



Cheshire Academies Trust
Collaboration and Creativity

PAY POLICY

BEXTON PRIMARY SCHOOL



Next review date: Summer 2021

This is the Cheshire Academies Trust Pay Policy for 2019-2020 which is taken from a DfE exemplar Pay Policy for Academies.

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1. Statement of Intent

1.1. The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

1.2. The Board of Cheshire Academies Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of the Trust and its academies; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to persons with a legitimate interest. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

2. Equalities Legislation

2.1. The Board will comply with relevant equalities legislation, including:

- The Employment Relations Act 1999
- The Equality Act 2010
- The Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

2.2. The Board will promote equality in all aspects of Trust life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

2.3. The Board will comply with its 'obligations' (see section 7 below), and will monitor the impact of this policy.

2.4. Where appropriate the Board will delegate powers to Local Governing Bodies and their salary committees to discharge the duties of the Board.

3. Equalities and Performance Related Pay

The Board will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. a 5-month absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual Class Teacher's circumstances and the Trusts' circumstances.

4. Job Descriptions

Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in light of the changing needs of the Academy/Trust. Job descriptions will identify key areas of responsibility.

5. Access to Records

The Principal will ensure reasonable access for individual members of staff to their own employment records.

6. Appraisal & Relationship with Pay Policy

6.1. The Board will comply with The Education (School teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of Class Teachers. Assessment will be based on evidence from a range of sources (see the Trust's appraisal policy) as measured against the Teachers' Standards, published by the Secretary of State for Education.

6.2. The Trust wishes to encourage a culture in which all teachers take personal responsibility for improving their practice through appropriate professional development. This will be linked to Trust, subject or collaborative improvement priorities and to the on-going professional development needs and priorities of individual teachers and, of course, the students they teach.

6.3. The Principal will administrate Trust's appraisal process to ensure consistency and objectivity. The CEO will undertake annual moderation at each academy to ensure a fair and equitable process.

6.4. Where Class Teachers are eligible for pay progression, the Principal will make an annual recommendation to the salary committee (see below), having regard to the results of the most recent appraisal and the relevant career stage standards.

6.5. This Trust recognises that individual appraisal objectives are a useful mechanism for helping to develop and professionally grow its staff, and encourages the use of challenging objectives. Pay progression decisions will be based on Class Teachers' performance of their role and responsibilities. This will be assessed against the relevant standards. Appraisal objectives will be set to enable Class Teachers to meet the relevant national teacher standards.

7. The Board's obligations

7.1. The Board will fulfil its obligations to:

- Class Teachers: as set out in the School Teachers' Pay and Conditions Document ("the STPC Document") (being the annual version relevant to the decision(s) to be made) and the 6 Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book')
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (commonly known as the Green Book)

7.2. The Board, when considering any amendment to this pay policy, will assure itself that appropriate arrangements for linking performance to pay are in place, can be applied consistently and that pay decisions made can be objectively justified.

7.3. The Board will ensure that it makes funds available to support pay decisions, in accordance with this pay policy (see 'Procedures' in section 12 below) and the Trust's spending plan.

7.4. The Board will monitor the outcomes of pay decisions, including the extent to which different groups of Class Teachers may progress at different rates, ensuring the Trust's continued compliance with equalities legislation.

8. CEO's obligations

The CEO will:

- Develop clear arrangements for linking overall performance to pay progression and consult, as appropriate, with staff on the appraisal and pay policies;
- Submit any draft revised appraisal and/or pay policy to The Board for approval;

9. Principal's obligations

The Principal will:

- Administrate effective appraisal arrangements in line with Trust policy and ensure that any appraisers have the knowledge and skills to apply procedures fairly;
- Submit pay recommendations to the Local Governing Board and/or to its salary committee and ensure the appropriate body has sufficient information upon which to make pay decisions;
- Ensure that Class Teachers are informed about decisions reached; and that appropriate records are kept of recommendations and decisions made.
- Benchmark decision making regarding performance related pay with other CAT Principals to ensure consistency across the Trust.

