

Manor Hall Academy Trust



Pay Policy 2023-24

Responsibility for monitoring and reviewing this policy lies with the Central Trust Team and Directors. A review of this policy and recommendations for change should be presented to the Directors of the trust for verifications and consulted on with unions.

The Directors of the trust, in line with the Scheme of Delegation and Articles of Association have overall responsibility for the effective operation of MAT policies, but has delegated day to day responsibility to the Headteacher and LAB. Directors will take account of recommendations from individual schools in review of this policy and seek HR advice as to such revisions.

This information can be made available in a range of formats and languages, including Braille and large print. If this would be useful to you, please contact office@manorhall.academy

DOCUMENT AND VERSION CONTROL

Version	Author	Implementation Date	Revision Detail
1 (in new format) Historic versions available	Manor Hall Academy Trust	September 2019	<ul style="list-style-type: none"> • Policy redrafted and reformatted. • STPCD 2.75% uplift to all pay ranges and allowances
2	Manor Hall Academy Trust	September 2020	<ul style="list-style-type: none"> • 4. STPCD statutory uplift to pay ranges • 4. Introduction of advisory pay points for main & upper ranges • 4.1. Information regarding the use of advisory pay points and DfE guidance 2020 re pay progression and Covid-19 • 13.3 Removal of performance related contribution-based point for support staff.
3.	Manor Hall Academy Trust	Autumn term 2021	<ul style="list-style-type: none"> • SCC Model Pay Policy adapted to reflect Manor Hall Academy Trust as the employer. • 4. Introduction of advisory pay points for the unqualified teacher pay range. • 4. A consolidated award for teachers whose full-time equivalent basic earnings are less than £24,000 • 6.4 Amendment to reflect change from NQT to ECT • 8.2.4 The introduction of a payment mechanism for tutoring as a result of the pandemic (TLR3)
4.	Manor Hall Academy Trust	Autumn term 2022	<ul style="list-style-type: none"> • To include reference to Central Team Pay, including CEO and update pay scales.
5	Manor Hall Academy Trust	Autumn Term 2023	To update pay scales for teaching staff.

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1. Policy Statement

The purpose of Manor Hall Academy Trust Pay Policy is to set 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; the requirements of the School Teachers Pay and Conditions Document ([STPCD](#)) and the Conditions of Service for School Teachers in England and Wales (the Burgundy Book); the Department for Education guidance '[Implementing your school's approach to pay](#)'; the NJC Green Book and the locally agreed 'Framework for Support Staff Profiles' and is compliant with:

- the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000(49)
- the Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002(50).
- the Employment Relations Act 1999(47)
- the Equality Act 2010(48)

This policy is reviewed annually or when changes occur to the STPCD/ the Green Book and it has been developed in consultation with the relevant trade unions. It is applicable to all employees, whether employed on a permanent, fixed term basis or temporary basis.

Manor Hall Academy Trust will apply nationally recommended pay awards (STPCD and NJC Green Book). This also includes increase in annual leave where recommended.

Teachers employed at schools within the Trust will be paid in accordance with provisions of the STPCD as updated from time to time which can be found on the DFE website. Support staff employed by the Trust 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 by the Academy endorsed by the Trust to apply alternative conditions.

Manor Hall Academy Trust is currently comprised of 14 schools from different local authorities;

Adelaide Heath School (Cheshire East Council)
Adelaide School (Cheshire East Council)
Bailey Street School (Staffordshire County Council)
Castlewood School (Solihull Council)
Cicely Haughton School (Staffordshire County Council)
Chaselea School (Staffordshire County Council)
Finch Woods School (Knowsley Council)
Loxley Hall School (Staffordshire County Council)
The Meadows School (Staffordshire County Council)
Merryfields School (Staffordshire County Council)
Oakfield Lodge School (Cheshire East Council)
Rocklands School (Staffordshire County Council)
Shenstone Lodge School (Sandwell Council)
Springfield School (Staffordshire County Council)
Sherbrook Primary School –*Associate Member* (Staffordshire County Council) due to convert in Feb 2024

It is acknowledged that staff who have TUPE transferred into the Trust will be paid in line with transferred terms and conditions until such time as alternative terms are consulted upon and agreed with recognised unions (including pay protection, allowances etc).

