay and Conditions Document at all times and take account of relevant statutory appraisal requirements.
- 2.3.** To enable the Trustees to exercise their discretionary powers within the parameters of a clear framework for all categories of teaching and support staff.
- 2.4.** To support the recruitment and retention of a high-quality workforce and to enable the Trust to recognise and reward teachers appropriately for their contribution.
- 2.5.** To indicate to all staff that the determination and review of their pay is dealt with in a fair and responsible manner.
- 2.6.** A consistent approach to pay and grading is applied across JCAT. This applies to all support staff, for example Teaching Assistants; clerical/administrative staff; Caretakers; Cleaners and Mid-day supervisors.

3. Equal Opportunities

- 3.1.** The Trustee Board is committed to providing equal opportunities for all staff in its employment practices, including recruitment and pay. It is intended that procedures for determining pay will also be consistent with the principles of public life – objectivity, openness and accountability.
- 3.2.** All staff will be treated fairly, without preconceived bias or distinctions drawn on any grounds irrelevant to their employment. These may include, race, colour, nationality, ethnic or national origins, religion or belief, age, disability, gender, gender reassignment, sexual orientation, social, marital or civil status, for pregnancy or maternity reasons, for having responsibility for dependants, Trade Union involvement or any other grounds irrelevant to the needs of the Trust, post or salary.
- 3.3.** All pay related decisions are taken in compliance with the following legislation: The Employment Rights Act 1996, The Employment Relations Act 1999, The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and The Equality Act 2010, together with any subsequent amendments. This legislation provides a clear legal framework to prevent such discrimination and places an obligation on the Trustees to act fairly at all times.
- 3.4.** The Trustee Board will take positive measures to maintain and improve equality of opportunity for all. This will include:
 - 3.4.1.** Undertaking audits of posts and pay positions and consideration of appropriate action to assist in addressing any equality issues (e.g. in relation to age, disability, race etc).

- 3.4.2.** Upholding a policy of equal pay for posts of equal responsibility. For example, TLR payments within the staffing structure will be attached to posts according to relative job weight and level of responsibility, following analysis of job descriptions. The same principles will apply also to other levels and types of post. This will help to ensure that pay decisions made are free from discrimination and are based only on the duties and requirements of the posts.
- 3.4.3.** Ensuring that vacant positions are as accessible as possible to all, e.g. to all genders, those with disabilities, those who may have caring responsibilities etc. Flexible working arrangements will be considered in relation to any post. The aim is a supportive working environment and recognition of the right to a reasonable work/life balance for all.
- 3.4.4.** Carrying out performance related pay processes objectively, in a fair and transparent manner in accordance with this policy and the Trust's Appraisal Policy.
- 3.4.5.** Seeking to ensure that training and development opportunities within the control of the Trust, as well as other meetings, are as accessible as possible to all staff.
- 3.4.6.** On an ongoing basis, seeking to improve communications amongst the workforce, including those on maternity, adoption and other leave.
- 3.5.** The Trustee Board will consult with staff at regular intervals on equal opportunities issues but would also welcome, at any time, constructive suggestions to improve equality of opportunity for all.

4. Data Protection

- 4.1.** JCAT will collect and process personal data in full compliance with our obligations under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. This includes keeping employees' personal data up-to-date, storing and destroying it securely, not collecting or retaining excessive amounts of data, protecting personal data from loss, misuse, unauthorised access, and disclosure, and ensuring that appropriate measures are in place to safeguard personal data JCAT will keep employees' personal data confidential and share it only with persons with a genuine need to know, such as the Local Authority, Department for Education (DfE), Disclosure and Barring Service (DBS) and/or the Teaching Regulation Agency (TRA), in relation to relevant matters. The Academy Trust may also share employees' personal data with other third parties, but only where this is necessary to comply with a legal obligation or is permitted under UK law.
- 4.2.** For further information relating to the Data Protection arrangements, employees should refer to the JCAT's Privacy Notice and other associated documents. These can be located on the Trust's website or otherwise by contacting the Central Office.

5. Decision Making – Responsibilities and Timescales

- 5.1.** JCAT is responsible for establishing a pay policy and for ensuring that it is implemented as set out in its detailed provisions, in the manner intended. This policy was drawn up for ratification by the F&R committee as per the Scheme of Delegation. Where a change to the use of the Trustees' discretionary powers is being considered, policy reviews will be carried out in a similar manner, as appropriate.
- 5.2.** JCAT has adopted the DfE's Managing Teachers' and Leaders' Pay (July 2024) to remove performance related pay from its Main and Unqualified pay ranges. The assessment to progress from Main Pay Scale to Upper Pay Scale will remain. Whilst it does not relate directly to appraisal objectives, it is assessed on performance.
- 5.3.** Pay increases dependent on performance, as well as the award of other discretionary payments, are entirely a matter for the Trustees. They are funded from the Trust's overall budget, whether or not this includes an element of grant funding. The Trustees must decide, each year, the sum of money available for discretionary salary payments. In these circumstances, the criteria set out in this policy for the use of the Trustees' discretionary powers in relation to salary determination have necessarily tried to balance budgetary considerations and the need to recruit and retain staff with the need to act fairly.
- 5.4.** From time to time a pay award may be applied to the minima and/or maxima of the national pay ranges set out in the STPCD. It is a statutory requirement that the Trustee Board applies the uplift to the minima of the relevant pay ranges, i.e. to ensure that no teacher is paid below the national range. It should be noted that the application of any pay award to salaries/pay points above the range minima is at the discretion of the Trustee Board.

- 5.5. Whilst the pay policy will normally be reviewed annually, the Trustee Board reserves the right to undertake a review at any time it is considered necessary or appropriate. In any event, the pay policy will be reviewed at any time there may be a change in the statutory pay arrangements applicable to schoolteachers.

Part 1 – Teaching Staff

6. Timing of Pay Determinations and Written Notification for Teachers

- 6.1. In accordance with the requirements of the statutory STPCD, all teaching staff will receive a determination of salary:
- 6.1.1. Annually with effect from 1st September (even if there is no change) and, in addition,
 - 6.1.2. Whenever a teacher takes up a new post on a date other than 1st September,
 - 6.1.3. Where a teacher becomes entitled to be paid on the upper pay range or,
 - 6.1.4. At any other time a change is made to a teacher's salary in circumstances provided for in the STPCD.
- 6.2. A salary review will also be undertaken at other times, if necessary. This may, for example, be in relation to a change in the level of an allowance or payment awarded to a teacher, the expiry of a temporary allowance or payment or to rectify an error.
- 6.3. Teachers will be notified of their salary determinations, in writing, as set out below.
- 6.4. Leadership Group members and those on the Pay Range for Leading Practitioners will be notified of the basis on which the salary has been determined and the criteria (including performance objectives where the teacher is not subject to the 2012 Appraisal Regulations) on which it will be reviewed in the future.
- 6.5. Qualified Classroom Teachers will be notified of their position within the Main or Upper Pay Range, as appropriate, together with details of the nature and value of any SEN allowance awarded and/or the annual value of any Teaching and Learning Responsibility (TLR) payment attached to the post. The nature of the significant responsibility for which the TLR was awarded will also be stated. Where a TLR3 is awarded, it will also be made clear that it is for a fixed period of time only and that safeguarding will not apply in any circumstances.
- 6.6. Unqualified Teachers will be notified of their position within the pay range for unqualified teachers, together with the value of, and reason for, any additional allowances awarded.
- 6.7. All teachers will also be notified of the details where a payment or position is for a fixed term only, including the end date and/or circumstances which will bring it to an end (particularly if occurring earlier than the stated date) and will also be notified of any payments or other financial benefits to be awarded for recruitment and retention or other purposes.
- 6.8. Where a teacher is in receipt of a safeguarded salary, this will be made clear. Safeguarding sums will be paid for a limited time only, in accordance with the statutory arrangements set out in the STPCD.
- 6.9. All teachers have access to a copy of the school's pay policy and are advised to familiarise themselves with the document.

7. The Trust Board's Arrangements for Decision Making and Appeals

- 7.1. All teachers, including the Head teacher, are subject to the 2012 Appraisal Regulations, except those on contracts of less than one term, those undergoing induction and those who are subject to capability procedures. All pay progression recommendations and decisions will, therefore, take account of whether or not a teacher is subject to these Regulations.
- 7.2. JCAT Trustee Board has delegated pay decisions, within the framework laid down by the Pay Policy, to its FAOR Committee and HR&R Committee. In relation to performance-related pay increases for Leadership staff, it is the responsibility of the Headteacher to ensure that information from the appraisal statement and the individual's overall performance is taken into account. Otherwise, other payments and allowances will be awarded in accordance with the criteria set out in this policy and may be dealt with by the Pay Committee/Panel, or delegated to the Headteacher to act on the Committee/Panel's behalf.
- 7.3. Details of the FAOR Committee and HR&R Committee Terms of Reference can be requested from the Trust Governance Professional.

- 7.4. The Headteacher's own pay will be addressed by an appointed panel including COG, CEO and one further representative informed by the appraisal statement, as well as overall performance, as appropriate, taking into account advice from the school's appointed external adviser. (This applies where the Headteacher is subject to the 2012 Appraisal Regulations, otherwise pay decisions will be informed by an appraisal of performance having regard to objectives agreed or set).
- 7.5. All teachers are entitled to seek a review of any decision made by the Headteacher or Trustee Board that affects their pay. An Appeal Committee/Panel appointed by the Trustee Board will deal with any appeal that may from time to time be submitted by a member of staff in relation to their salary. Any teacher seeking a review of a decision relating to their pay made by the Headteacher and/or Pay Committee/Panel should refer to the procedure for Dealing with Appeals against Teachers' Pay Decisions and Appraisal Statements' attached at Appendix 3 to this document.
- 7.6. The salary of every teacher will be reviewed annually with effect from 1st September, in accordance with the following timetable:
 - 7.6.1. The annual pay reviews for teaching staff below the Headteacher will be carried out as soon as possible and normally no later than 31st October in the new academic year.
 - 7.6.2. The annual pay review for the Headteacher will normally be carried out by no later than the end of the Autumn Term, i.e. 31st December with any point increment being backdated to 1st September of the same academic year
- 7.7. Written salary statements will be issued as soon as possible and, in any event, not later than one month after a pay determination has been made. Any increase that may be agreed will be effective from 1 September and backdated.
- 7.8. Salary reviews may take place at other times of the year to reflect any changes in circumstances or job description that affect the structure of the teacher's pay. Applications to be paid on the Upper Pay Range will be dealt with under separate arrangements, as set out in paragraph 15.