10. Differentials

Appropriate differentials will be created and maintained between posts within the Trust, recognising accountability and responsibilities, and The Board's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

11. Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

12. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, The Board will comply with the relevant provisions of the STPC Document and will give the required notification as soon as possible and no later than one month after the determination.

13. Procedures

13.1. The Board will determine the annual pay budget taking into account that continued good performance as defined by this and the Trust's appraisal policy should give Class Teachers an expectation of progression to the top of their respective pay range. When determining the annual pay budget. The Board will ensure sufficient allocation to allow for the best Class Teachers to make rapid progress up the relevant pay range.

13.2. The Board may delegate its power to make decisions on pay to a salary committee. Any person employed to work at the Trust, other than the Principal or invited CAT representative, must withdraw from a meeting at which the pay or appraisal of any other employee of the Trust, is under consideration. Any employee must withdraw from that part of the meeting where the subject of consideration is his/her own pay. A relevant person must withdraw where there is a conflict of interest or any doubt about his/her ability to act impartially.

13.3. The salary committee will be attended by the Principal in an advisory capacity. Where the salary committee has invited an external adviser to attend and offer advice on the determination of any pay decision, that person will withdraw at the same time as the Principal while the committee reaches its decision.

13.4. The report of the salary committee will be placed in the part two section of The Board's agenda and will either be received or referred back. Reference back may occur only if the salary committee has exceeded its powers under the policy.

14. Annual Determination of Pay

All teaching staff salaries, including those of the CEO, Principals, Vice Principals and the Trust's Director of Operations, will be reviewed annually to take effect from 1 September. The salary committee will endeavour to complete Class Teachers' annual pay reviews by 31 October and the CEO, Principals and the Director of Operations annual pay review by 31st December. It will, however, complete the process without undue delay.

15. Notification of Pay Determination

15.1. Decisions of the salary committee will, within one month of the decision, be communicated to each member of staff by the Principal in writing in accordance with the relevant paragraph of the STPC Document and will set out the reasons why decisions have been taken. Decisions on the pay of the Principal or the Director of Operations will be communicated by the CEO, in writing, in accordance with the relevant paragraph of the STPC Document.

15.2. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or, immediately after an appeal has been concluded.

16. Appeals Procedure

The Board has an appeals procedure in relation to pay in accordance with the provisions of the relevant paragraph of the STPC Document. It is set out in appendix 1 to this pay policy.

17. CEO Pay

17.1 The Trust Board will review pay and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression, recorded in the most recent appraisal.

17.2 The CEO pay range is set by the Trust Board and can be supplied on request.

17.3 The resources committee will review and, if necessary, re-determine the pay range where there has been a significant change in the responsibilities.

17.4 The resources committee may determine the pay range at any time in accordance with the provisions of the STPC Document.

18. Principal Pay

18.1 The Trust Board will review pay and award up to two points where there has been substantial and sustained high quality of performance having regard to the national standards for excellence in Headteacher and the results of the recent appraisal.

18.2 The Principal pay range for individual academies is detailed in the academy's Teacher Pay Bands Detail document and can be supplied on request.

18.3 The Principal's appraisal committee will make a recommendation to the resources committee regarding pay progression. In accordance with the Scheme of Delegation the CEO will make a final decision in respect of pay progression for Principals.

18.4 The resources committee will review and, if necessary, re-determine the pay range where there has been a significant change in the responsibilities.

18.5 The resources committee may determine the pay range at any time in accordance with the provisions of the STPC Document

19. Vice Principal Pay

19.1 The Local Governing Board will review pay and award up to two points where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any recommendation on pay progression recorded in the most recent appraisal report.

19.2 The Vice Principal pay range for individual academies is detailed in the academy's Teacher Pay Bands Detail document and can be supplied on request

19.3 The resources committee will review and, if necessary, re-determine the pay range where there has been a significant change in the responsibilities.

