



Pay Policy

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| Version | Date | Detail | Author | Key Changes |
| 1.0 | 19.10.2020 | Initial | A.Nield | New Policy |
| 1.1 | 23.09.2021 | | A.Nield | Bottom of P7 now includes ECT, UQT points 1-3 increased by £250. |
| 1.2 | 06.10.2022 | | A.Nield | Updated teachers pay scales |
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| 1.1 | MAT Board | 23/09/2021 | MAT Trust Board Meeting of 23rd September 2021 |
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1. Purpose

The organisation is committed to taking decisions in accordance with the ‘key principles of public life’: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The organisation recognises its responsibilities under relevant legislation including the Equality Act 2010, 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 will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

The organisation is committed to achieving this through:

- setting high standards of expectation consistent with the school community, expectations of our organisation and relevant professional standards;
- the application of consistent and fair procedures in accordance with good practice and equal opportunities;
- adhering to the employment legislation and guidance.

In adopting this policy, the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support school improvement by recognising that the organisation’s staff are its most important resource and by providing a system which will enable us to recruit, retain and motivate staff of the best quality. Pay decisions are made by Local Academy Committee and Mid-Trent Multi Academy Trust Board. When taking pay decisions, we will have regard both to this pay policy and to the individual’s particular post within the staffing structure. A copy of the staffing structure is attached to this pay policy at Appendix 8.

2. Scope

This Policy sets out the framework for making decisions on pay for teachers and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the School Teachers’ Pay and Conditions Document (STPCD) 2020 and the locally agreed ‘Framework of Support Staff Profiles’.

Teaching Staff

All teachers employed by the organisation will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

The organisation will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy. Where a pay award is applied it may be awarded on the basis of whole school improvement. Incremental pay progression will always be applied on the basis of individual performance.

Support Staff

All support staff will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the “Green Book” in this policy), unless specifically advised that alternative conditions apply.

The organisation has adopted a Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The organisation has the power to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure.

In adopting the Single Status Pay and Grading Structure and Framework the organisation is assured that:

- all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

Consultation

The organisation will consult staff and unions on this policy and review it each year, or when other changes occur to:

- a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.
- b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), as adopted and applied through local agreement.

3. Responsibilities

Any reference to 'the organisation' refers to Mid-Trent Multi Academy Trust. The appropriate level of authority will be determined according to the organisation's decision-making structure at Appendix 1.

4. Accountabilities

The CEO/Headteacher is accountable for ensuring that managers are appropriately trained to implement this policy and that the organisation's Appraisal Policy has been complied with, in their recommendation of any pay decisions. Any recommendation made must be evidenced as fair and reasonable, in all of the circumstances.

Pay decisions are made by the Local Academy Committee/Trust Board subject to the approval of the Trust Board and have the authority to take pay decisions on behalf of the Trust Board in line with the policy. The Local Academy Committee/Trust Board must ensure that the Pay Policy has been complied with in their determination of any pay decisions. Any determination made must

be evidenced as fair and reasonable, in all of the circumstances. The Pay Committee shall establish and review the pay policy,

The Appeals Committee is accountable for final pay decisions and must ensure that the Pay and Appraisal Policies have been complied with, in their determination of any appeal decisions. Any determination made must be evidenced as fair and reasonable, in all of the circumstances.

All managers should:

- comply with the timescales and requirements set out in this procedure;
- ensure that at all times they treat the process as confidential;
- promote and operate the pay policy fairly and thoroughly;
- present all information in a fair and unbiased way;
- ensure that notes are kept and shared with the parties as appropriate.

All staff should:

- comply with the timescales and requirements set out in this procedure;
- ensure that at all times they treat the process as confidential;
- promote and comply with the pay policy fairly and thoroughly;
- present information accurately

5. Guiding Principles

The following guiding principles will apply:

Equitable and Fair – We are committed to equality and diversity and will make reasonable adjustments to the application of this policy and procedure in line with our equal opportunities commitment.

Consistent and Objective – All managers have a duty to ensure that they and all of the colleagues they are responsible for are aware of, and comply with, the organisation's policies and procedures.

Timescales – Pay determinations made under this procedure should be dealt with in a timely manner to minimise the impact of stress on individuals concerned. The timescales set out in the procedure may be varied by agreement of the relevant parties.

6. Teachers

The organisation will ensure that every teacher's salary is reviewed annually, with effect from 1 September and by no later than 30th November each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Decisions on the pay of the CEO/Headteacher will be communicated by the organisation, in writing, in accordance with the STPCD timing of salary determination and notification.