8. The Leadership Group

- 8.1. The Trustee Board's arrangements for the implementation and use of its discretionary powers are as set out below.
- 8.2. The 2014 STPCD included changes to the determination of Leadership Group pay which should only be applied to individuals:
 - 8.2.1. Appointed to a Leadership post on or after 1st September; or
 - 8.2.2. Whose responsibilities have significantly changed on or after that date.
- 8.3. In accordance with the arrangements introduced in 2014, the Trustee Board may also choose to review the pay of all their Leadership posts under the new arrangements if they determine that this is required to maintain consistency either with pay arrangements for new appointments to the Leadership group made on or after 1st September 2014, or with pay arrangements for a member or members of the Leadership group whose responsibilities significantly change on or after that date. In these circumstances, the Trustee Board reserves the right to review the pay of members of the Leadership group appointed prior to 1st September 2014, as allowed by the STPCD and set out above. The pay of Leadership members appointed prior to 1st September 2014 will otherwise continue under previous arrangements.
- 8.4. The Leadership Group Pay range applicable is set out in the 'Teachers' Salaries' information sheet attached as Appendix 1 to this document.
- 8.5. It should be noted that the framework of the statutory School Teachers' Pay and Conditions Document allows the Trustee Board discretion to increase or decrease the numbers and values of points within the Leadership Group Pay range as set out in Appendix 1. If at any time the Trustee Board proposes to make such a change, consultation will first take place with the Teachers' Professional Associations. (It should additionally be noted that any changes proposed will not adversely affect the currently existing salary of staff in post).
- 8.6. For the purposes of setting Executive Headteacher's and Headteacher's pay range, the Trustee Board will determine the group size, in accordance with the statutory formula set out in the STPCD. The Headteacher group size will be determined whenever it is proposed to appoint a new Head teacher, or at any other time it is considered to be appropriate or necessary.
- 8.7. When a Headteacher is appointed either temporarily or permanently as Executive Headteacher to be responsible and accountable for more than one academy, the Trustee Board will base the

determination of the Headteacher group on the total number of pupil units across all schools to give a group size to accordance with the statutory formula set out in the STPCD..

- 8.8.** The Trustee Board will determine the Headteacher pay range whenever it proposes to appoint a new Headteacher, if it is necessary to change the Headteacher group size or at any time it is considered necessary to reflect a significant change in the responsibilities of the post.
- 8.9.** When determining the Headteacher pay range, the Trustee Board will take into consideration:
 - 8.9.1.** All of the permanent responsibilities of the role
 - 8.9.2.** Any challenges that are specific to the role
 - 8.9.3.** All other relevant considerations, including in relation to recruitment and retention
- 8.10.** Note also that, where the Headteacher or Executive Headteacher take on significant additional responsibility for extended services for which the Headteacher is directly accountable and is permanently appointed as Headteacher of the school/s, the Trustee Board may, at its discretion, take this into account when setting the pay range. However, where the Headteacher has an interest in the quality of a service that is co-located on the school's site but is not responsible or accountable for that service, this is part of their core responsibilities and will not, therefore, be taken into account when setting the pay range.
- 8.11.** The Headteacher pay range will normally be determined within the overall range set out in the statutory STPCD, according to the school's calculated Headteacher group size.
- 8.12.** It should be noted that the framework of the statutory School Teachers' Pay and Conditions Document allows the Trustee Board discretion to increase or decrease the numbers and values of points within the minima and maxima of the eight pay ranges. If at any time the Trustee Board proposes to make such a change, consultation will first take place with the Teachers' Professional Associations. It should additionally be noted that any changes proposed will not adversely affect the currently existing salary of staff in post.
- 8.13.** The pay range determined from within the relevant group size range will consist of a minimum of 7 points. The Trustees may decide to set a longer range if this is considered appropriate, taking account of all the circumstances at the time.
- 8.14.** It should be noted that if the numbers and/or values of points within the relevant Leadership Group pay range are increased or decreased at any time, at the Trustee Board's discretion, the above arrangements for the minimum number of points applicable will be subject to review.
- 8.15.** In relation to new appointments, the Trustee Board will wish to consider the requirements of the post and the extent to which their preferred candidate meets those requirements. As a result, it may be decided to adjust the range and/or starting salary if this is considered appropriate taking account of the relevant circumstances. Starting salary will take into account all the prevailing circumstances and will also be linked to the background, knowledge, skills and abilities of the individual appointed to the post. In determining starting salary, the Trustee Board will ensure that there is appropriate scope within the range to allow performance related progression over time.
- 8.16.** In exceptional circumstances, the Headteacher's pay range, may exceed the maximum of the range applicable to the relevant Head teacher group size above. This may be considered if the Trustee Board determines that circumstances specific to the role, or candidate, warrant a higher than normal payment. However, the maximum of the Headteacher's pay range (and any additional 'Temporary Payments' – see below) will not exceed the maximum of the range applicable to the Headteacher group size by more than 25% unless there are wholly exceptional circumstances, supported by a business case.
- 8.17.** All decisions taken by the Trustee Board in relation to setting the Headteacher's pay range, including the reasons, will be recorded in writing.
- 8.18.** The Trustee Board may determine that additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined. These reasons for making any such payment will not previously have been taken into account when determining the Headteacher's pay range.
- 8.19.** The total sum of any temporary payments made to a Headteacher in any school year will not exceed 25% of the annual salary otherwise payable, and the total sum of salary and any other payments will not exceed 25% above the maximum of the range for the Headteacher group size. (This applies other than where a payment is in respect of relocation expenses relating solely to the personal circumstances of the Headteacher or in wholly exceptional circumstances, as referred to below).

8.20. The Trustee Board may determine that the total value of the Headteacher's salary, including any temporary or other payments, will exceed the above limit only in wholly exceptional circumstances. In order to implement such a payment, the following steps will be taken:

8.20.1. If it is considered that there are exceptional circumstances to warrant a payment in excess of the normal maximum limit, the relevant Trustee Board Panel/Committee will make a business case for the payment to the full Trustee Board.

8.20.2. The Trustee Board will then seek external independent advice from an appropriate person or body that can consider the provisions of the STPCD and whether they have been properly applied to the Headteacher's pay and subsequently advise the Trustee Board, before they decide whether it is justifiable to exceed the limit.

8.20.3. There will be a clear audit trail for any advice given to the Trustee Board and a full and accurate record of all decisions made by the Trustee Board and the reasoning behind them.

8.21. All decisions taken by the Trustee Board in relation to determining additional payments to the Head teacher, including the reasons, will be recorded in writing.

9. Deputy, Assistant Headteachers and Head of School

9.1. The Trustee Board will determine the pay range(s) for any Deputy, Assistant Headteachers and Head of School whenever it proposes to appoint a new Deputy, Assistant Headteacher or Head of School or at any time it is considered necessary to reflect a significant change in responsibilities.

9.2. When determining a Deputy, Assistant Headteacher or Head of School pay range, the Trustee Board will take into consideration:

9.2.1. All of the permanent responsibilities of the role.

9.2.2. Any challenges that are specific to the role.

9.2.3. All other relevant considerations, including in relation to recruitment and retention.

9.3. The pay range determined will consist of a minimum of 5 points. The Trustees may decide to set a longer range if this is considered appropriate, taking account of all the circumstances at the time.

9.4. It should be noted that if the numbers and/or values of points within the Leadership Group pay range are increased or decreased at any time, at the Trustee Board's discretion, the above arrangements for the minimum number of points applicable to individual ranges will be subject to review.

9.5. In relation to new appointments, the Trustee Board will wish to consider the requirements of the post and the extent to which their preferred candidate meets those requirements. As a result, it may be decided to adjust the range and/or starting salary if this is considered appropriate taking account of the relevant circumstances. Starting salary will take into account all the prevailing circumstances and will also be linked to the background, knowledge, skills and abilities of the individual appointed to the post. In determining starting salary, the Trustee Board will ensure that there is appropriate scope within the range to allow performance related progression over time.

9.6. The maximum of any Deputy, Assistant Headteacher or Head of School pay range will not exceed the maximum of the Head teacher group size for the school. Any Deputy, Assistant Headteacher or Head of School pay range set will not overlap with the Headteacher's pay range, other than in exceptional circumstances.

9.7. All decisions taken by the Trustee Board in relation to setting a Deputy, Assistant Headteacher Or Head of School pay range, including the reasons, will be recorded in writing.

10. All Leadership Group Members – Pay Progression

10.1. In accordance with the statutory requirements of the STPCD, the CEO, Head of Finance and HR Lead in consultation with the Headteacher of each school, will consider annually from 1st September whether or not to increase the salary of members of the Leadership group.

10.2. The Trust suggests that a member of staff employed within a leadership group should demonstrate two years of excellent performance to be eligible to progress through the Leadership scale.