19.4 The resources committee may determine the pay range at any time in accordance with the provisions of the STPC Document.

20. Director of Operations

20.1 The resources committee will review and, if necessary, re-determine the pay range where there has been a significant change in responsibilities.

20.2 The resources committee may determine the pay range at any time.

21. Acting Allowances

21.1 Acting allowances are payable to Class Teachers who are assigned and carry out the duties of the Principal or Vice Principal. The salary committee will, within a four-week period of the commencement of an employee assuming acting duties, determine whether or not the acting post-holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

21.2. Any Class Teacher who carries out the duties of Principal or Vice Principal, for a period of four weeks or more consecutively, will be paid at an appropriate point of the Principal or Vice Principal range, as determined by the salary committee. Payment will be backdated to the commencement of the duties.

22. Class Teachers Pay

22.1 The salary committee will determine the starting salary of a vacant Class Teacher post on Bands 1 and 2 (the main pay range) or Upper Pay Scale (upper pay range), such as the committee determines, having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider Academy/Trust context

22.2. The salary committee will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice.

22.3 The salary committee will follow the provisions of the 2019 STPC Document and award a point on the relevant pay band, unless the Class Teacher has been notified that their service has been unsatisfactory for the previous academic year. The salary committee will normally exercise this discretion only in the context of a formal capability procedure. The salary committee will restore the withheld point at the conclusion of the capability procedure where satisfactory performance has been achieved.

22.4. Where the Class Teacher is subject to the Appraisal Regulations 2012, the salary committee may award one additional point where the Class Teacher's performance in the previous academic year was excellent, having regard to the results of the most recent appraisal.

22.5. Where the Class Teacher is not subject to the Appraisal Regulations 2012, the pay committee may award one additional point where the Class Teacher's performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties and the Teachers' Standards, but in particular classroom teaching.

22.6. 25.3 At Cheshire Academies Trust, the Band Pay Range* is:

Main Scale (Class Teacher)

- Point 1 £24,373 (NQT)
- Point 2 £26,298 (NQT after 1 successful appraisal)
- Point 3 £28,413

Main Scale (Accomplished Class Teacher)

- Point 4 £30,599
- Point 5 £33,010
- Point 6 £35,971

THESE PAY SCALES ARE PENDING BOARD APPROVAL AND MAY BE REVISED

**The above annual pay scales are based on 2019 values and may vary from year to year*

22.7 Progression within, or between, pay scales will not be automatic and will be dependent on the Class Teacher having made good progress as against the Teachers' Standards. Equally, progression up the main pay scale need not be limited to one point per year, and an assessment will be made regarding the appropriate pay point for each individual in accordance with the expected performance standards (see paragraph 24.8 below).

22.8 It should be noted that the performance standards required will become more challenging as the Class Teacher progresses through mainscale. Performance standards for Class Teachers are set out in the appraisal policy.

22.9 Judgements regarding a Class Teacher's progress will be properly rooted in evidence. Class Teachers should provide sufficient documentation to evidence their career stage expectation.

The circumstances in which the Board will consider awarding one pay point are:

Where their appraisal outcome confirms the teacher has met their objectives; is meeting the relevant career stage expectations and the majority of teaching over time is assessed as at least good, along with pupil outcomes demonstrating at least good progress in most areas.

The circumstances in which the Board will consider awarding two pay points are:

Where their appraisal outcome confirms they have exceeded their objectives and are exceeding the relevant career stage expectations and majority of teaching over time is never less than good, with a significant proportion being assessed as outstanding, along with pupil outcomes demonstrating outstanding progress in the majority areas.

22.10 The salary committee will be advised by the Principal in making all such decisions. Any increase (i.e. a movement of one point or more than one point) will be clearly attributable to the performance of the Class Teacher in question. The salary committee will be able to justify its decisions. The CEO will advise the committee in respect of Principal pay.