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

Salary Safeguarding will apply in accordance with the STPCD.

Determination of the Headteacher Group

The total unit score for the school will be assessed and the appropriate Headteacher group size allocated accordingly.

The Headteacher's pay range may exceed the maximum where the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment.

The Trust will ensure that the maximum of the Headteacher's pay range and any additional payments does not exceed 25% of the maximum of the Headteacher group size other than in exceptional circumstances. In such circumstances, the Trust will seek external independent advice and support its decision with a business case.

Determination of Leadership Pay Ranges

Determination of the pay and allowances for a CEO/Headteacher and leadership posts will be considered in accordance with the School Teachers' Pay and Conditions Document.

When determining the appropriate pay range of a CEO, Headteacher, Deputy Headteacher and Assistant Headteacher, the organisation will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Headteacher, Deputy Headteacher's or Assistant Headteacher's pay range must not exceed the maximum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances. The Headteacher's pay range should only overlap the Chief Executive Officer's pay range in exceptional circumstances.

The leadership pay range is set out in Appendix 5.

Temporary Payments to Headteacher

The organisation may determine that payment be made to the CEO or a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

The total sum of the temporary payments made to a CEO or a Headteacher in any school year must not exceed 25% of the annual salary which is otherwise payable to a Headteacher, and the total sum of salary and other payments made to a Headteacher must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the governing body will seek external independent advice and support its decision with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that the CEO or a Headteacher.

Leadership Group Progression Criteria

Members of the leadership group must demonstrate sustained high-quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

CEO/Headteacher will consider movement by more than one point in line with the provisions of the STPCD.

The salary point of members of the leadership group will be reviewed annually taking account of the performance objectives set under the organisation's appraisal system and the progression arrangement set out in the STPCD.

Basic Pay Determination on Appointment of a Classroom Teacher

On appointment, the organisation will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the organisation will take into account a range of factors including:

- the nature of the post;
- the nature of the qualifications, skills and number of years' experience required;
- the wider school context;
- current salary.

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school. It is the responsibility of the appointing panel to decide on this issue based on the expectations of the role.

Pay Progression based on Performance for Main Pay Range Teachers

All teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs a plan for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Appraisal Policy.

Progression between pay points will be based on the teacher demonstrating, through their appraisal that they meet the required standards for the new pay point.

In the case of Newly Qualified Teachers (NQTs) or Early Career Teachers (ECT), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process and the Early Career Teacher Policy.

The Trust has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Trust may award accelerated progression within the range. Progression to the next point will be subject to the criteria for the higher point being met.

To be fair and transparent, assessments of performance will be properly rooted in evidence. In this organisation we will ensure fairness by the arrangements detailed in the Appraisal Policy.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Local Academy Committee, taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

Progression within a pay range will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust may determine that no incremental progression will be awarded if a teacher's performance is below expectations and appraisal objectives are not met.

For teachers on the Upper Pay Range, pay progression will be based on two successful consecutive appraisal reviews.

Only in exceptional circumstances will teachers on the Upper Pay Range be awarded a further point on the upper pay range more frequently than at two yearly intervals.

For unqualified teachers on the Unqualified Pay Range, pay progression will be awarded following each successful appraisal review.

Leading Practitioner Roles

Leading Practitioner posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the Teaching and Learning Responsibility (TLR) payment structure. See Appendix 4 for pay ranges.

When determining the pay range for such posts, the organisation will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

Upper Pay Range and Assessment

Any qualified teacher may apply to be paid on the Upper Pay Range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

The organisation has established a pay structure for classroom teacher posts paid on the Upper Pay Range. See Appendix 4.

Application Process

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the Headteacher by no later than 31st October. A template application form is at Appendix 3.

If a teacher is simultaneously employed in a school outside of the organisation, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range in that other school or schools. The organisation will not be bound by any pay decision made by another school or organisation.

Evidence to be included in the application

All applications should be made using the application form and include two consecutive appraisal reviews, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria).

Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

The Assessment

An application from a qualified teacher will be successful where the organisation is satisfied that:

- the teacher is highly competent in all elements of the relevant standards and;
 - the teacher's achievements and contribution to the school are substantial and sustained.
- *'highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;*
 - *'substantial': the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their classroom, , or with their groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupils' progress and the effectiveness of staff and colleagues in school and across the MAT where necessary.*
 - *'sustained' means continuously showing teaching practice which has grown over the appraisal period and is now consistently good to outstanding.*

For the purposes of this policy, the organisation will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced by two successful and consecutive appraisal reviews.