10.3. The statutory STPCD requires that annual pay progression arrangements put in place by the Trustee Board, as set out below, are subject to the following:

10.3.1. The decision whether or not to award pay progression must be related to the individual's performance, as assessed through the school or authority's appraisal arrangements in accordance with the 2012 Appraisal Regulations;

- 10.3.2.** A recommendation on pay must be made in writing as part of the individual's appraisal report, and the Trustee Board must have regard to this recommendation;
- 10.3.3.** Where the individual is not subject to the 2012 Regulations, in order to reach a decision whether or not to award pay progression the Trustee Board must seek to agree objectives with the individual relating to school leadership and management and pupil progress and, in the absence of such agreement, must set such objectives, and must appraise the performance of the individual taking account of those objectives;
- 10.3.4.** Pay decisions must be clearly attributable to the performance of the individual;
- 10.3.5.** Demonstration of sustained high quality performance having regard to the results of the most recent appraisal carried out in accordance with the 2012 Regulations. The objectives agreed or set should give the individual an expectation of progression up the pay range;
- 10.3.6.** Where in accordance with the provisions of an earlier STPCD the Trustee Board has determined a pay range the maximum of which exceeds the highest salary payable under the 2014 Document it must continue to pay any salary determined by reference to that pay range until such time as it reassesses the pay range for its leadership posts under the provisions of the 2014 Document.
- 10.4.** In considering pay progression arrangements for members of the Leadership Group, the Trustees will take full account of these requirements.
- 10.5.** In respect of the Headteacher, and working with the appointed external adviser, as appropriate, the Trustee Board Pay Committee/Panel will agree or set objectives, appraise performance and determine pay in accordance with the requirements set out in the statutory STPCD and as referred to above. In respect of Deputy and/or Assistant Headteachers, as relevant, this will normally be carried out by the Headteacher or other Manager, as appropriate.
- 10.6.** For all Leadership Group members, a decision will be made annually, at the beginning of the appraisal period when the objectives are set, whether an increase of point will become payable from the 1st September following completion of the review at the end of the appraisal period (subject to the individual range set not being exceeded). If a point(s) are payable, it will be made clear what needs to be achieved in terms of performance for the award to be made. Accordingly, the Trustees (in respect of the Headteacher) or the Headteacher, or other Manager (in respect of Deputy, Assistant Headteachers and Head of School, as relevant) will, where appropriate, be provided with details of any point, or points that may be available for the purpose of making any pay recommendation.
- 10.7.** It should be noted that if the numbers and/or values of points within the Leadership Group Pay Range are increased or decreased at any time, at the Trustee Board's discretion, the above arrangements for progression will be subject to review.
- 10.8.** Leadership Group members play a critical role in the life of the school. In addition to any objectives set, and to progress on their respective pay ranges where appropriate, all Leadership Group members will need to show that they are highly competent in all aspects of the Teachers' Standards.
- 10.9.** Headteachers will also need to demonstrate that they meet the high standards of 'Ethics and Professional Conduct' expected of Headteachers as published in the DfE guidance 'Headteachers' standards 2020' and the Ten Headteachers' Standards. In order to progress on their own individual ranges, other Leadership Group members (which may include Heads of School, Associate Headteachers etc in a multi-Academy Trust, as well as Deputy and Assistant Heads in a single school) will be required to demonstrate high standards of ethics and professional conduct, as well as meeting the Headteacher Standards, as appropriate and as they are relevant to their individual supporting roles within the Leadership Group.
- 10.10.** The 'Headteachers' Standards 2020' replace the national standards of excellence for headteachers 2015. They are non-statutory and intended as guidance to be interpreted in the context of the school. The first section of the Standards, 'Section 1: Ethics and professional conduct' outlines the ethics and professional conduct expected. This is developed from part 2 of the teachers' standards. As such, they consist of statements that define the behaviour and attitudes expected. The full DfE guidance on the 'Headteachers' standards 2020' can be accessed via the following link: <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>
- 10.11.** Further information, including sources of evidence, is contained within the Trust's Appraisal Policy. In reaching a decision on the award of an increase, regard will be paid to the teacher's appraisal statement.

10.12. Where a teacher has joined the school part way through the academic year, information from references and/or previous appraisal statements may be required in addition to the School's own evidence of performance if it is otherwise insufficient to make an informed judgement.

11. All Teacher Below the Leadership Group

11.1. The Trustee Board's arrangements for the implementation and use of its discretionary powers are as set out below.

11.2. The Trustees' normal policy on appointment is to pay a teacher on the Main or Upper Pay Range, or an Unqualified Teacher, in accordance with their previous salary position as far as is possible in the circumstances. However, it should be noted that the Trustees also reserve the right to advertise and/or appoint to a post on a specific pay point, range or salary instead of on the basis of the policy and arrangements set out below. (E.g., on the Main Pay Range only, on the minimum of the Main Pay Range, on a specific number of points on the Main Pay Range, on the Upper Pay Range only or on the minimum of the Unqualified Teachers' Pay Range). This may be because a particular level or type of background experience or knowledge is required and/or because of the nature of the role or position offered. It may also apply if an individual teacher would prefer to be appointed at a lower level of responsibility than that which would otherwise apply in his or her own case. Any decision by the Trustees to recruit at a particular pay level will be made clear at the start of the process to enable an individual teacher to make his or her own informed decision about submitting an application or otherwise.

11.3. In accordance with the statutory requirements of the STPCD, the Trustee Board will consider annually from 1st September whether or not to increase the salary of teachers who have completed a year of employment since the previous annual pay determination and, if so, to what salary within the main or upper pay range, as relevant. The interpretation of a "year of employment" for this purpose is as set out in the STPCD, Section 2, Annex 2, Interpretation, Paragraph 6.

11.4. It should be noted that the STPCD requires the Trustee Board to decide how pay progression will be determined, subject to the following:

11.4.1. The decision whether or not to award pay progression, as assessed through the school's appraisal arrangements in accordance with the 2012 Appraisal Regulations;

11.4.2. A recommendation on pay must be made in writing as part of the teacher's appraisal report, and in making their decision the Trustee Board must have regard to this recommendation;

11.4.3. Where a teacher is not subject to the 2012 Appraisal Regulations, the Trustee Board must determine through what process the teacher's performance will be assessed and a pay recommendation made for the purposes of making its decision, except in the case of Early Career Teachers, in respect of whom the Trustee Board must do so by means of the statutory induction process set out in The Education (Induction Arrangements for School Teachers) (England) Regulations 2012, as amended;

11.4.4. Continued good performance as defined by an individual school's pay policy should give a classroom or unqualified teacher an expectation of progression to the top of their respective pay range;

11.4.5. A decision may be made not to award progression whether or not the teacher is subject to capability proceedings.

12. Teachers on Maternity Leave and Disability-related Sickness Absences

12.1. When a teacher returns to work from maternity leave, she will be given any pay increase that she would have received, following appraisal, had she not been on maternity leave. Where possible, an appraisal will be carried out prior to a teacher going on maternity leave, even if this is early in the appraisal cycle. Pay determination will then be based on information/evidence gathered in the appraisal year up to the point of the teacher going on leave. If, however, the teacher is absent for the whole of the appraisal cycle, account will be taken of performance in previous and a judgement made on her 'likely' performance had she not been on leave.

12.2. Similar principles and options will be applied to any teacher who has been absent for disability-related/sickness reasons. Where a teacher returns to work following a disability-related absence, they will not be refused a pay increase that they would have received, following appraisal, had they not been absent for a reason related to disability and the refusal cannot be objectively justified.

13. Teachers on the Main Pay Range

- 13.1.** The Main Pay Range applicable is set out in the 'Teachers' Pay Scales attached as Appendix 1 to this document.
- 13.2.** It should be noted that the framework of the statutory School Teachers' Pay and Conditions Document allows the Trustee Board discretion to increase or decrease the numbers and values of points within the Main Pay Range as set out in Appendix 1. If at any time the Trustee Board proposes to make such a change, consultation will first take place with the Teachers' Professional Associations. (It should additionally be noted that any changes proposed will not adversely affect the currently existing salary of staff in post).
- 13.3.** Subject to the maximum of the Main Pay Range not being exceeded, points will normally be awarded, on a discretionary basis, to Early Career Teachers and those without any previous service in the maintained sector or under the terms of the School Teachers' Pay and Conditions Document arrangements on the following basis:
 - 13.3.1.** 1 point for every 5 years of work or activities outside teaching ('one-for-five' or 1:5) after the age of 18, or 1 point for every 2 years of work or activities ('one-for-two' or 1:2) depending upon the relevance to their teaching. This will include any work or activities after the age of 18, apart from the normal period(s) of study during which the teacher's degree and/or teaching qualifications were obtained.
 - 13.3.2.** Points will be awarded for work or activities outside teaching on the basis of complete years. However, if the total period of the work or activities exceeds a whole number by six months or more by 1 September in any one year, service will be rounded up to the next full year. (Subject to a maximum limit of the award up to 1 point in respect of any one year).
 - 13.3.3.** Points awarded for work or activities outside teaching, on the basis set out above, will be limited to a maximum of three.
 - 13.3.4.** 1 point for each year of any teaching background completed. (At the discretion of the Head teacher, a "year" for this purpose will normally be interpreted as set out for other statutory purposes in the STPCD, Section 2, Annex 2, Interpretation, Paragraph 6).
- 13.4.** It should be noted that if the numbers and/or values of points on the Trustee Board's Main Pay Range be increased or decreased at any time, the above arrangements for the award of points will be subject to review.
- 13.5.** Teachers currently in service under the School Teachers' Pay and Conditions Document arrangements will normally be paid in accordance with their current salary position (or as otherwise advertised). However, in circumstances where the previous school's pay range differs, salary may be paid on the nearest or next highest point on the school's own range, if considered appropriate. An alternative could be to consider maintaining the teacher's salary at its current level with a view to bringing it into line with the school's range as soon as possible, where relevant. However, the specific arrangements will be at the discretion of the Head teacher, taking into account all the prevailing circumstances at the time.
- 13.6.** Where the appointment is to be effective from 1st September and a pay increase would have been due for consideration, the school will consider the teacher's pay in accordance with its own policy for performance-related pay increases, as appropriate (see below). The teacher will need to provide evidence of performance in the form of his or her appraisal report for the year leading up to the appointment. This will be taken into account in relation to consideration for an increase, alongside any relevant information provided in references.
- 13.7.** The award of a discretionary point, or points, in accordance with the Trustees' policy above will be considered, as appropriate, only where it can be confirmed that point(s) for other work or activities have not previously been awarded.
- 13.8.** Teachers returning after a break in service will normally be paid according to their last point, or salary position, payable (or as otherwise advertised. See (a) above 'General'). However, in circumstances where the previous school's pay range differed, the discretionary arrangements set out above in relation to teachers currently in service will apply, as appropriate. (Where a performance related increase would have been due for consideration at the time the break occurred, the principles set out above in relation to teachers currently in service and provision of evidence of performance will similarly apply).
- 13.9.** The award of a discretionary point, or points, in accordance with the Trustees' policy, will be awarded

only where it can be confirmed that point(s) for other work or activities has not previously been awarded. An additional point, or points, for any work or activities gained during the break in service may also be considered if it accords with the Trustees' discretionary policy.