23. Applications for Threshold

23.1 It is the responsibility of Class Teachers to decide if they wish to be paid on Upper Pay Scale/Upper pay scale. Progression to Upper Pay Scale/Upper pay scale will be made in accordance with the STPC Document and the process set out in this policy.

23.2 To move onto Upper Pay Scale Class Teachers must demonstrate that:

- They are **highly competent** in all of the **Teachers' Standards** and have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies.
- They have fully engaged in the process of professional growth leading to an extensive knowledge of curriculum, assessment and pedagogical developments within their relevant phase or subject.
- Their achievements and contribution to their school are '**substantial and sustained**'. 'Substantial' refers to the teachers undertaking 'wider professional' responsibilities such as leading a core subject. The 'sustained' criterion should be two years or more working at this level. Teachers are eligible to move to Upper Pay Scale once they have successfully completed two years at Mainscale.

23.3 Class Teachers moving onto Upper Pay Scale must have the potential and commitment to undertake professional duties which make a wider contribution to their school and Trust. This will often involve working beyond their own classroom and possibly their school to guide the professional growth of other teachers. This may include the sharing of good practice, mentoring and coaching, and providing demonstration lessons for less experienced colleagues. Upper Pay Scale teachers are expected to promote collaboration and work effectively as a team member.

23.4 When a Class Teacher has been assessed as meeting the standards they will be appointed on UPS 1, Upper Pay Scale, from the 1st of September in the year of application.

24. Applications to be paid on Upper Pay Scale

24.1 Class Teachers must have been paid on point 6, for a minimum of two years to apply to be paid on Upper Pay Scale.

24.2 If a Class Teacher is simultaneously employed at another School/Trust, they may submit a separate application if they wish to apply to be paid on the uppermost pay range in that School/Trust. This Trust will not be bound by any pay decision made by another School/Trust.

24.3 There is no formal application process to move to Upper Pay Scale and our teachers are not required to maintain a portfolio of evidence to support their application. As it is a voluntary process, teachers should make their Principal aware that they wish to be considered to progress on to the Upper Pay Scale pay range. Applications can be made to Principals' via email at any time during the academic year but only once a year.

24.5 Process

One application may be submitted annually. The closing date for applications is normally 30th September each year for consideration in the current appraisal cycle; however, exceptions will be made in particular circumstances, e.g. those Class Teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Class Teacher informs Principal via email that they wish to be considered for progression to Upper Pay Scale;
- The Principal will be the assessor for all threshold applications;
- The assessor will consider the application in line with the criteria set out in the appraisal policy, and will make a recommendation to the salary committee;
- The salary committee will make the final decision, advised by the Principal;
- Class Teachers will receive written notification of the outcome of their application within 20 working days following the decision by the salary committee. Where the application is unsuccessful, the written notification will include the areas where it was felt that the Class Teacher's performance did not satisfy the relevant criteria set out in the appraisal policy (see 'Assessment' below);
- If requested, oral feedback which will be provided by the assessor. Oral feedback will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applications will be back dated to 1 September of that academic year

Unsuccessful applicants can appeal the decision. The appeals process is set out in appendix 1 to this pay policy.

24.6 Assessment

The Class Teacher will be required to meet the criteria set out in paragraph 15.2 of the STPC document, namely that:

- the Class Teacher is highly competent in all elements of the relevant standards; and
- the Class Teacher's achievements and contribution to the Academy/Trust are substantial and sustained.

24.7 In this Trust:

- **"highly competent"** means the Class 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. They have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies. They have fully engaged in the process of professional growth leading to an extensive knowledge of curriculum, assessment and pedagogical developments within their relevant phase or subject.
- **"substantial"** means the Class Teacher's achievements and contribution to the Academy/Trust 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 Academy/Trust improvement, which impacts on pupil attainment and pupil progress, and the effectiveness of staff and colleagues; This will often involve working beyond their own classroom and possibly their school to guide the professional growth of other teachers. This may include the sharing of good practice, mentoring and coaching, and providing demonstration lessons for less

experienced colleagues. Upper Pay Scale teachers are expected to promote collaboration and work effectively as a team member.