The Trust Board has adopted a Framework of Support Staff Profiles within a Pay Grading Structure for use in its schools and central team. The Trust Board, Local Advisory Boards (LAB) and the CEO/ Senior Leadership Team determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure. Staffing structures will be determined in accordance with the Trust's scheme of delegation.

Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

The CEO may be employed on either Teachers (Burgundy Book/ STPCD) terms and conditions or Green Book, or a hybrid. Pay progression is subject to successful performance management based on criteria as agreed by the Trust Directors and in accordance with the principles and timescales set out in this policy.

2. Policy Principles

The aim of this pay policy is to:

- Support the recruitment and retention of a high-quality workforce.
- Enable schools within the Trust to recognise and reward employees appropriately for their contribution.
- Ensure pay decisions and pay progression are compliant with the national pay framework as specified in the annually published School Teachers Pay & Conditions Document ([STPCD](#)), the Burgundy Book and NJC Green Book.
- Ensure that pay decisions are made using objective criteria so that there is no discriminatory effect on any group of employees with a protected characteristic under the Equality Act 2010.
- Ensure that the health, safety and wellbeing of employees is considered, and that the policy has a minimum impact on their workload.
- Ensure that implementation of the pay award complies with the National Minimum and Living Wage

3. Roles and Responsibilities

The Trust Board shall establish and review the pay policy. The role and responsibilities of the Trust Board, the Local Advisory Board (LAB), and Pay Committee are outlined at **Appendix 2**.

Pay decisions within schools within the Trust are made by the Local Advisory Board (LAB) which may delegate pay responsibilities to a Pay Committee.

When taking pay decisions, the Pay Committee must have regard to both the pay policy and the staffing structure. The Pay Policy and staffing structure should be made available to all employees.

Pay recommendations for Central Staff will be made by the designated line manager and will be commended to the Trust Board for a decision by the Chief Executive Officer (CEO). Pay decisions for the Senior Leadership Team to include 1. CEO, 2. Deputy Chief Executive Officer (DCEA), 3.

Chief Finance Officer (CFO), 4. Chief Operating Officer (COO), and 5. Executive School Improvement Manager will be made by the Directors/Trust Board.

The CEO will make recommendations on Headteachers pay to the Board of Directors. Particular reference will be made where the pay increase will place the Head at the top of the pay grade.

4. Teachers Annual Pay Award

September 2023

As per the School Teachers Pay and Conditions Document 2023 ([STPCD](#)) the following has been agreed:

- A 6.5% uplift to all to all pay points and allowances for both teachers and leaders apart from:
 - A higher uplift for M1 of 7.1% in England

All pay uplifts will be back dated to 1 September 2023.

Pay ranges from 1 September 2023 can be found in **Appendix 1(a)**

4.1. Approach to Teachers Pay

Annual pay progression for teachers should be based on performance determined during the annual appraisal.

Manor Hall Academy Trust continues to work within the STPCD, which includes the requirement to ensure that all pay progression for teachers is linked to performance management.

4.2. Changes to the Pay Policy

Manor Hall Academy Trust will consult trade unions / professional associations and staff regarding the provisions of their pay policy and any subsequent proposed changes.

The Trust will discuss any changes they may be considering with HR in the first instance.

4.3. Annual Pay Review

The LAB/ Trust Board/ CEO/ relevant manager, or if delegated the Pay Committee, will ensure that every teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October. In the case of headteachers, the deadline is 31 December. All teachers must be 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 led to a change in the basis for calculating an employee's pay. A revised contract will be issued after any review and where applicable will give information about the basis on which it was made.

Recommendations regarding the pay of (Executive) Headteachers/ Heads of School within the Academy Trust will be informed by the Appraisal/ Performance Management process undertaken

by the CEO (or other colleague nominated by the Trust to undertake the process) and be communicated the Chair of each LAB/ Pay Committee. The Chair of the LAB/ Pay Committee will then refer the decision on to the CEO to be made by 31 December.

CEO pay range is set at a minimum of £130,000 to £142,000, with progression of up to £3,000 per year, subject to successful performance management; criteria as set by the Board of Directors.

Senior leadership team pay reviews for the CEO, DCEO, CFO , COO and ESIO will be carried out by the Trust at least every three years and more frequently if any changes in circumstances or changes in job description lead to a change in the basis for calculating an individual's pay. A revised contract will be given after any review and where applicable and will give information about the basis upon which any determination was made.