- 13.10.** In circumstances where the teacher was last paid on an old, previously existing pay scale, or where the previous points position is unknown, the starting salary will be determined according to the Trustees' discretionary policy, as set out above (or as otherwise advertised).
- 13.11.** In accordance with current arrangements for numbers and values of points within the range, teachers meeting the required criteria will normally move up the Main Pay Range, one point each year, effective from 1st September, until the Trustee Board's maximum is reached.
- 13.12.** It should be noted that if the numbers and/or values of points on the Trustee Board's Main Pay Range are increased or decreased at any time, the above arrangements for progression will be subject to review.
- 13.13.** To achieve the annual increase, a teacher will need to have shown that they are competent in all elements of the Teachers' Standards.
- 13.14.** Each teacher's career stage will be taken into account when consideration is given to the award of the next point on the range. Appraisal objectives will become more challenging as the teacher progresses up the main pay range. As appropriate, the Appraiser will be provided with details of the teacher's position on the range.
- 13.15.** Judgments will be properly rooted in evidence. As a teacher moves up the main pay range, this evidence should show:
 - 13.15.1.** An increasing positive impact on pupil progress.
 - 13.15.2.** An increasing impact on wider outcomes for pupils.
 - 13.15.3.** Improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning.
 - 13.15.4.** An increasing contribution to the work of the school.
 - 13.15.5.** An increasing impact on the effectiveness of staff and colleagues.
- 13.16.** Further information, including sources of evidence is contained in the School's Appraisal Policy. Any increase will be clearly attributable to the performance of the teacher in question. In reaching a decision on the award of an increase, regard will be paid to the teacher's appraisal statement.
- 13.17.** Early Career Teachers (ECTs) completing an Induction Period will not have been subject to the 2012 Appraisal Regulations during that time. Where a ECT is still progressing through their induction period at the time of the annual September pay review, the above arrangements for progression will be applied, as appropriate, taking into account information contained within their periodic assessments and any other supporting evidence. A ECT successfully completing their Induction period can expect to receive one additional point at the following annual September pay review (subject to the top of the pay range not being exceeded).
- 13.18.** Where any other teacher is not subject to the 2012 Appraisal Regulations, pay progression will be considered taking into account the above factors and all the prevailing circumstances at the time, as appropriate.
- 13.19.** Where a teacher has joined the school part way through the academic year, information from references and/or previous appraisal statements may be required in addition to the school's own evidence of performance if it is otherwise insufficient to make an informed judgement.
- 13.20.** The school's current policy is that no additional point(s) will be awarded to any teacher for exceptional performance.

14. Teachers on the Upper Pay Range

- 14.1.** The Upper Pay Range applicable is set out in the 'Teachers' Salaries' information sheet attached as Appendix 1 to this document.
- 14.2.** It should be noted that the framework of the statutory School Teachers' Pay and Conditions Document allows the Trustee Board discretion to increase or decrease the numbers and values of points within the Upper Pay Range as set out in Appendix 1. If at any time the Trustee Board proposes to make such a change, consultation will first take place with the Teachers' Professional Associations. (It should additionally be noted that any changes proposed will not adversely affect the currently existing salary of staff in post).
- 14.3.** Teachers currently in service under the School Teachers' Pay and Conditions Document arrangements

and paid on the upper pay range, or previous upper pay scale, or those returning after a break, will normally be paid in accordance with their current or last salary position (or as otherwise advertised). However, in circumstances where the previous school's pay range differs, salary may be paid on the nearest or next highest point on the school's own range, if considered appropriate. An alternative could be to consider maintaining the teacher's salary at its current level with a view to bringing it into line with the school's range as soon as possible, where relevant. However, the specific arrangements will be at the discretion of the Head teacher, taking into account all the prevailing circumstances at the time.

- 14.4.** Where the appointment is to be effective from 1st September and a performance related pay increase would be due for consideration in accordance with the school's own policy for performance-related pay increases (see below), the teacher will need to provide evidence of performance. This should be in the form of their two most recent appraisal reports in the period leading up to the appointment and any other relevant evidence to show that they meet the school's own criteria. This will be taken into account in relation to consideration for an increase, alongside any relevant information provided in references. (As appropriate, this principle will apply similarly where a teacher is returning after a break and an increase would have been due for consideration at the time the break occurred).
- 14.5.** Where the teacher is returning after a break in service and the previous points position is unknown, placement on the upper pay range, or otherwise, will be at the discretion of the Head teacher. This may include submitting an application to be paid on the upper pay range in relevant circumstances. (Alternatively, the post may have been advertised at a specific level).
- 14.6.** The statutory STPCD refers to categories of teacher who must be paid on the upper pay range while remaining at the school. This includes, for example those who were previously members of the Leadership Group for a specified period. The STPCD also refers to categories of teacher who may be paid on the upper pay range at the Trustee Board's discretion. Normally, the Trustee Board will pay such teachers on the upper pay range in circumstances where they have met, or are deemed by the school to have met, the required standards by virtue of their employment in a previous, relevant role. Consideration will be given at the time whether to pay the teacher on, or above, the minimum of the range taking into account all the prevailing circumstances and arrangements set out elsewhere in this policy. Account will also be taken of any pay progression a teacher may have made in previous employment [outside of the framework of the STPCD] which was based on an assessment of standards and contribution comparable to the requirements for progression on the upper pay range in accordance with the school's policy and arrangements.
- 14.7.** In accordance with current arrangements for numbers and values of point within the range, teachers meeting the required criteria will normally move up the Upper Pay Range, one point every two years, effective from the relevant 1st September, until the Trustee Board's maximum is reached. Where appropriate, the Appraiser will be provided with details of whether or not the teacher may be eligible for a point in a particular year.
- 14.8.** It should be noted that if the numbers and/or values of points on the Trustee Board's Upper Pay Range are increased or decreased at any time, the above arrangements for progression will be subject to review.
- 14.9.** To progress on the upper pay range, it is the Trustee Board's expectation that the following factors will be taken into account:
 - 14.9.1.** The evidence base, which should show that the teacher has had a successful appraisal and has made good progress towards objectives;
 - 14.9.2.** Evidence that the teacher has maintained the criteria set out in the statutory STPCD and in the School's Pay Policy - namely that the teacher is 'highly competent' in all elements of the relevant standards; and that the teacher's achievements and contribution to an educational setting or settings are 'substantial' and 'sustained'. The meaning of these criteria is set out below.
 - 14.9.3.** 'Highly competent': the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.
 - 14.9.4.** 'Substantial': the teacher's achievements and contribution to the school and/or another educational setting or settings (as relevant) are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the

effectiveness of staff and colleagues.

- 14.9.5.** 'Sustained': the teacher will normally have had two consecutive successful appraisal statements in this School and have made good progress towards their objectives during this period (see exceptions in particular circumstances as referred to below). They will have been expected to have shown their teaching expertise has grown over the relevant period and is consistently good to outstanding.
- 14.10.** Further information, including sources of evidence is contained within the School's Appraisal Policy. Pay progression on the Upper Pay Range will be clearly attributable to the performance of the individual teacher. In reaching a decision on the award of an increase, regard will be paid to the teacher's appraisal statement.
- 14.11.** Where a teacher is not subject to the 2012 Appraisal Regulations, pay progression will be considered taking into account the above factors and all the prevailing circumstances at the time, as appropriate.
- 14.12.** Where a teacher has joined the school part way through the two-year period, information from references and/or previous appraisal statements may be required in addition to the school's own evidence of performance if it is otherwise insufficient to make an informed judgement.
- 14.13.** It is the Trust's current policy that teachers will not be considered for progression earlier than every 2 years, other than in the most exceptional circumstances. This may apply (for example) where a teacher has successfully spent part or all of the 2-year period on a higher pay scale or where the school has come out of special measures during the 2-year period and it is considered that his or her individual contribution has been significant.

15. Applications to be Paid on the Upper Pay Range

- 15.1.** In accordance with the statutory STPCD, a qualified teacher may apply to be paid on the upper pay range and will be successful if the following criteria are met:
- 15.1.1.** The teacher is highly competent in all elements of the relevant standards; and
- 15.1.2.** The teacher's achievements and contribution to an educational setting or settings are substantial and sustained.
- 15.1.3.** The teacher can submit two successful performance management reviews.
- 15.2.** "Relevant standards" means the Teachers' Standards. "Educational setting" is as defined in the STPCD, Section 2, Annex 2, Interpretation, Para 1 or as otherwise determined by the Trustee Board to be relevant in the circumstances.
- 15.3.** A teacher must complete and submit a "Threshold Application" form to their Headteacher no later than 31st October of the Academic year they wish to apply to progress through to the upper pay range.
- 15.4.** Applications submitted after this date will be reviewed at the discretion of the Headteacher
- 15.5.** Consideration will be given to accepting late applications where individual circumstances prevent this deadline being met e.g. absence).
- 15.6.** The Threshold Application form can be found on JCAT's website within the staff area or alternatively please ask your Headteacher/HR.

16. Unqualified Teachers

- 16.1.** The Unqualified Teacher Pay Range applicable is set out in the 'Teachers' Pay Scales' information sheet attached as Appendix 1 to this document.
- 16.2.** It should be noted that the framework of the statutory School Teachers' Pay and Conditions Document allows the Trustee Board discretion to increase or decrease the numbers and values of points within the Unqualified Teacher Pay Range as set out in Appendix 1. If at any time the Trustee Board proposes to make such a change, consultation will first take place with the Teachers' Professional Associations. (It should additionally be noted that any changes proposed will not adversely affect the currently existing salary of staff in post).
- 16.3.** Subject to the maximum of the Unqualified Teacher Pay Range not being exceeded, points will normally be awarded, on a discretionary basis, to Teachers without any previous service in the maintained sector or under the terms of the School Teachers' Pay and Conditions Document arrangements on the following basis:
- 16.3.1.** 1 point for every 5 years of work or activities outside teaching ('one-for-five' or 1:5) after the age of 18, or 1 point for every 2 years of work or activities ('one-for-two' or 1:2) depending upon the relevance to their teaching. This will include any work or activities after the age of 18, whether in

paid employment or not.