- **“sustained”** means the Class Teacher must have had two consecutive successful appraisal cycles in this Trust and have made good progress towards their objectives during this period (subject to certain exceptions, e.g. maternity/sick leave; see paragraphs 22.3 and 22.4 above). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

25 Upper Pay Scale

25.1 In accordance with the STPC Document (2019 version, paragraph 19) the salary committee will determine that one point be awarded to a Class Teacher on the Upper Pay Scale whose achievements and contribution to the Academy/Trust, throughout the relevant period have been substantial and sustained.

25.2 In reaching its decision, the salary committee shall have regard to the results of the Class Teacher’s two most recent appraisal reports, including any pay recommendation, when exercising its discretion (in accordance with the provisions of the STPC Document (2019 version, paragraph 19).

25.3 At Cheshire Academies Trust, the Upper Pay Scale* will be as follows:

Upper Pay Scale (Expert Class Teacher)

- UPS 1 £37,654
- UPS 2 £39,050
- UPS 3 £40,490

THESE PAY SCALES ARE PENDING BOARD APPROVAL AND MAY BE REVISED

**The above annual pay band is based on 2019 values and may vary from year to year*

25.5 Where a qualified Class Teacher makes a successful application to move into Upper Pay Scale, the salary committee will determine the appropriate pay point within the band at which the Class Teacher will be paid, having made an assessment of the Class Teacher’s performance taking into account:

- their most recent appraisal; and
- the expected performance standards

25.6 Further progression within Upper Pay Scale will be considered by the Trust on an annual basis, effective from 1st September, progression is not automatic.

25.7 Equally progression within Upper Pay Scale need not be limited to one point per year, and an assessment will be made regarding the appropriate pay point for each individual in accordance with the expected performance standards. All judgements regarding a Class Teacher’s progress will be properly rooted in evidence.

25.8 It should be noted that the performance standards required will become more challenging as the Class Teacher progresses within Upper Pay Scale.

25.9 In making its decisions the salary committee will be advised by the Principal. Any increase (i.e. a movement of one point or more than one point) will be clearly attributable to the performance of the Class Teacher in question. The salary committee will be able to justify its decisions.

26. Teaching and Learning Responsibility (‘TLR’) payments

26.1. The salary committee may award a TLR 1 to a Class Teacher for undertaking a sustained additional responsibility in the context of the Trust’s staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the Class Teacher is made accountable.

26.2 At Cheshire Academies Trust, the salary committee has determined the following TLR values*:

- TLR 1a £1,670pa
- TLR 1b £2,204pa
- TLR 1c £2,739pa

THESE PAY SCALES ARE PENDING BOARD APPROVAL AND MAY BE REVISED

** The above TLR values are the 2019-2020 values and may therefore vary from year to year*

26.3. Before awarding TLR values, the salary committee must be satisfied that the Class Teacher's duties include a significant responsibility that is not required of all Class Teachers and that such responsibility:

- is focused on teaching and learning;
- requires the exercise of a Class Teacher's professional skills and judgment;
- requires the Class Teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil attainment and pupil progress across the curriculum, or to lead, manage and develop a team of colleagues across the Trust;
- has an impact on the education progress of pupils other than the Class Teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff in the Academy/Trust.

26.4. In addition, before awarding a TLR1 the salary committee must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

26.5. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the above criteria and factors.