The assessment will be made within 10 working days of the receipt of the application or the conclusion of the appraisal process whichever is later. If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on the minimum of the Upper Pay Range.

If unsuccessful, feedback will be provided by the Headteacher as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements – See Section 11 for Appeals.

The Teachers' Main Pay Range

Other qualified teachers will be paid on the Main Pay Range within the minimum and maximum of the range as set out in STPCD. Mid-Trent Multi Academy Trust has established a pay structure for classroom teacher posts paid on the Main Pay Range. See Appendix 4.

Unqualified Teachers Pay Range

An unqualified teacher will be paid on the Unqualified Pay Range within the minimum and maximum of the range as set out in STPCD.

The organisation has established a pay structure for unqualified teacher posts paid on the unqualified teacher pay range. See Appendix 4.

Unqualified Teacher Allowance

The organisation may pay an additional allowance to unqualified teachers when that the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning and;
- requires the exercise of a teachers' professional skills and judgement or
- qualifications or experience which bring added value to the role being undertaken.

Unqualified teachers may not hold TLR's or SEN allowances.

Part-time Teachers

Teachers employed on an ongoing basis but who work less than a full working day or week are deemed to be part-time. The organisation will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

The remuneration of part-time teachers including salary and any allowances, except for TLR3s, will be determined in accordance with the pro rata principle as defined in the STPCD.

Short Notice/Supply Teachers

Teachers who work on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata as detailed in STPCD.

7. Allowances and Payments

Special Education Needs Allowance (SEN)

A SEN allowance as prescribed by the STPCD of no less than the specified minimum and no more than the specified maximum per annum is payable to a classroom teacher if that teacher:

- a) is in any SEN post that requires a mandatory SEN qualification;
- b) is in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- c) is in a special school;
- d) teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- e) is in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - involves a substantial element of working directly with children with SEN;
 - requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
 - has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

SEN Values within the school are detailed in Appendix 6.

Recruitment and Retention

The organisation will:

- pay recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.
- pay retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time.
- make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn.
- will conduct an annual review of all incentives, support or benefits.

Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure. TLR Values within the school are detailed in Appendix 6.

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

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

Before awarding a TLR1 payment, the organisation will be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

The award of TLR3 payments will only apply to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

Additional Payments

The circumstances in which additional payments may be made to teachers are set out in the School Teachers' Pay and Conditions Document (STPCD).

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

The organisation may make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

The organisation accepts that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised the payment of a special allowance where, in the opinion of the Headteacher, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

a daily rate for each full-time Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal working year is voluntary.

Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable. This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

8. Support Staff

The Framework of Support Staff Profiles and the Green Book Pay and Grading Structure form part of this Pay Policy.

The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid.

The Pay and Grading Structure has grades with incremental points within it. New employees will normally start at the bottom of the grade.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure the organisation will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

When the Framework does not cover a position, the duties and responsibilities will be evaluated and an appropriate grade attached.

Pay Progression for Support Staff

In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

9. Acting-Up Allowances

The organisation reserves the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within 20 working days of the start of the absence.

10. Salary Sacrifice Arrangements/Childcare Vouchers

The organisation offers salary sacrifice arrangements to allow staff to participate in voluntary schemes such as the childcare voucher scheme.

11. Appeals

All colleagues are entitled to seek a review of any determination in relation to their pay and the following appeals process will be adopted in all cases where an employee wishes to make an appeal against a pay decision.

If you wish to appeal a pay decision you should first seek to resolve this by discussing the matter informally with the CEO/Headteacher/Business Manager making the recommendation to the Local Academy Committee/Trust Board, within **10 working days** of the decision. Where this is not possible or where you continue to be dissatisfied, you may follow a formal appeal process. Your appeal must be in writing and set out the grounds of your appeal.

The following list includes some potential reasons for seeking a review of pay. i.e. that the organisation:

- incorrectly applied any provision of the relevant conditions of service;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

You must send your appeal to appeals committee within **5 working days** of the date you received the outcome of the informal discussion with the CEO/Headteacher/Business Manager.

You will be invited to the appeal meeting in writing, giving at least **5 working days'** notice of the appeal meeting to consider your appeal. You have the right to be accompanied at the appeal meeting by a trade union representative or work colleague.

You must provide copies of any relevant evidence you intend to refer to, at least 2 working days before the hearing.