- 16.3.2.** Points will be awarded for work or activities outside teaching on the basis of complete years. However, if the total period of the work or activities exceeds a whole number by six months or more by 1 September in any one year, service will be rounded up to the next full year. (Subject to a maximum limit of the award up to 1 point in respect of any one year).
- 16.3.3.** Points awarded for work or activities outside teaching, on the basis set out above, will be limited to a maximum of three.
- 16.3.4.** 1 point for each year of any teaching background completed. (At the discretion of the Head teacher, a “year” for this purpose will normally be interpreted as set out for other statutory purposes in the STPCD, Section 2, Annex 2, Interpretation, Paragraph 6).
- 16.4.** It should be noted that if the numbers and/or values of points on the Trustee Board’s Unqualified Teacher Pay Range are increased or decreased at any time, the above arrangements for the award of points will be subject to review).
- 16.5.** Teachers currently in service under the School Teachers’ Pay and Conditions Document arrangements will normally be paid in accordance with their current salary position (or as otherwise advertised. See (a) above ‘General’). However, in circumstances where the previous school’s pay range differs, salary may be paid on the nearest or next highest point on the school’s own range, if considered appropriate. An alternative could be to consider maintaining the teacher’s salary at its current level with a view to bringing it into line with the school’s range as soon as possible, where relevant. However, the specific arrangements will be at the discretion of the Head teacher, taking into account all the prevailing circumstances at the time.
- 16.6.** Where the appointment is to be effective from 1st September and a performance related pay increase would have been due for consideration, the school will consider the teacher’s pay in accordance with its own policy for performance-related pay increases, as appropriate (see below). The teacher will need to provide evidence of performance in the form of their appraisal report for the year leading up to the appointment. This will be taken into account in relation to consideration for an increase, alongside any relevant information provided in references.
- 16.7.** The award of a discretionary point, or points, in accordance with the Trustees’ policy above will be considered, as appropriate, only where it can be confirmed that point(s) for other work or activities have not previously been awarded.
- 16.8.** Teachers returning after a break in service will normally be paid according to their last point, or salary position, payable (or as otherwise advertised).
- 16.9.** However, in circumstances where the previous school’s pay range differed, the discretionary arrangements set out above in relation to teachers currently in service will apply, as appropriate.
- 16.10.** The award of a discretionary point, or points, in accordance with the Trustees’ policy, will be awarded only where it can be confirmed that point(s) for other work or activities have not previously been awarded. An additional point, or points, for any work or activities gained during the break in service may also be considered if it accords with the Trustees’ discretionary policy.
- 16.11.** In circumstances where the teacher was last paid on an old, previously existing pay scale, or where the previous points position is unknown, the starting salary will be determined according to the Trustees’ discretionary policy, as set out above.

17. Additional Allowance for Overseas Trained Teachers and those on employment-based routes to Teaching only

- 17.1.** Exceptionally, Overseas Trained Teachers from outside the EEA/Switzerland who are not recognised as qualified teachers in England and Wales and those on employment-based Schemes working towards gaining QTS will receive an additional allowance to enhance their pay position on the Unqualified Scale. The allowance will be paid in recognition of the teacher’s particular qualifications and background and/or the fact that they are working towards gaining qualifications and a background that bring added value to their role.
- 17.2.** The allowance, known as the ‘Local Standard Rate’ (LSR) will be that applicable at the time of appointment. It will be paid as an addition to the teacher’s salary on the Unqualified Teachers’ Pay Range and will be updated in line with cost-of-living increases, where appropriate.

18. Other Additional Allowances Payable in Exceptional Circumstances

- 18.1. TLR payments and Special Needs Allowances associated with the Main and Upper Pay Scales for Qualified Teachers do not apply to teachers on the pay scale for Unqualified Teachers.
- 18.2. There is, however, discretion to pay an additional allowance where it is considered, in the context of the staffing structure and pay policy, that the teacher has taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional judgement.
- 18.3. In any such case, the Unqualified Teacher will be paid an additional allowance commensurate with the level of responsibility to be undertaken and taking account of the value of teaching and learning responsibility payments paid to qualified teachers.
- 18.4. There is also discretion to pay an additional allowance where it is considered that, in the context of the staffing structure and pay policy, the teacher has qualifications or a background of other work or activities which bring added value to the role they are undertaking.
- 18.5. In these circumstances an allowance may, from time to time, be paid for particular special needs work where an unqualified teacher's particular qualifications, background and/or expertise make this appropriate to the role. The amount of any allowance would take into account the value of any Special Needs Allowance paid to Qualified Teachers).
- 18.6. On obtaining qualified teacher status, an unqualified teacher at the school will transfer to the next highest point on the Main Pay Range above their basic salary as an unqualified teacher, or have an assessment carried out according to the Trustees' discretionary policy, whichever is higher.
- 18.7. In accordance with current arrangements for numbers and values of points within the range, teachers meeting the required criteria will normally move up the Unqualified Teacher Pay Range, one point each year, effective from 1st September, until the Trustee Board's maximum is reached.
- 18.8. It should be noted that if the numbers and/or values of points on the Trustee Board's Main Pay Range are increased or decreased at any time, the above arrangements for progression will be subject to review.
- 18.9. To achieve the annual increase a teacher will need to have made good progress towards their appraisal objectives and have shown that they are competent in all elements of the Teachers' Standards.
- 18.10. Judgments will be properly rooted in evidence. As unqualified teachers move up the range, this evidence should show:
 - 18.10.1. An improvement in teaching skills.
 - 18.10.2. An increasing positive impact on pupil progress.
 - 18.10.3. An increasing impact on wider outcomes for pupils.
 - 18.10.4. Improvements in specific elements of practice identified to the teacher.
 - 18.10.5. An increasing contribution to the work of the school.
 - 18.10.6. An increasing impact on the effectiveness of staff and colleague.
- 18.11. Further Information, including sources of evidence, is contained within the School's Appraisal Policy. Pay progression on the Unqualified Teacher Pay Range will be clearly attributable to the performance of the individual teacher. In reaching a decision on the award of an increase, regard will be paid to the teacher's appraisal statement.
- 18.12. Where a teacher is not subject to the 2012 Appraisal Regulations, pay progression will be considered taking into account the above factors and all the prevailing circumstances at the time, as appropriate.
- 18.13. Where a teacher has joined the school part way through the academic year, information from references and/or previous appraisal statements may be required in addition to the school's own evidence of performance if it is otherwise insufficient to make an informed judgement.
- 18.14. The school's current policy is that no additional point(s) will be awarded to any teacher for exceptional performance.

19. Teaching and Learning Responsibility (TLR) Payments – TLR1 and TLR2

- 19.1. TLR1 and TLR2 payments will be awarded according to the criteria set out in the statutory STPCD. The Trustee Board will award any such payments within the minimum and maximum range specified in the STPCD and set out at Appendix 1 to this document, at the levels agreed by the Trustee Board in accordance with the school's agreed staffing structure.
- 19.2. All TLR payments will be linked to clearly defined job descriptions. Recruitment to any available TLR positions will take place in accordance with the school's normal procedures.
- 19.3. Where a payment is awarded for a fixed term, to cover a post in the staffing structure for reasons of

secondment, maternity leave, sick leave or a vacancy pending permanent appointment the specific arrangements, including the reason and period of the award, will be made clear. In accordance with the requirements of the STPCD a temporary award will not be made for any other reason.

- 19.4. Where a TLR 1 or 2 is awarded to a part-time teacher it will be paid pro-rata at the same proportion as the teacher's part-time contract.
- 19.5. No teacher may hold more than one TLR1 or TLR2 payment concurrently.

20. Teaching and Learning Responsibility (TLR) Payments – TLR3

- 20.1. The Trustee Board may from time to time decide to award a fixed-term TLR3 payment, at an appropriate value within the limits allowed by the statutory STPCD and as set out in Appendix 1 to this document, for clearly time-limited school improvement projects or one-off externally driven responsibilities.
- 20.2. Appropriate recruitment arrangements will be put in place according to the circumstances and nature of the fixed-term task requirements. The specific arrangements, including the nature of the task and duties required, the level of payment applicable and the fixed-term duration of the award will be established and made clear at the outset. Payment will normally be made on a monthly basis for the duration of the fixed term.
- 20.3. In relevant circumstances, a TLR3 payment may be awarded to a teacher already in receipt of a TLR1 or TLR2 payment.

21. Special Needs Allowances - SEN

- 21.1. If applicable, a Special Needs Allowance will be awarded to teachers occupying posts which meet the mandatory criteria set out in the STPCD:
 - 21.1.1. The holder of an SEN allowances should not be carrying out tasks that would be more appropriately undertaken by support staff;
 - 21.1.2. The primary responsibility should cater for the Special Needs provision within the school, consideration should be given whether it would be more appropriate to award a TLR payment instead of a SEN allowance of a lower value;
 - 21.1.3. SEN payments should not be awarded solely for the purposes of recruitment and retention;
 - 21.1.4. SEN responsibilities should be clearly specified in individual teachers' job descriptions.
- 21.2. SEN allowances will be set within an appropriate value allowed by the statutory STPCD and as set out in Appendix 1 to this document.

22. Acting Allowances

- 22.1. An acting allowance may be payable to a member of staff carrying out the duties of a post at a higher level. The pay committee will consider eligibility for an acting allowance in accordance with the relevant provisions of the STPCD.
- 22.2. Any member of staff in receipt of an acting allowance will be subject to all the conditions of employment appropriate to the post to which they temporarily being paid to fill.
- 22.3. Note that, in the absence of the Headteacher, any Deputy Headteacher can be required to assume all the professional duties of the Head Teacher as this forms part of a Deputy Headteacher's professional responsibilities, as set out in the School Teachers' Pay and Conditions Document. An Assistant Headteacher, or another teacher, can agree to do so, but cannot be required.