Where a pay review leads to a period of safeguarding (pay protection) the LAB, CEO, (or if delegated to the Pay Committee), must inform the employee as soon as possible but no later than one month after the date of the decision.

5. Leadership Group Pay

The determination of leadership group pay introduced in the STPCD 2014 should only be applied to individuals appointed to a leadership post on or after 1 September 2014, or whose responsibilities have significantly changed on or after that date.

5.1 Three Stage Process to Determine Leadership Pay

A three-stage process should be adopted by the Pay Committee to determine leadership pay. This provides greater flexibility to make pay decisions to attract headteachers and other members of the leadership team.

The three stages are summarised below,

1. Define the role and determine the headteacher group (calculate the total unit score for the school in accordance with part 2 of the [STPCD](#)).
2. Set the indicative pay range (consider the complexities of the school's internal and external factors).
3. Decide the starting salary within the individual pay range (taking into consideration relevant skills and attributes, ensuring room for performance related progression as additional allowances are now restricted).

Adopting this approach will ensure that pay is reflective of the complexities of the school and use of allowances to enhance pay should not apply in most cases as these determinations should now be made from the outset.

5.2 Headteachers Pay (including Heads of School)

Headteachers must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

The headteachers pay ranges at schools within this Trust are:

School	Headteacher – Leadership Pay Range
Chaselea Alternative Provision Academy	L11-24
Cicely Haughton School	L14 -27
Loxley Hall School	L18 - 31
The Meadows School	L18 - 31
Merryfields School	L14 - 27
Rocklands School	L14 - 27
Springfield School	L11 - 24
Shenstone Lodge and The Brades	L18 - 31
Castlewood School	L14 - 27
Bailey Street Alternative Provision Academy	L11 - 24
Adelaide School	L14 - 27
Finch Wood Academy	L14 - 27
Adelaide Heath Academy	L14 - 27
Oakfield Lodge School	L11 - 24
Sherbrook	L14 - 27

Leadership	£
Spine Point	
1	£47,185
2	£48,366
3	£49,574
4	£50,807
5	£52,074
6	£53,380
7	£54,816
8	£56,082
9	£57,482
10	£58,959
11	£60,488
12	£61,882

13	£63,430
14	£65,010
15	£66,628
16	£68,400
17	£69,970
18	£71,729
19	£73,509
20	£75,331
21	£77,195
22	£79,112
23	£81,070
24	£83,081
25	£85,146
26	£87,253
27	£89,414
28	£91,633
29	£93,902
30	£96,239
31	£98,616
32	£101,067
33	£103,578
34	£106,138
35	£108,776
36	£111,470
37	£114,240
38	£117,067
39	£119,921
40	£122,912
41	£125,983
42	£129,140
43	£131,056

In addition, further information has been provided concerning the range of the spinal points and their consequential salary range.

GROUP	RANGE OF SPINE POINTS	SALARY RANGE 1 SEPT 2022 TO 31 AUG 2023	SALARY RANGE 1 SEPT 2023 TO 31 AUG 2024
1	L6 - L18	£50,122 - £66,684	£54,685 - £72,311
2	L8 - L21	£52,659 - £71,765	£57,383 - £77,730
3	L11 - L24	£56,796 - £77,237	£61,789 - £83,554

GROUP	RANGE OF SPINE POINTS	SALARY RANGE 1 SEPT 2022 TO 31 AUG 2023	SALARY RANGE 1 SEPT 2023 TO 31 AUG 2024
4	L14 - L27	£61,042 - £83,126	£66,316 - £89,818
5	L18 - L31	£67,351 - £91,679	£73,034 - £98,935
6	L21 - L35	£72,483 - £101,126	£78,507 - £108,995
7	L24 - L39	£78,010 - £111,485	£84,391 - £120,021
8	L28 - L43	£86,040 - £123,057	£92,933 - £132,352

The [STPCD](#) describes how headteachers pay is calculated within a school using the school unit total (modified unit total in the case of special schools) which identifies the headteacher group.

