

Policy Name:	Pay Policy
Policy Type:	Statutory
To Be Reviewed:	Biennially
Date:	1st September 2025
Adopted by:	Board of Trustees
Review Date:	31st August 2027

1. Aims

1.1 This policy aims to:

- Clearly explain how we will determine teachers', support staff and Executive team pay and clearly explain how decisions will be made based on performance
- Set out a clear framework for pay and progression throughout the Trust

1.2 Adopting this policy will:

- Support the recruitment and retention of high-quality teachers and staff
- Enable us to recognise and reward teachers and support staff for their contribution to the Trust
- Ensure that pay decisions are made in a fair and transparent way

2. How we will decide pay on appointment

2.1 New teachers to the Trust will be paid in line with Main Pay Scale (MPS) and Upper Pay Scale (UPS) in line with their length of teaching service.

2.2 For non-teaching staff we will conduct a job evaluation exercise and the CEO will determine the pay range before a post is advertised. On appointment, the CEO or Headteacher will determine the starting salary within that range to be offered to the successful candidate.

2.3 The benchmarking to determine the salary will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school/trust context

3. How we will decide on pay progression

- 3.1 The CEO and Headteachers will ensure that each teacher's performance is reviewed annually starting on the first day of term 6 and finishing on the last day of term 5, in alignment with our annual appraisal period.
- 3.3 Pay progression will be automatic based on successful performance during the previous appraisal period. The only members of staff who will not automatically progress to the next pay point within their pay scale where applicable will be those undergoing capability management in which case their pay progression will be reviewed by the Headteacher/CEO.3.4 In our schools, all staff can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that reviews their performance against the Trust standards identified for their role, recognises their strengths, informs plans for their future development and helps to enhance their professional practice.
- 3.5 The arrangements for appraisal are set out in the school's appraisal policy.
- 3.6 In the case of ECTs, pay decisions will be made by means of the statutory induction process.
- 3.7 To be fair and transparent, assessments of performance will be properly rooted in evidence and will be aligned to the relevant Trust standards. We will ensure fairness by ensuring that:
- appraisers receive training and support in their role;
 - a moderation exercise is carried out by the CEO/Headteachers/Executive Director responsible for HR and the Senior Leader with responsibility for appraisal in school with a sample taken from each school and compared across the Trust.

4. Moving to or within the Upper Pay Range

- 4.1 Any teacher who wishes to be considered for a move from the main scale to the Upper Pay Scale or who wishes to move along the Upper Pay Scale should inform their Headteacher, in writing at the start of the academic year and make an appointment to meet with the Headteacher to discuss their request.
- 4.2 Applications for progression from UPS1 to UPS2 and from UPS2 to UPS3 will be considered from those who have experience of performing at their current level for at least two years and who's last two performance appraisals support their progression.
- 4.3 A teacher being considered for a move onto the Upper Pay Scale must be able to demonstrate that they are highly competent and have met the expectations as set out in the school's Professional Career Stage Level Descriptors. Their contribution must show:
- Sizeable and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers Standards; and
 - The potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.
- 4.4 The decision will be made by the Pay Sub-Committee of the Local Governing Body who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher.
- 4.5 If successful, applicants will move to the upper pay range from the 1st September any pay owed will be backdated.

- 4.6 If unsuccessful, feedback will be provided by line managers in a one-to-one meeting. The Headteacher will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future.

5. Additional allowances

- 5.1 Teaching and Learning Responsibility (TLR) Payments. TLRs will only be awarded in the context of the school structure and Pay Policy where a classroom teacher undertakes a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning, that is not required of all classroom teachers and:
- is focused on teaching and learning;
 - requires the exercise of a teacher's professional skills and judgment;
 - requires the teacher to lead, manage and develop a subject or curriculum area or to lead and manage student development across the curriculum;
 - has an impact on the educational progress of students other than the teacher's assigned classes or groups of students;
 - involves leading, developing and enhancing the teaching practice of other employees.
- 5.2 The Headteacher or CEO may award a temporary TLR3 payment to a post requiring additional duties for a time limited period project. The value awarded will be determined on an individual basis based on the individual complexity and level of responsibility of the role.
- 5.3 The duration of temporary TLR3 payments will not, normally, exceed a period of two years after which time they will be reviewed and may be extended if appropriate. There will be no safeguarding of any temporary TLR payments.
- 5.4 Acting Allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the school teacher's pay and conditions document. The CEO or Pay Sub-Committee will, within a four-week period of the commencement of acting duties, determine whether or not the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed for the teacher acting-up in advance and paid from the commencement of duties.
- 5.5 Any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher for a period of four weeks or more, will be paid at an appropriate point of the Headteacher's ISR, Deputy Headteacher range or Assistant Headteacher range, as determined. Payment will be backdated to the commencement of duties.

6. Leadership pay

6.1 CEO and Headteacher Pay

6.1.1 For new appointments:

- the Pay Sub-Committee of the Trust board will review and determine the CEO's pay and Headteacher's pay using, amongst other relevant benchmarking data, the School's Headteacher Group and the Headteacher's Individual School Range (ISR).
- the Pay Sub-Committee of the Trust board will record its reasons for the determination of the CEO and Headteacher pay scales;

6.1.2 For CEO/Headteachers already in post

- the CEO's pay and performance meeting will be conducted by the Trust board, and could have external educational professional advice. The 'pay committee' will agree performance objectives with the CEO, relating to school or Trust leadership and management. The objectives will be agreed as early as possible in the autumn term, but no later than 31 October;
- the 'pay committee' identified above will review the performance of the CEO annually against the performance objectives and may award additional points within the salary range where objectives have been met and where the CEO has demonstrated sustained high quality of performance, with particular regard to Trust leadership and management;
- the CEO will agree performance objectives relating to school leadership and management and student progress with the Headteacher. The objectives will be agreed as early as possible in term 6, but no later than 31 October;
- the CEO will review the performance of the Headteacher annually against the performance objectives and may award additional points within the salary range where objectives have been met and where the Headteacher has demonstrated sustained high quality of performance, with particular regard to leadership, management and student progress;
- where any pay awards are made, this must be paid with effect from 1st September, backdated as appropriate.