23. Recruitment and Retention Incentives – R&R

- 23.1. The STPCD allows the Trustee Board to make payments or provide other financial assistance, support or benefits to a teacher, as an incentive for the recruitment of new teachers, or retention of existing teachers. This discretion may, therefore, be exercised from time to time. Where this is the case, the reasons and specific arrangements put in place will be made clear at the time.
- 23.2. As required by the statutory STPCD, the Trustee Board will conduct a regular formal review of any such awards made.
- 23.3. Awards will only be given for a one year fixed period and should not be viewed as regular or continuing payments or benefits.
- 23.4. Awards will be extended to a maximum of two years.
- 23.5. Written notification will be given to a teacher at the time of any award made, stating, in particular:
 - 23.5.1. Whether the award is for recruitment or retention;

- 23.5.2. The nature of the award (eg. Time-limited allowance, cash sum, season ticket loan, salary advance for rental deposit, contribution towards relocation costs);
 - 23.5.3. When/how it will be paid (as applicable);
 - 23.5.4. Unless it is a 'one-off' award, the start date and expected duration of the incentive;
 - 23.5.5. The review date after which it may be withdrawn; and
 - 23.5.6. The basis of any uplifts to be applied, if applicable.
- 23.6. Any salary advance, or an incentive or loan requiring repayment will also require a written agreement relating to its terms.
- 23.7. Note that Headteachers, Deputy Headteachers, Assistant Headteachers and Head of School may not be awarded payments under this heading other than as reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Headteacher, Deputy Headteacher, Assistant Headteacher or Head of School must be taken into account when determining their pay range.
- 23.8. Where a recruitment or retention incentive or benefit has been awarded to a Headteacher, Deputy Headteacher, Assistant Headteacher or Head of School under a previous STPCD and the school's pay policy then, subject to review, the relevant body may continue to make that payment at its pre-existing value until such time as the respective pay range is determined under the pay arrangements set out in the current STPCD.
- 24. Pay Adjustment for Internal Transfers Between Schools with Different Pay Scales**
- 24.1. When a teacher moves from one school within the Trust to another school operating on a different pay scale, and the new school's pay scale is lower than that of the previous school, the Trust will consider offering a Recruitment and Retention (R&R) payment. This payment is intended to ensure continuity of salary during the transition period. The R&R payment will match the difference between the two pay scales for a period of **one year only**.
- 24.2. This adjustment period is designed to support the teacher during the initial phase of the transfer, recognising the change in pay scales. The R&R payment will not extend beyond the first year, and it is expected that the teacher's salary will align with the new school's pay scale thereafter.
- 25. Payment for Continuing Professional Development outside the school day**
- 25.1. At present, it is not anticipated that staff will be asked to undertake Continuing Professional Development outside the school day and additional payments for this purpose are not relevant. Should the matter arise, a decision will be made at the time in relation to an appropriate hourly or daily rate of pay and will depend upon the nature of the CPD activity, reason(s) for it being undertaken outside of school hours and the prevailing circumstances. It is likely that the principles set out below will be applied, as appropriate.
- 26. Payment for Out of School Hours Learning Activities**
- 26.1. The STPCD allows discretion to decide whether to make payments to teachers, other than Headteachers, who agree to participation in Out-of-School Hours Learning Activities, requiring the exercise of a teacher's professional skills or judgement.
- 26.2. For teachers on the Main and Upper Pay Ranges, and Unqualified Teachers, payment may only be made in respect of learning activities undertaken outside of the 1265 hours of directed time (or relevant proportion where the teacher is part-time). The level of payment is discretionary.
- 26.3. In circumstances where a teacher has been asked by the Headteacher to participate in such activity and has agreed to do so, payment will be made for additional hours as follows:
- 26.3.1. Where the activity is based upon generic team working, with all teachers carrying out similar duties, an hourly rate of: The teachers FTE annual salary \div 1265 will apply.
 - 26.3.2. Where teachers are carrying out different functions at levels commensurate with their posts or responsibility an hourly rate of: The teachers FTE annual salary \div 1265 will apply.
 - 26.3.3. The divisor of 1265 assumes that teachers will only be required to work the actual additional hours and/or the hours claimed include planning and preparation time.
- 26.4. The above arrangements will apply, other than in a situation where a specific activity is linked to a Government grant with a recommended pay rate. In any such case, that rate will be paid unless it is considered that there are particular, exceptional circumstances that mean an alternative rate is more appropriate and can be objectively justified.

26.5. Any available additional hours for any purpose listed above will be offered on a casual basis only.

27. Initial Teacher Training Activities

- 27.1. Any teacher(s) with significant responsibilities for ITT activities receive payment through the award of a TLR payment, as appropriate.
- 27.2. The Trustees do not, therefore, consider it necessary to exercise any further discretion related to the provision of initial teacher training that is part of the ordinary conduct of the school.

28. Payments for the Provision of External Services

- 28.1. The Trustee Board has discretion to make such payments as they see fit to a teacher (other than a Headteacher) for additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.
- 28.2. Any income derived from external sources for the work of a school's staff accrues to the school. Consideration will be given to the remuneration of teachers who, as a result of the Headteacher's additional role are taking on additional responsibilities and activities. This will be based on any additional responsibilities attached to the post (not the teacher) and will be recorded. Any increase in remuneration will only be agreed where the post accrues extra responsibilities as a result of the Head teacher's enlarged role.
- 28.3. Where the arrangement for the Head teacher is temporary, any adjustment to the pay of other teachers will also be temporary and safeguarding provisions will not apply when the arrangements cease.
- 28.4. Any additional payments under this heading will be considered where it is deemed that an Acting Allowance or other temporary payment is not appropriate, in line with the provisions of the STPCD.
- 28.5. The provisions of the STPCD state that payments under Paragraph 26 above may NOT be made to Headteachers.

29. Salary Safeguarding

- 29.1. Safeguarding provisions are set out in the statutory STPCD and guidance, covering a number of circumstances in which a teacher may lose their post, or otherwise suffer a reduction in salary, through no fault of their own. This may, for example, be as a result of changes to the national pay arrangements for schoolteachers, the closure or reorganisation of an educational establishment and/or a determination by the Trustee Board to make changes to its pay policy or staffing structure.
- 29.2. Any teacher affected is advised to refer to the relevant sections of the STPCD for information relating to the maximum length of time for which their salary will be safeguarded, as well as the circumstances in which safeguarding may cease earlier or be reduced.
- 29.3. If the safeguarded sum(s) exceed £500 in total, the Trustees will review the teacher's assigned duties and allocate such additional duties to the teacher as they reasonably consider are appropriate and commensurate with the sum(s) for as long as the teacher continues to be paid the safeguarded sum(s). If the teacher unreasonably refuses to carry out such additional duties, the Trustees will give the teacher at least one month's notice that payment of the safeguarded sum(s) will cease.

30. Salary Sacrifice Arrangements

- 30.1. The statutory STPCD allows employers to offer salary sacrifice arrangements to teachers if they wish to do so. Under any such arrangement a teacher gives up the right to receive part of their salary in return for the employer's agreement to provide them with a benefit in-kind under a child care voucher or other child care benefit scheme, or a cycle or cyclist's safety equipment scheme. The benefit in-kind is exempt from income tax.
- 30.2. Where the employer operates a salary sacrifice arrangement, the teacher may participate voluntarily and their gross salary may be reduced accordingly for the duration of their participation.

31. Particular Salary and Working Time Arrangements Applicable to Teachers Employed on a Part-time Basis

- 31.1. A teacher employed in regular part-time service is eligible to receive salary, and any allowances applicable, on the same basis as a full time teacher. Salary and allowances are payable to a part time teacher according to a 'pro-rata principle'.
- 31.2. The school's timetabled teaching week (STTW) of a full-time teacher is used as the basis for calculating

the pro-rata percentage of the STTW for which a part-time teacher is employed at the same school/service. (The STTW is as defined in the statutory STPCD). The percentage is used to determine the pro-rata salary of a full-time equivalent teacher's salary to which a part-time teacher is entitled. (The percentage remains the same whether the school operates a weekly, fortnightly or any other timetable cycle). The same percentage of the relevant full-time equivalent salary applicable to a part-time teacher also applies to any additional allowances to which they may be entitled.

31.3. A part-time teacher, (including teachers on the Main and Upper Pay Ranges and Unqualified Teachers) must be available for work for the proportion of 1265 directed hours applicable to a full time teacher that corresponds with their part time salary. This proportion includes both timetabled teaching and other duties as may be specified by, and at the reasonable direction of, the Headteacher.

31.4. Although Leadership Group members and Leading Practitioners do not operate on a time-bound contract and are not subject to the 'directed time' provisions (195 days/1265 hours per annum) applicable to teachers on the Main and Upper Pay Ranges and Unqualified Teachers, the part-time salary calculation for these categories of teacher also includes payment for both timetabled teaching and other duties. Therefore, there is a requirement to be available for other duties as may be specified by, and at the reasonable direction of, the Headteacher. The Headteacher will ensure that the workload of part-time members of the Leadership Group and Leading Practitioners is reasonable and that they are treated fairly in comparison with their full-time equivalents.

32. Additional Working Time Arrangements Applicable to Both Full and Part Time Teachers

32.1. The working time arrangements for all categories of teaching staff are laid down in the STPCD. It should be noted in particular that, in addition to references made to working time in paragraph 31 above, all full and part-time teachers are required to work such reasonable hours as may be necessary to enable them to discharge effectively their professional duties. The amount of time, and times at which such additional duties are performed, are not specified by the employer.

33. Supply Teachers

33.1. Supply teachers engaged by the school (not those deployed through an Agency) to carry out work on an "as and when required" basis, will be paid in accordance with the provisions of the STPCD and the school's pay policy on a daily basis. Pay is calculated on the assumption that a full working year consists of 195 days, with periods of engagement for less than a day being calculated pro-rata. A teacher engaged throughout the school year working on every day cannot be paid more in remuneration than would have been paid had they been in regular employment throughout the same period. All pay progression for teachers paid under the STPCD must be based on performance. The arrangements set out under the relevant section of this policy will be applied to supply teachers engaged by the School, where the nature of the role and periods of work allows for a proper assessment of performance to be made.