An appeal will be heard by the Appeal Panel who were not involved in the original determination. The employee or their representative will be given the opportunity to make representations in person. The appeal outcome will be confirmed in writing within **5 working days** of the appeal hearing. There is no further right of appeal.

The Appeal Panel may be supported by a specialist adviser. The procedure for considering appeals is detailed at Appendix 3.

Right to be Accompanied

You have the right to be accompanied by a trade union representative or work colleague at an appeal relating to pay determination.

The representative is allowed to address the meeting, to put and sum up your case, respond on your behalf to any views expressed at the meeting and confer with you during the meeting.

Under this procedure, you do not have the right to be accompanied by anyone else (such as a spouse, partner, other family member or legal representative) apart from those people already referred to above.

However, it would not normally be reasonable for you to insist on being accompanied by a someone whose presence would prejudice the hearing nor for you to ask to be accompanied by someone from a remote geographical location if someone suitable and willing was available on site.

Where appropriate, eligible colleagues, for example those with disabilities or language difficulties, may have the attendance of a supporter or interpreter.

12. Data Protection

A copy of any letters confirming pay and pay changes, along with any appeal outcome letters and formal meeting notes will be retained on your personnel file.

Organisation Decision Making Structure – Pay Structure and Pay Progression

The organisation has determined that the following Decision Making Structure will apply to any formal action taken in relation to staffing matters with effect from 1st October 2021.

Role and responsibility of the Local Academy Committee

The Committee will comprise of at least 3 Local Governors determined annually. The Committee reports to the Trust Board.

Establishment of the policy

The CEO is responsible for establishing the Pay Policy, in consultation with the Headteacher/Business Manager, staff and trade union representatives, and submitting it to the Trust Board for approval.

The Trust Board is responsible for formal approval of the policy.

Monitoring and review of the policy

The MAT Finance Committee is responsible for reviewing the policy annually, in consultation with the Chief Executive Officer, Chief Finance Officer and other staff, and submitting it to Trust Board for approval.

The HR Director is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The CEO/Headteacher/Business Manager is responsible for:

- ensuring that pay recommendations for the Headteachers, Deputy Headteachers, Assistant Headteachers, classroom teachers and support staff are made and submitted to the Local Academy Committee/Trust Board in accordance with the terms of the policy;
- advising the Local Academy Committee/Trust Board on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Local Academy Committee/Trust Board and of the right of appeal.

The Local Academy Committee is responsible for:

- taking decisions regarding the pay of the Deputy Headteachers, Assistant Headteachers, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the Headteacher/Principal/Business Manager;
- consulted on recommendations to the organisation regarding the pay of the Headteacher/Principal following consideration of the Headteacher's performance review;
- submitting reports of these decisions to the HR Director;
- ensuring that the Headteacher/Principal are informed of the outcome of the decision of the Trust Board and of the right of appeal.

The Appeals Committee of is responsible for:

- taking decisions on appeals against the decisions made in accordance with the terms of the appeals procedure of the policy.

Upper Pay Range Application Form

Teacher's Details:

Name _____

Post _____

Appraisal Details:

Years covered by planning/review statements

Roles covered by planning/review statements

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit appraisal planning and review statements covering the relevant period.

Applicant's signature _____ Date _____

The signed proforma should be appended to the Teacher's appraisal planning record statement.

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair and explanation of procedure.
2. The Committee representative (who may be the CEO/Headteacher/Business Manager) should put the case for the salary assessment decision.
3. The employee (or representative) may ask questions of the Committee representative.
4. The Appeals Committee may ask questions of the Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Committee.
6. The Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Committee representative regarding the case made on behalf of the employee.
8. The CEO/Headteacher/Business Manager to be invited to express their views if they have not already done so.
9. The Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision within 5 working days.

This procedure may be varied by agreement of all the parties.

Mid-Trent MAT Pay Ranges from September 2022

Teacher Pay Ranges from September 2022-23

Unqualified Teacher Pay Range

| Point | Annual Full Time Salary |
|--------------|--------------------------------|
| 1 Min | 19,340 |
| 2 | 21,559 |
| 3 | 23,777 |
| 4 | 25,733 |
| 5 | 27,954 |
| 6 Max | 30,172 |

Teacher Main Pay Range

| Point | Annual Full Time Salary |
|--------------|--------------------------------|
| 1 Min | 28,000 |
| 2 | 29,800 |
| 3 | 31,750 |
| 4 | 33,850 |
| 5 | 35,990 |
| 6 | 38,810 |