26.6. The salary committee may award a TLR3 of between £555 to £2,756 for clearly time-limited Academy/Trust improvement projects, or one-off externally driven responsibilities. The Class Teacher will be notified in writing of the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

27 Special Educational Needs (SEN) Allowance

27.1 The salary committee will award a SEN spot value allowance of to any Class Teacher fulfilling the role of SEND Co-ordinator:

27.2 The SEN spot values* within this Trust are as follows:

- Spot value 1 £2,209pa
- Spot value 2 £2,450pa
- Spot value 3 £2,739pa

THESE PAY SCALES ARE PENDING BOARD APPROVAL AND MAY BE REVISED

27.3 In addition, the salary committee will consider any written recommendation made to it by the Principal in respect of a Class Teacher who makes a particular contribution to SEND in the Trust above that expected of a Class Teachers.

27.4 In accordance with the SEND Code of Practice 2015 all holders of the post of SEND Co-ordinator must have begun study of the National SEN Award (as recognised by the Secretary of State) by the beginning of their third year in post.

27.5 SEN Co-ordinators who are not studying the award are only eligible for SEN Spot Value 1.

27.6 SEN Co-ordinators who have begun study of the award can be considered for SEN Spot Value 2 at the Principal's discretion.

27.7 Only SEN Co-ordinators who have successfully completed the award can be considered for SEN Spot Value 3. All awards remain based on performance and at the discretion of the Principal.

27.8 SEN Co-ordinators who leave the employment of Cheshire Academies Trust within two years of completing the National SEN Award may be required to refund their academy part or the full cost of their training. Any potential refund due will be set out in contract form and agreed with the employee, prior to the commencement of training.

28. Support staff

28.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated by the Principal.

28.2 The Principal, in consultation with the salary committee will determine the appropriate point on the evaluated scale having regard to:

- relevant qualifications and/or experience;
- recruitment/retention needs of the Academy/Trust in respect of the post.

28.3 The decision of the Principal will be reported to the salary committee.

28.4 If at any time the Principal, in consultation with the salary committee, considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Principal and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the Local Governing Body in the Principal's termly report at its next meeting.

28.5 At the time of making the annual assessment of the Class Teachers' salaries the Principal may also make any recommendation to the salary committee in respect of the salary of any member of the support staff. Where the Principal considers it appropriate, s/he may recommend to the committee that a named member(s) of the support staff shall be awarded an honorarium for the excellence of his/her performance during the previous year. The honorarium may either be paid as a lump sum payment at the time of the first salary payment after the salary committee's decision, or as a 1/12 increase in monthly salary over the next year, as determined by the committee.

28.6 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against a decision of the salary committee, then s/he may appeal in accordance with the appeals procedure attached as appendix 1 to this pay policy.

29. Part-time Employees

29.1 **Part-time Class Teachers:** The salary committee will apply the provisions of the STPC Document in relation to part-time Class Teachers' pay and working time.

29.2 **All staff:** The Principal and the salary committee will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator, in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended).

30 Additional payments

30.1 The salary committee may make payments as they see fit to a Class Teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial Class Teacher training as part of the ordinary conduct of the Trust;

- participation in out-of-school hours learning activity, agreed between the Class Teacher and the Principal or, in the case of the Principal, between the Principal and The Board;
- additional responsibilities and activities due to, or in respect of, the provision of services by the Principal relating to the raising of educational standards to one or more additional Trust academies.

30.2 In reaching its decisions regarding additional payments, the salary committee will be advised by the Principal.

30.3 Payment will be calculated on a daily basis at 1/195th of the Class Teacher's actual salary.

31 Recruitment and retention incentive benefits

31.1 The salary committee can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

31.2 The salary committee will consider awarding recruitment and retention incentive benefits where it considers it is appropriate to do so in order to recruit or retain relevant staff. The salary committee will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

31.3 The Local Governing Board will conduct an annual formal review of all such awards.

32. Salary sacrifice arrangements

The Trust operates a salary sacrifice arrangement any member of staff may participate in such arrangements and their gross salary shall be reduced accordingly.