34. Teachers Pension Scheme (TPS)

34.1. The TPS is a contributory scheme administered by Teachers' Pensions on behalf of the Department for Education (DfE). Under the scheme's regulations, scheme membership is automatic although not compulsory.

34.2. Teaching staff will be automatically entered in to the TPS if their contract of employment is for at least 3 months. Staff will not automatically be entered in to the TPS if their contract of employment is for less than 3 months, but they can opt in by completing an opt in form which can be found on the TP website.

34.3. The standard rates of contribution to the Teachers' Pension Scheme are based on a system of bands and the band employee's fall into will depend on their full-time equivalent gross salary. The current contribution rates can be located on the Teachers' Pensions website. Full tax relief is automatically given on pension contributions.

34.4. Further information on the TPS is available at www.teacherspensions.co.uk. Staff are strongly advised to visit the site regularly for news items and/or any changes to pension arrangements that may affect them.

Part 2 – Support Staff

35. Support Staff

- 35.1. Most Support staff are paid under the agreements of The National Joint Council in a document known as The Green Book. 2023/24 NJC Pay scales can be found in Appendix 2.
- 35.2. The Green Book agreement only related to NJC points 1- 43 inclusive. Whilst they publish an extended salary scale, these are advisory points only, and conditions such as automatic progression within the range do not apply.
- 35.3. In exceptional circumstances, some support staff, including those in the central team, may be appointed on a 'spot-salary' basis. As this falls outside the NJC framework, there is no automatic right to either cost of living or salary progression, but this will be determined annually as part of the appraisal process.

36. Job Descriptions and Person Specifications

- 36.1. Job descriptions should identify key areas of responsibility and line management structures. Job descriptions for new posts should be evaluated prior to advertisement to determine the correct grade.

37. Salary on Appointment

- 37.1. The Trust Board has the overall responsibility for pay and grading for support staff in line with NJC T&C's. It is important for the Trust to meet its obligations under the equal pay legislation however there is still discretion when appointing within this framework as outlined below:
 - 37.1.1. There is the opportunity for JCAT to appoint at any point/salary within the evaluated grade within the NJC therefore account can be taken of relevant experience and qualifications.
 - 37.1.2. JCAT does not have to appoint to the generic roles in place at the time of conversion. If JCAT agrees a new and unique role then this can be evaluated as such.
 - 37.1.3. The introduction of performance related pay for support staff allows JCAT to reward high performance.
 - 37.1.4. Allowances for honoraria and higher duty can be paid at the discretion of the Board– further guidance on these payments is given at paragraph 41
 - 37.1.5. Introduction of market factor supplements, which JCAT can use for recruitment/retention purposes so long as they are consistently applied
- 37.2. Where an appointment is made above the bottom of the grade, the manager making the offer should clearly document the rationale for doing so. Central HR should retain a note on the individual's personnel file clearly stating the reasons for doing so.
- 37.3. To allow for a salary match with the candidate's current salary where they transfer from one educational establishment (as detailed within the Modification Order 1999) to another on the same grade, the candidate would normally transfer on their current pay. If the new post is a promotion then it is usual for one extra increment to be offered.

38. Basic Pay and Incremental Progression for New Employees

- 38.1. The basic pay of staff evaluated under the NJC evaluation scheme consists of incremental points within grades. Increments are paid subject to satisfactory service in line with the guidance on performance management. An increment may be withheld if the probationary period has not been satisfactorily completed after six months and is to be extended. Once the top of the grade is reached there is no automatic progression to a higher grade. Movement to a higher grade will only be achieved if the roles and responsibilities of the existing post have changed significantly and the post is regraded following job evaluation or the employee is appointed to a new post of a higher grade following a recruitment and selection process, or the post is part of a career graded framework, i.e. some Teaching Assistant posts.

39. Pay Progression and Accelerated Increments

- 39.1. Support staff salaries will be reviewed annually and any eligibility for salary progression will be considered in line with performance management processes and any increase awarded will be effective from 1st April. Depending on budget constraints the Board will reserve the right to either

restrict or withdraw pay progression. The member of staff must have completed at least six months service before being considered for pay progression.

40. Higher Duty Pay and Honoraria Payments

- 40.1.** A higher duty payment is payable only where an employee takes on the duties and responsibilities of a higher graded post for a continuous period of at least four weeks. This may occur as a result of:
- 40.1.1.** Temporarily filling a post until a substantive appointment can be made.
 - 40.1.2.** Filling a key post while another employee is on maternity leave.
 - 40.1.3.** Filling a key post to cover long term sickness absence.
 - 40.1.4.** Filling posts due to other temporary extended leave arrangements e.g. secondments
- 40.2.** It is not appropriate to use higher duty payments as a means for covering annual leave. An honorarium payment may be granted in the following circumstances:
- 40.2.1.** Where an employee undertakes a significant proportion of higher level duties and responsibilities outside the scope of their normal post for a limited period of time.
 - 40.2.2.** Shared responsibility with more than one employee undertaking a specific and or separate part of a wider role which has been evaluated as having higher level duties.
 - 40.2.3.** Where an employee undertakes work from a different job in addition to their own role, with no additional staffing resource, and that work is evaluated on the same band.
- 40.3.** Honoraria will not usually be paid where additional work is undertaken which is of a like nature to the individual's existing job description.

41. Pay Adjustment for Internal Transfers Between Schools with Different Pay Scales

- 41.1.** When a member of support staff moves from one school within the Trust to another school operating on a different pay scale, and the new school's pay scale is lower than that of the previous school, the Trust will consider offering a Recruitment and Retention (R&R) payment. This payment is intended to ensure continuity of salary during the transition period. The R&R payment will match the difference between the two pay scales for a period of one year only.
- 41.2.** This adjustment period is designed to support the member of support staff during the initial phase of the transfer, recognising the change in pay scales. The R&R payment will not extend beyond the first year, and it is expected that the member of support staff's salary will align with the new school's pay scale thereafter.

42. Overtime

- 42.1.** Support staff have no automatic right to overtime, any additional time worked over an employees contracted hours must be approved prior to working the additional hours.
- 42.2.** Agreed overtime will be paid at the employee's normal hourly rate based on their contracted Full Time Equivalent salary.

43. Job Evaluation

- 43.1.** Job evaluation may be carried out on posts for a number of reasons including:
- 43.1.1.** When posts are newly created or vacant;
 - 43.1.2.** As part of a restructuring exercise or when it is considered that the duties of the post have changed since it was last evaluated (re-evaluation).
- 43.2.** Job evaluation is necessary to determine the appropriate level of remuneration as a fair reflection of the duties and responsibilities of the job. Job evaluation also helps to ensure that the pay and grading of similar posts across schools is consistent and establishes the extent to which there is comparable work between jobs so that equal pay can be provided for work of equal value. It is important to remember that job evaluation is an evaluation of the job that is required, not the person.
- 43.3.** There may be occasions when the duties and responsibilities undertaken or required by JCAT fall outside these generic roles and in these instances the following procedure should be adopted.
- 43.4.** The current job description (if applicable), the new proposed job description and a structure chart should be completed and sent to the Central HR team. The basis for job evaluation is the information contained in the job description, person specification and structure chart. The HR team will work with the line managers, to ensure that these documents accurately reflect the full responsibilities and duties of the post and the skills, knowledge and experience required to carry out the duties.

- 43.5.** Where the post holder is in place at the time of evaluation these documents should be drawn up in consultation with the post holder and agreed. Once the relevant documentation is complete, the job will be evaluated and HR will inform the line manager of the resultant grade.
- 43.6.** Job evaluation should not be used to recognise temporary additional duties where employees act up in the absence of more senior employees. Temporary responsibility and honorarium payments can be used for this purpose as outlined in paragraph 40.

44. Re-evaluation

- 44.1.** There may be occasions when a job changes substantially in terms of the duties and responsibilities attached to it. In these circumstances, line managers should firstly agree a revised job description with the employee. This revised post needs to be mapped against the generic job descriptions in the first instance to establish whether the revised duties and responsibilities are encompassed within an existing evaluated job.
- 44.2.** Re-evaluation of newly appointed or previously restructured posts will only be considered once the post holder has been in the post for a period of twelve months, unless it is agreed that the role of the post is significantly different from that envisaged or if there has been a significant change in the duties and/or responsibilities of the post since the date of appointment.
- 44.3.** Re-evaluation of existing posts may only occur where it is considered that there has been a significant change in the duties and/or responsibilities since the previous evaluation, or it is perceived that a comparator post is graded higher and the employee has identified the job title and location of that comparator post.
- 44.4.** If evaluation is being requested as a result of a change in responsibility for managing other posts this should be included on the form and whether they are new or existing posts.
- 44.5.** If any other post loses direct responsibility for managing posts as a result of the re-evaluation, then they will also need to be re-evaluated as part of this process.
- 44.6.** Following evaluation, the line manager will be informed of the evaluated grade.

45. Appeals Against Job Evaluation

- 45.1.** Appeals can be made against Job Evaluation on the following grounds:
- 45.1.1.** The employee thinks that the scheme has been wrongly applied, e.g. factor levels have been wrongly allocated. The post-holder should indicate where they consider them to have been wrongly applied by giving examples and providing evidence. The post-holder should not suggest the level they think is appropriate.
- 45.1.2.** The employee believes that an equivalent job within the school is more highly graded. The post-holder should give specific examples.
- 45.1.3.** The Job Description/Person Specification has been misinterpreted. The post holder should give examples and evidence to indicate where they believe the information was misinterpreted. The submission should clarify information, not include additional information. Re-written job description/person specifications should not be submitted at this late stage and will not be considered.
- 45.2.** The post-holder has 10 calendar days from the date they were notified to submit their appeal in writing to Central HR. There is only one level of appeal and the outcome of the appeal could result in the evaluated grade going up, staying the same or going down.
- 45.3.** Following the appeal, the job holder will be informed of the outcome. If the grade has changed the Central HR Team will notify its payroll provider and ensure that the correct contract documentation is in place.