Teacher Upper Pay Range

| Point | Annual Full Time Salary |
|--------------|--------------------------------|
| 1 Min | 40,625 |
| 2 | 42,131 |
| 3 Max | 43,685 |

Leadership Pay – England and Wales

Chief Executive Officer, Headteachers, Deputy Headteachers, Assistant Headteachers.
Leading Practitioners paid on either a spot point or a range within points L1 – L18

| Spine Point | 2022 |
|-------------|--------|
| 1 minimum | 44,305 |
| 2 | 45,414 |
| 3 | 46,548 |
| 4 | 47,706 |
| 5 | 48,894 |
| 6 | 50,122 |
| 7 | 51,470 |
| 8 | 52,659 |
| 9 | 53,972 |
| 10 | 55,359 |
| 11 | 58,796 |
| 12 | 58,105 |
| 13 | 59,557 |
| 14 | 61,042 |
| 15 | 62,560 |
| 16 | 64,224 |
| 17 | 65,699 |
| 18 | 67,350 |
| 19 | 69,022 |
| 20 | 70,732 |
| 21 | 72,483 |
| 22 | 74,282 |
| 23 | 76,122 |
| 24 | 78,010 |
| 25 | 79,948 |
| 26 | 81,926 |
| 27 | 83,956 |
| 28 | 86,039 |
| 29 | 88,170 |
| 30 | 90,364 |

N.B. Spine points go to 43 depending on school group size, these have been increased by 5%.

Teacher – Allowances and payments

Teaching and learning responsibility (TLR) payments are made in addition to a teacher's basic salary for fulfilling a specific responsibility in school. The figure is annual and is paid as 1/12th per month - only TLR3 payments can be of a fixed term duration.

| TLR Level | Min 2022 | Max 2022 |
|--------------------|----------|----------|
| TLR 3 (fixed term) | 600 | 2,975 |
| TLR 2 | 3,017 | 7,368 |
| TLR 1 | 8,706 | 14,732 |

Special Educational Needs (SEN) allowance

| SEN Allowance | Min 2022 | Max 2022 |
|---------------|----------|----------|
| SEN Allowance | 2,384 | 4,703 |

Unqualified Teacher Allowance

Unqualified teachers may be paid an allowance as determined by the governing body. Unqualified teacher allowances are permanent and may be subject to 'salary safeguarding' if removed from the role.

Support Staff Pay Scales from April 2021 showing Grading Structure

| 01-Apr-21 | | | | Grades |
|------------|--------------|-------------------|----------------|----------|
| New SCP | Per annum | Monthly Salary | £ per hour* | |
| 1 | £18,333 | £1,527.72 | £9.50 | Grade 1 |
| 2 | £18,516 | £1,543.04 | £9.60 | Grade 2 |
| 3 | £18,887 | £1,573.90 | £9.79 | Grade 3 |
| 4 | £19,264 | £1,605.36 | £9.99 | |
| 5 | £19,650 | £1,637.50 | £10.19 | Grade 4 |
| 6 | £20,043 | £1,670.23 | £10.39 | |
| 7 | £20,444 | £1,703.63 | £10.60 | Grade 5 |
| 8 | £20,852 | £1,737.64 | £10.81 | |
| 9 | £21,269 | £1,772.40 | £11.02 | |
| 10 | £21,695 | £1,807.93 | £11.25 | |
| 11 | £22,129 | £1,844.05 | £11.47 | Grade 6 |
| 12 | £22,571 | £1,880.93 | £11.70 | |
| 13 | £23,023 | £1,918.58 | £11.93 | |
| 14 | £23,484 | £1,956.99 | £12.17 | |
| 15 | £23,953 | £1,996.08 | £12.42 | |
| 16 | £24,432 | £2,036.02 | £12.66 | Grade 7 |
| 17 | £24,920 | £2,076.63 | £12.92 | |
| 18 | £25,419 | £2,118.27 | £13.18 | |
| 19 | £25,927 | £2,160.58 | £13.44 | |
| 20 | £26,446 | £2,203.82 | £13.71 | |
| 21 | £26,975 | £2,247.91 | £13.98 | |
| 22 | £27,514 | £2,292.85 | £14.26 | Grade 8 |
| 23 | £28,226 | £2,352.21 | £14.63 | |
| 24 | £29,174 | £2,431.15 | £15.12 | |
| 25 | £30,095 | £2,507.88 | £15.60 | |
| 26 | £30,984 | £2,581.99 | £16.06 | |
| 27 | £31,895 | £2,657.88 | £16.53 | Grade 9 |
| 28 | £32,798 | £2,733.17 | £17.00 | |
| 29 | £33,486 | £2,790.49 | £17.36 | |
| 30 | £34,373 | £2,864.43 | £17.82 | |
| 31 | £35,336 | £2,944.65 | £18.32 | |
| 32 | £36,371 | £3,030.88 | £18.85 | Grade 10 |
| 33 | £37,568 | £3,130.68 | £19.47 | |
| 34 | £38,553 | £3,212.76 | £19.98 | |