Appendix 1 to Cheshire Academies Trust's Pay Policy

1. Appeals procedure

1.1 The School Teachers' Pay and Conditions Document ("the STPC Document") requires Trusts to have a pay policy in place that sets out the basis on which Class Teachers' pay is determined and the procedures for handling appeals. This procedure should also be followed by support staff seeking to appeal against decisions regarding their pay.

1.2. As part of the annual pay review process, where a Class Teacher, or Vice Principal is eligible for pay progression, a pay recommendation will be made to the salary committee by the Principal. Prior to making this recommendation, the Principal will discuss it with the Class Teacher.

1.3. At this particular stage of the pay review process, if the Class Teacher wishes to understand better the rationale for the pay recommendation or to bring any further evidence to the attention of the Principal, s/he should be given the opportunity to do so before the final pay recommendation is made to the salary committee. The nature of any subsequent pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted or it may remain the same; the recommendation to the salary committee will be updated to reflect the discussion.

1.4. If a Class Teacher believes that the final pay recommendation by the Principal falls short of his/her expectations and s/he wishes to seek a further review of the information that affects his/her pay, s/he may wish formally to appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

2. Appeal Hearing Procedure

It is the intention that the appeals procedure will be dealt with promptly, thoroughly and impartially.

2.1. Guidance

- When a Class Teacher feels that a pay decision is incorrect or unjust, s/he may appeal against that decision, especially when there is new evidence to consider.
- Class Teachers should put their appeal in writing to the Principal, or, in the case of the Principal, the Board; their appeal should include sufficient details of its basis.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a recognised trade union representative or willing work colleague.

2.2. Appeal Procedure: Informal Stage

2.2.1. As part of the pay review process, the Principal will make a recommendation to the salary committee supported by relevant assessment evidence. Within one month of determining a Class Teacher's pay, the salary committee will ensure the Class Teacher receives a written decision, including reasons for the decision, and at the same time confirmation of his/her right to appeal the decision to the salary committee.

2.2.2. If the Class Teacher wishes to appeal the decision, s/he must do so in writing to the salary committee within 10 working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, the salary committee must then arrange to meet the Class Teacher to discuss the appeal. The Principal should also be invited to the meeting to clarify the basis for the original recommendation.

2.2.3. The salary committee will reconsider the decision in private and write to the Class Teacher to notify him/her of the outcome of the review and of the Class Teacher's right of appeal to the Governing Board. If the Class Teacher wishes to exercise his/her right of appeal, s/he must write to the clerk to the Governing Board at the earliest opportunity and within 10 working days, including a statement of the grounds of the appeal and sufficient details of the facts on which s/he will rely.

2.2.4. This will invoke the Formal Stage of the Appeal Procedure.

2.3. Appeal Procedure: Formal Stage

2.3.1. On receipt of the written appeal, the clerk to the Governing Board will establish an appeal committee that should consist of two local governors and one Trustee, none of whom is an employee in the Trust or has been previously involved in the relevant pay determination process, and convene a meeting of the appeal committee at the earliest opportunity and no later than 20 working days from the date on which the written appeal was received. Both the Principal and the chair of the salary committee will be required to attend the meeting.

2.3.2. The chair of the appeal committee will invite the Class Teacher to set out his/her case. Both the Principal and the chair of the salary committee will also be asked to take the appeal committee through the procedures that were observed in their part of the pay determination process.

2.3.3. Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the Class Teacher notifying him/her of its decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

2.4. The Modified Procedure

2.4.1. There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the Class Teacher has left the employment of the Trust.

2.4.2. Where a Class Teacher has, whilst employed at the Trust, lodged an appeal against a pay decision but has then subsequently left such employment before any appeal hearing is held, the following steps will be observed.

- The Class Teacher must have set out details of his/her appeal in writing;
- The Class Teacher must have sent a copy of his/her appeal to the Chair of the Board;
- The Chair of the Board will consult with relevant Trust personnel and provide the Class Teacher with an appropriate written response on behalf of the Trust.