6.2 Deputy and Assistant Headteacher Pay

6.2.1 For new appointments:

- the CEO, will determine the Deputy Headteacher pay range, ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
- the CEO, will record their reasons for the determination of the Deputy Headteacher pay range;

6.2.2 For Deputy and Assistant Headteachers already in post:

- the Headteacher of a school within the Trust will agree performance objectives relating to school leadership and management and student progress with the Deputy and Assistant Headteachers.
- the Headteacher where appropriate, will review the performance of the Deputy and Assistant Headteachers against the performance objectives.
- where performance has been good and the member of staff is not on any performance management they will automatically progress to the next point of their pay scale where applicable.
- where an award is made, this must be paid with effect from 1st September, backdated as appropriate.

7. Salary safeguarding arrangements

7.1 We will abide by the STPCD and safeguard teacher's salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

7.2 Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Special educational needs (SEN) allowance
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

8. Information to be included in pay statements

When pay is changed, members of staff will receive a written variation letter confirming this.

9. Appealing a decision on pay progression

- 9.1 Where any member of staff feels that a decision made over their pay is unfair, they have the right of appeal
- 9.2 The member of staff should attempt to resolve the matter informally at first, by speaking to the Headteacher or CEO.
- 9.3 Where this is not possible, or where the employee continues to be dissatisfied, they may follow a formal process and the employee may seek a review of any determination in relation to their pay or any decision taken by the Pay Sub-Committee or any individual acting on behalf of the Pay Sub-Committee on the following grounds:
 - Incorrectly applied any provision of the National Agreement on Pay and 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.
- 9.4 The employee should set down in writing the grounds for questioning the pay decision, which must relate to the grounds as set out above, and send it to the nominated person from the pay sub committee who made the determination, within 5 working days of the notification of the decision being appealed against.
- 9.5 A hearing will be set up to give the employee an opportunity to make representations in person. The decision of the appeal officer will be given in writing and, where the appeal is rejected it will include a note of the evidence considered and the reasons for the decision. The decision is final and there is no recourse to the staff grievance procedure.
- 9.6 If the appeal is upheld, a member of the Pay Sub-Committee (if relevant) will re-issue the pay statement with the correct information.

10. Unqualified Teachers Pay

- 10.1 The Trust will appoint unqualified teachers to a salary within the range set out in the School Teachers' Pay and Conditions Document as enacted at the time.
- 10.2 The points in upper band overlap with the Teacher Band on the Qualified Teacher Scale and, therefore, the Trust will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.
- 10.3 A newly appointed unqualified teacher will be appointed at an appropriate point in the band determined by the Headteacher according to their previous experience relevant to their role

in school.

- 10.4 Progression within the range will be automatic unless there is any capability process in place.

11. Supply Teachers

Teachers employed on a short notice or supply basis (rather than through an agency) will have their pay determined in line with the pay scale for supply teachers.

12. Support Staff Pay

- 12.1 The Trust has its own pay scale for support staff. The CEO or Headteacher will normally appoint to the minimum of the pay range, unless the individual was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary and experience, but not exceeding the maximum of the range.
- 12.2 Support employees will, unless on a capability process, progress by annual increments to the maximum of the range for the post.
- 12.3 Subject to the above, incremental progression will take place on 1st September each year, except where an employee starts after 1st March in the previous year in which case incremental progression will occur at the start of the month following completion of six months' service and then on 1st September in subsequent years.

13. Executive Team Pay

- 13.1 The Trust Pay subcommittee will maintain oversight of Executive team pay.
- 13.2 Executive team staff will be paid on the Orbis Education Trust pay scale. Roles will be job evaluated and benchmarked and the CEO will ensure decisions about levels of Executive team pay (including salary and any other benefits) follow a robust evidence-based process and are a reasonable and defensible reflection of the individual's role and responsibilities. No individual can be involved in deciding their own remuneration.
- 13.2 For new appointments:
- the CEO, will determine a the postholders pay range, ensuring that appropriate differentials are created and maintained between posts of differing responsibility and accountability;
 - the CEO, will record their reasons for the determination of the postholder's pay range;
- 13.3 For members of Executive team already in post:
- the CEO will agree performance objectives relating to trust leadership and their area of expertise.
 - the CEO where appropriate, will review the performance of the postholder against the performance objectives and may award additional points within the pay range, where objectives have been met and where the postholder has demonstrated sustained high quality of performance and has made a strong contribution to trust leadership.
 - Where performance has been good and the member of staff is not on any capability

process they will automatically progress to the next point of their pay scale where applicable.

- where an award is made, this must be paid with effect from 1st September, backdated as appropriate.

14. Recruitment Approval Process

Approval must be sought from the CEO for all school and trust roles whether a new vacancy or replacement position. Consideration will be given to a straightforward replacement or review of the department, school or trust needs.