| | | | | |
|-----------|---------|-----------|--------|----------|
| 35 | £39,571 | £3,297.55 | £20.51 | |
| 36 | £40,578 | £3,381.49 | £21.03 | |
| 37 | £41,591 | £3,465.94 | £21.56 | |
| 38 | £42,614 | £3,551.16 | £22.09 | |
| 39 | £43,570 | £3,630.86 | £22.58 | Grade 11 |
| 40 | £44,624 | £3,718.71 | £23.13 | |
| 41 | £45,648 | £3,804.01 | £23.66 | |
| 42 | £46,662 | £3,888.46 | £24.19 | |
| 43 | £47,665 | £3,972.07 | £24.71 | |
| 44 | £48,682 | £4,056.86 | £25.23 | Grade 12 |
| 45 | £49,699 | £4,141.56 | £25.76 | |
| 46 | £50,738 | £4,228.14 | £26.30 | |
| 47 | £51,665 | £4,305.38 | £26.78 | |
| 48 | £52,721 | £4,393.40 | £27.33 | |
| 49 | £53,785 | £4,482.09 | £27.88 | Grade 13 |
| 50 | £54,857 | £4,571.46 | £28.43 | |
| 51 | £55,924 | £4,660.32 | £28.99 | |
| 52 | £56,983 | £4,748.59 | £29.54 | |
| 53 | £58,054 | £4,837.87 | £30.09 | |
| 54 | £61,826 | £5,152.20 | £32.05 | Grade 14 |
| 55 | £63,372 | £5,280.99 | £32.85 | |
| 56 | £64,919 | £5,409.88 | £33.65 | |
| 57 | £66,463 | £5,538.59 | £34.45 | |

Proposed Support Staff Pay Scales from April 2022 showing Grading Structure

| 01-Apr-22 | | | | Grades |
|------------|--------------|-------------------|----------------|----------|
| New SCP | Per annum | Monthly Salary | £ per hour* | |
| 1 | £20,258 | £1,688.14 | £10.50 | Grade 1 |
| 2 | £20,441 | £1,703.46 | £10.60 | Grade 2 |
| 3 | £20,812 | £1,734.32 | £10.79 | Grade 3 |
| 4 | £21,189 | £1,765.78 | £10.98 | |
| 5 | £21,575 | £1,797.91 | £11.18 | Grade 4 |
| 6 | £21,968 | £1,830.64 | £11.39 | |
| 7 | £22,369 | £1,864.05 | £11.59 | Grade 5 |
| 8 | £22,777 | £1,898.05 | £11.81 | |
| 9 | £23,194 | £1,932.82 | £12.02 | |
| 10 | £23,620 | £1,968.34 | £12.24 | |
| 11 | £24,054 | £2,004.47 | £12.47 | Grade 6 |
| 12 | £24,496 | £2,041.35 | £12.70 | |
| 13 | £24,948 | £2,079.00 | £12.93 | |
| 14 | £25,409 | £2,117.41 | £13.17 | |
| 15 | £25,878 | £2,156.50 | £13.41 | |
| 16 | £26,357 | £2,196.43 | £13.66 | |
| 17 | £26,845 | £2,237.05 | £13.91 | Grade 7 |
| 18 | £27,344 | £2,278.68 | £14.17 | |
| 19 | £27,852 | £2,320.99 | £14.44 | |
| 20 | £28,371 | £2,364.24 | £14.71 | |
| 21 | £28,900 | £2,408.33 | £14.98 | |
| 22 | £29,439 | £2,453.27 | £15.26 | |
| 23 | £30,151 | £2,512.62 | £15.63 | Grade 8 |
| 24 | £31,099 | £2,591.56 | £16.12 | |
| 25 | £32,020 | £2,668.30 | £16.60 | |
| 26 | £32,909 | £2,742.41 | £17.06 | |
| 27 | £33,820 | £2,818.30 | £17.53 | |
| 28 | £34,723 | £2,893.59 | £18.00 | Grade 9 |
| 29 | £35,411 | £2,950.91 | £18.35 | |
| 30 | £36,298 | £3,024.85 | £18.81 | |
| 31 | £37,261 | £3,105.06 | £19.31 | |
| 32 | £38,296 | £3,191.29 | £19.85 | |
| 33 | £39,493 | £3,291.09 | £20.47 | Grade 10 |
| 34 | £40,478 | £3,373.17 | £20.98 | |