46. Performance Management

- 46.1.** Pay progression for support staff is not directly linked to the outcome of the performance management processes.
- 46.2.** Performance Management for support staff is a process designed to support the development of staff in order to continually improve professionally, raise standards and drive improvement across JCAT.
- 46.3.** This guidance is intended to ensure that each member of staff's performance is reviewed and targets set on an annual basis and that an exchange of views will take place between the jobholder and their line manager. The benefits of performance management in terms of improved communication and

enhanced performance, both for the individual and JCAT, will only be achieved by the continuous commitment of all those involved in the process. The performance management scheme has been designed to meet the following specific objectives:

- 46.3.1.** To assist staff in performing their roles to the best of their ability and maximise their contribution to the overall objectives
 - 46.3.2.** To identify individual training needs.
 - 46.3.3.** To highlight the potential that each individual has to develop within their current position or for another role.
- 46.4.** The Support Staff Performance Appraisal requires managers and employees to agree objectives for each performance year. The overall rating is based on an assessment of the performance against individual objectives at the annual appraisal. There will need to be sufficient evidence at the end of the cycle to make an appropriate judgement with regard to the PM rating.
- 46.5.** Further information is available in the JCAT Support Staff Performance Management Policy

47. New Starters

- 47.1.** All employees must have more than 6 months service in their current post, when the annual Performance Management appraisal takes place in April to qualify for the award of an increment. Where employees have 6 months or less service they will be rated as 'No rating -Too early to assess' and will have to wait until the following performance year to be eligible for pay progression. This will apply to employees starting after 1 October each year.
- 47.2.** Incremental awards will not be granted part way through the year, backdated or be pro-rata'd once the employee has reached more than 6 months service.
- 47.3.** Employees starting after 1 October each year will still participate in the performance management process and have objectives set and reviews undertaken.
- 47.4.** All employees who start after 1 October will have to wait until the second April for their first potential pay progression.

48. Local Government Pension Scheme (LGPS)

- 48.1.** The LGPS is a contributory scheme. Under the scheme's regulations, scheme membership is automatic, although not compulsory.
- 48.2.** Support staff will be automatically entered in to the LGPS if their contract of employment is for at least 3 months. Staff will not automatically be entered in to the LGPS if their contract of employment is for less than 3 months, but they can opt in by completing an opt in form which can be found on the LGPS website.
- 48.3.** Employee pension contributions are payable based on a number of rates. The rate payable depends on annual pensionable pay. The rate payable is reviewed at least once annually. Pension contributions are deducted from all pensionable pay. Pensionable pay includes any additional hours and non-contractual overtime worked, but it does not include travelling, subsistence or other allowance paid in respect of expenses incurred, lump sum annual leave payments or retention payments. Full tax relief is automatically given on pension contributions.
- 48.4.** Further information on the LGPS is available at www.lgpsmember.org. Staff are strongly advised to visit the site regularly for news items and/or any changes to pension arrangements that may affect them.

Appendix 1 – Teaching Pay Scales 2025/26

School	All Other Schools	Hertsmere
UNQ1	£26,788	24,066
UNQ2	£29,382	26,655
UNQ3	£31,974	29,248
UNQ4	£34,264	31,531
UNQ5	£36,856	34,125
UNQ6	£39,450	36,717
M1	£37,870	34,398
M2	£39,850	36,373
M3	£41,935	38,627
M4	£44,127	41,075
M5	£46,800	43,545
M6	£50,473	46,838
U1	£52,218	48,912
U2	£54,151	50,668
U3	£56,154	52,490

Leadership scale 2025/26

School	All Other Schools	Hertsmere
L1	£55,880	£53,197
L2	£57,177	£54,495
L3	£58,496	£55,820
L4	£59,856	£57,180
L5	£61,248	£58,571
L6	£62,675	£59,999
L7	£64,256	£61,580
L8	£65,640	£62,959
L9	£67,175	£64,498
L10	£68,797	£66,118
L11	£70,471	£67,794
L12	£72,007	£69,330
L13	£73,706	£71,028
L14	£75,431	£72,760
L15	£77,207	£74,529
L16	£79,155	£76,479
L17	£80,881	£78,213
L18	£82,814	£80,132
L19	£84,766	£82,083
L20	£86,761	£84,090
L21	£88,810	£86,136
L22	£90,904	£88,234
L23	£93,054	£90,378
L24	£95,264	£92,593
L25	£97,529	£94,851

L26	£99,839	£97,168
L27	£102,211	£99,535
L28	£104,646	£101,965
L29	£107,132	£104,461
L30	£109,696	£107,015
L31	£112,313	£109,636
L32	£114,994	£112,325
L33	£117,756	£115,081
L34	£120,563	£117,888
L35	£123,455	£120,784
L36	£126,407	£123,735
L37	£129,454	£126,776
L38	£132,555	£129,878
L39	£135,680	£133,003
L40	£138,971	£136,296
L41	£142,338	£139,661
L42	£145,795	£143,127
L43	£147,864	£145,216

Other Allowances

	Minimum	Maximum
TLR1	£10,174	£17,216
TLR2	£3,527	£8,611
TLR3	£702	£3,478
SEN	£2,787	£5,497

UNITED IN LEARNING

Appendix 2 – Support Staff Pay Scales

SCP	NJC - FROM 1st APRIL 2025	
	Outer London	Inner Fringe
1	£28,220	£25,458
2	£28,220	£25,458
3	£28,616	£25,841
4	£29,025	£26,230
5	£29,434	£26,629
6	£29,855	£27,034
7	£30,285	£27,448
8	£30,715	£27,869
9	£31,155	£28,300
10	£31,610	£28,739
11	£32,068	£29,187
12	£32,533	£29,643
13	£33,010	£30,110
14	£33,493	£30,585
15	£33,985	£31,069
16	£34,486	£31,564
17	£34,997	£32,067
18	£35,517	£32,582
19	£36,047	£33,107
20	£36,582	£33,642
21	£37,133	£34,188
22	£37,691	£34,744
23	£38,254	£35,479
24	£38,737	£36,457
25	£39,276	£37,408
26	£40,180	£38,325
27	£41,130	£39,266
28	£42,059	£40,197
29	£42,768	£40,907
30	£43,678	£41,823
31	£44,685	£42,817
32	£45,750	£43,885
33	£46,966	£45,120
34	£48,000	£46,137
35	£49,053	£47,187
36	£50,084	£48,226
37	£51,137	£49,272
38	£52,192	£50,328
39	£53,171	£51,314
40	£54,267	£52,402



41	£55,322	£53,459
42	£56,375	£54,505
43	£57,400	£55,540

Note that the following scales do not form part of the NJC agreement and are for reference purposes only

44	£58,161	£55,540.18
45	£59,278	£57,497.40
46	£60,409	£58,503.60
47	£61,559	£59,527.41
48	£62,746	£60,569.14
49	£63,963	£61,629.10
50	£65,176	£62,707.61
51	£66,372	£63,804.99
52	£67,569	£64,921.58
53	£68,782	£66,057.71
54	£69,979	£67,213.72
55	£71,179	£68,389.96
56	£72,392	£69,586.78
57	£73,598	£70,804.55
58	£74,795	£72,043.63
59	£76,001	£73,304.40
60	£77,548	£74,587.22
61	£79,113	£75,892.50
62	£80,719	£77,220.62
63	£82,364	£78,571.98
64	£84,035	£79,946.99
65	£85,673	£81,346.06



Appendix 3 - Dealing with Appeals against Teachers' Pay Decisions and Appraisal Statements'

A teacher may seek a review of any decision in relation to his/her pay. The following list includes the reasons for seeking a review of a pay decision.

Where it is alleged that the pay committee have:

- Incorrectly applied any provision of the STPCD;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Taken account of irrelevant or inaccurate evidence; or
- Unlawfully discriminated against the teacher.

Appeals Procedure

Where a teacher is dissatisfied with a pay decision made by the pay committee, they may appeal the decision and request a review of the salary assessment decision made in accordance with the Pay Policy.

Teachers should set down in writing the grounds for questioning the pay decision, including what they are hoping to achieve as a result of their appeal, within 10 working days of the notification of the pay decision being received. Teachers should send their appeal to JCAT HR.

The appeal will be heard by the appeal committee which will normally consist of a panel of 3 Governors excluding those with a pecuniary interest and those who were involved in the original decision.

Wherever possible, the appeal meeting will normally be held within 20 working days of receipt of the written appeal notification.

The teacher will be given the opportunity to make representations in person. The teacher is entitled to be accompanied by a work colleague or professional association/trade union representative at the appeal meeting.

The decision of the appeal panel will be given in writing. Where the appeal is rejected, the written decision will include details of the evidence considered and the reasons for the decision. The appeal decision is final and there is no further right of appeal.

The outline process to be followed during the appeal meeting is detailed below.

Chair of Pay Appeal Meeting:

- Welcomes all to the meeting and allows all present to introduce themselves
- Confirms that the pay appeal meeting has been convened under the school's Model Pay Policy, in respect of a pay decision made by the Pay Committee
- Confirms the appeal points being considered
- Confirms the employee has received the information pack
- Checks if employee is happy with their representation
- Checks if anyone has other information that they wish to be considered – if so, an adjournment may be required for all parties to read
- Provides an explanation of the process:
 - Appeal meeting is to try and establish the facts of the case
 - to reach a decision on what action, if any, is necessary
 - explains the order of events, as detailed below

The Process:

1. The representative from the Pay Committee will present information for their decision and reference any supporting information.
2. Teacher (or their representative) may question the Pay Committee representative.
3. Appeal Committee may question the Pay Committee representative.
4. The teacher (or their representative) will present information to the Appeal Committee and reference any supporting information.
5. The representative from the Pay Committee may question the teacher.
6. Appeal Committee may question the teacher.
7. Final statements may be made by both the Pay Committee representative and the teacher.

Adjournment

Meeting adjourned and all parties withdraw whilst the Appeal Committee consider the matter and deliberate their response.

Reconvene

8. All parties are recalled and the decision is conveyed.
9. Confirm that the appeal decision is final and there is no further right to appeal.
10. The decision will be confirmed in writing.