| | | | | |
|-----------|---------|-----------|--------|----------|
| 35 | £41,496 | £3,457.96 | £21.51 | |
| 36 | £42,503 | £3,541.91 | £22.03 | |
| 37 | £43,516 | £3,626.36 | £22.56 | |
| 38 | £44,539 | £3,711.58 | £23.09 | |
| 39 | £45,495 | £3,791.28 | £23.58 | Grade 11 |
| 40 | £46,549 | £3,879.12 | £24.13 | |
| 41 | £47,573 | £3,964.43 | £24.66 | |
| 42 | £48,587 | £4,048.88 | £25.18 | |
| 43 | £49,590 | £4,132.48 | £25.70 | |
| 44 | £50,607 | £4,217.27 | £26.23 | Grade 12 |
| 45 | £51,624 | £4,301.98 | £26.76 | |
| 46 | £52,663 | £4,388.55 | £27.30 | |
| 47 | £53,590 | £4,465.80 | £27.78 | |
| 48 | £54,646 | £4,553.81 | £28.32 | |
| 49 | £55,710 | £4,642.50 | £28.88 | Grade 13 |
| 50 | £56,782 | £4,731.87 | £29.43 | |
| 51 | £57,849 | £4,820.74 | £29.98 | |
| 52 | £58,908 | £4,909.00 | £30.53 | |
| 53 | £59,979 | £4,998.29 | £31.09 | |
| 54 | £63,751 | £5,312.61 | £33.04 | Grade 14 |
| 55 | £65,297 | £5,441.41 | £33.85 | |
| 56 | £66,844 | £5,570.29 | £34.65 | |
| 57 | £68,388 | £5,699.01 | £35.45 | |

St Peter's Church of England Primary School Staffing Structure 2022-23

| |
|---|
| Mid-Trent Multi Academy Trust Board of Directors |
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|-------------------------|
| Local Academy Committee |
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| |
|-------------|
| Headteacher |
|-------------|

| |
|---|
| TLR2 – Leader of Teaching and Learning Reception Class Teacher |
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| | | |
|-----------------------------|---------------------|----------------------|
| Class Teacher Y1 0.8 fte | Class Teacher Y2 | Class Teacher Yr3 |
| Class Teacher Yr4 | Class Teacher Y5 | Class Teacher Y6 |

| | |
|----------------------------|-----------------------------------|
| HLTA Grade 7 – 19.5 hrs | Administrator Grade 4 – 34 hrs |
|----------------------------|-----------------------------------|

| | |
|-----------------------------------|--------------------------------------|
| KS1 Intervention TA - G4 6 hrs | KS2 Intervention TA – G4 10.5 hrs |
|-----------------------------------|--------------------------------------|

| | | |
|--|--|-------------------------------------|
| TA – Reception Occasional Cover G4 14hrs Grade 3 – 14.25 hrs | TA – Year1/2 Grade 3 16.25 hrs | TA – Year 3/4 Grade 3 15 hrs |
| TA – Year 5/6 Grade 3 7.5 hrs | TA – 1:1 Support Grade 3 – 17.5 hrs | TA – 1:1 Support Grade 3 – 15hrs |

| | |
|---|-------------------------------------|
| 1 x Senior Lunchtime Supervisor Grade 3 – 8.75 hrs | Site Technician Grade 3 – 14 hrs |
| 3 x Lunchtime Supervisors Grade 2 – each 7.50 hrs | |

Out of School Club

| |
|-----------------------------------|
| Play Leader Grade 5 – 22.5 hrs |
|-----------------------------------|

Out of School Club

| |
|---|
| 2 x Play Workers Grade 3 – 18.75 hrs (To share 5 mornings / 5 afternoons) |
|---|

St Peter's Church of England Primary School Staffing Structure 2022-23
Flourish Early Education

Mid-Trent Multi Academy Trust
Board of Directors

Local Academy Committee

Headteacher

TLR2 – Leader of Teaching and Learning

Nursery Teacher
19.5 Hrs

Business Support Officer
Grade 7 – 13.34 Hrs

Deputy Nursery Manager
Grade 6 – 21 Hrs

| | |
|---|--|
| <p align="center">Senior Nursery Nurse Grade 3 pt 4 21.00 Hrs 17.84 Hrs</p> | <p align="center">Nursery Nurse Grade 3 pt 3 17.84 Hrs 18.17 Hrs 20.00 Hrs</p> |
|---|--|

Colwich Church of England Primary School Staffing Structure 2022-23

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| Mid-Trent Multi Academy Trust Board of Directors |
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|----------------------------|
| Local Academy Committee |
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| |
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| Headteacher |
|-------------|

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|---|
| TLR2 - Leader of Teaching and Learning Class Teacher (EYFS) |
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|-----------------------|--|
| Class Teacher R/Y1 | Class Teacher Y4/5 |
| Class Teacher Y3 | Class Teacher (0.6) Class Teacher (0.4) Y2 |

| | |
|---|---|
| HLTA Grade 7 PPA cover 26 hrs | Office Manager Grade 7 - 10 hrs (finance) Grade 6 - 15 hours |
| Unqualified Teacher (EYFS) 6.0 hours | Admin Assistant Grade 3 - 17 hrs |

| | | |
|------------------------------------|----------------------------------|----------------------------------|
| TA - General Grade 3 - 32.5 hrs | TA - General Grade 3 - 15 hrs | TA - General Grade 3 - 15 hrs |
|------------------------------------|----------------------------------|----------------------------------|

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|--|-----------------------------|
| 1 x Senior Lunchtime Supervisor Grade 3 8.75 hrs 2 x Lunchtime Supervisors Grade 2 - each 7.5 hrs | Janitor Grade 2 - 13 hrs |
|--|-----------------------------|

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| Catering Manager Grade 4 - 25 hours |
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|--------------------------------------|
| Assistant Cook Grade 2 - 15 hours |
|--------------------------------------|

St Andrew's Church of England Primary School
Staffing Structure 2022-23

Mid-Trent Multi Academy Trust
Board of Directors

Local Academy
Committee

Senior Leadership Team

Headteacher

Deputy Headteacher

TLR2/Office Manager

| Teachers | | | | | |
|-------------------------------------|---------------------------------|---------------------|-------------------------------|---------------------|---------------------|
| Reception / Yr1 Class Teacher | Y1/2 Class Teacher 2 x PT | Y3 Class Teacher | Y4 Class Teacher 2 x PT | Y5 Class Teacher | Y6 Class Teacher |

| Teaching Support Staff | | |
|------------------------|-------------|---|
| HLTA – Grade 7 | 20.5 hours | Mostly, PPA cover |
| HLTA – Grade 7 | 12 hours | Early Years, PPA Cover |
| TA – Grade 4 | 14.5 hours | Classroom support, occasional cover |
| TA – Grade 4 | 9.67 hours | Classroom support, occasional cover |
| TA - Grade 3 | 15 hours | 1-2-1 support – Education Health Care Plan (EHCP) |
| TA – Grade 3 | 18.3 hours | 1-2-1 support – Education Health Care Plan (EHCP) |
| TA – Grade 3 | 15 hours | Classroom support |
| TA – Grade 3 | 17.50 hours | 1-2-1 Support – Pupil Premium |

| Support Staff | | |
|---|----------------|--|
| Office Manager | 30 hours | Finance |
| Clerical assistant | 21 hours | Admin |
| Cleaner | 10 hours | |
| Cleaner | 10 hours | |
| Caretaker | 13 hours | |
| Senior Lunchtime Supervisor Grade 3 | 3.75 hours | |
| Lunchtime supervisors | 4 x 6.25 hours | We attempt to have 5 staff each lunchtime but this is not always achievable. |

| | | |
|--------------------------------|--|---|
| Grade 2 | | |
| CHILL Manager Grade 5 | 12 hours | Before and after school club manager |
| Senior play leaders Grade 3 | a.m. 2 x 5 hours p.m. 2 x 12.5 hours | These hours are spread across a number of staff. When numbers rise above 30 then additional staff are brought in to maintain the agreed staffing/pupil ratios. |

**Mid-Trent Multi Academy Trust
Centralised Posts
Staffing Profile 2022-23**

MAT Board

Chief Executive Officer
(Accounting Officer)
L21 – L23

Inclusion Lead/SEN Coordinator
Teacher with SEN Allowance

Sports
Ambassador
Teacher with
TLR

Business Manager
(Chief Financial Officer)
Grade 12

All Back Office
Support staff