The unit total determining group size for schools within Manor Hall Academy Trust is:

Chaselea Alternative Provision Academy	3
Cicely Haughton School	4
Loxley Hall School	5
The Meadows School	5
Merryfield School	4
Rocklands School	4
Springfield School	3
Shenstone Lodge and The Brades	5
Castlewood School	4
Bailey Street Alternative Provision Academy	3
Adelaide School	4

Finch Wood Academy	4
Adelaide Heath Academy	4
Oakfield Lodge School	3
Sherbook (due to convert in Pay Policy year)	4

Individual pay ranges for headteachers may be whatever length the Local Advisory Board/ Pay Committee deems appropriate (within the nationally agreed pay ranges) and may or may not include fixed scale points.

Pay ranges for headteachers should be based on group minimum and should not normally exceed the maximum of the headteacher group. However, the headteacher's pay range may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher-than-normal payment.

The LAB / Pay Committee must ensure that the headteacher's pay range and any additional payments do not exceed more than 25% of the maximum of the head teachers group. In such circumstances, the LAB must seek external independent advice before providing such agreement and support its decision with a written business case to be submitted and agreed by Directors.

Should there be a requirement to make temporary payments to headteachers for undertaking additional responsibilities further advice can be found in the [STPCD](#).

5.3 Executive Heads

Pay determination for executive heads (a headteacher responsible and accountable for more than one school) should be based on the calculation of the total number of pupil units across all schools, see 5.1. The LAB / Pay Committee should then determine the headteacher's starting point in that range. There is an expectation that temporary arrangements will be time-limited and subject to regular review and the maximum duration should be no longer than two years.

Consideration needs to be given to the remuneration of deputy and assistant heads who, as a result of the headteacher's role, take on additional responsibilities. An increase in remuneration should only be agreed where the post accrues additional extra responsibilities as a result of the headteacher's enlarged role, it is not automatic.

5.4 Wider Leadership Pay (Assistant / Deputy)

Wider leadership roles must be paid within the current statutory pay range detailed in **Appendix 1(a)**.

For wider leadership posts, the Pay Committee should consider how the role fits within the leadership structure of the school. The pay range for a deputy or assistant headteacher should only overlap the headteacher's pay range in exceptional circumstances. Individual pay ranges for deputy and assistant headteachers may be of whatever length the Pay Committee deems appropriate (within the nationally agreed Leadership pay range), allowing room for progression, and may or may not include fixed scale points.

5.5 Pay Progression for Leadership Group

The headteacher will be appraised annually by the CEO (Chief Executive Officer) and the LAB/Pay Committee.

Wider leadership group pay will be reviewed annually taking into account the performance objectives set in line with the Trust's Appraisal Policy. The headteacher will propose a pay progression decision to the Pay Committee following appraisals for all wider leadership roles.

As per the [STPCD](#) the Local Advisory Board / Pay Committee must decide how pay progression will be determined within the agreed pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed through the Trusts' appraisal arrangements;
- sustained high quality of performance having regard to the results of the most recent appraisal;
- a recommendation on pay must be made in writing as part of the individual's appraisal report, and in making its decision the Local Advisory Board / Pay Committee must have regard to this recommendation;
- the pay decision must be confirmed to the leadership member in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision.

This Pay policy determines that members of the leadership group will receive a pay award in line with pay progression arrangements following a successful appraisal.

The LAB/ Pay Committee will consider movement by more than one point in line with the provisions of the STPCD.

6. Teachers Pay

Teachers must be paid within the current statutory pay ranges detailed in **Appendix 1(a)**.

6.1 Determining Teachers Pay on Appointment

On appointment the LAB/Pay Committee (or other officers to whom the recruitment process has been delegated to in line with Trust schemes of delegation) will determine the starting salary to be offered to the successful candidate within the advertised pay range.

In making such determinations, the following range of factors will be considered, including;

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school structures
- 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 or Academy. It is up to the appointing officers to decide on this issue.

6.2 Pay Progression for Teachers

Teachers pay will be reviewed annually taking account the performance objectives set in line with the schools Appraisal Policy. The Pay Committee must decide how pay progression will be determined within the relevant pay range, subject to the following:

- any agreed pay progression must be related to the individual's performance, as assessed and recorded via the Trust's appraisal arrangements;
- that they meet the Teacher Standards ([see STPCD – Annex. 1](#)), a recommendation on pay must be made as part of the individual's appraisal report, and in making its decision the Pay Committee must have regard to this recommendation;
- the pay decision must be confirmed to the teacher in writing along with the reasons for the pay decision and provide the right of appeal against the pay decision;
- all pay decisions must be objectively justified and based on evidence documented in the annual appraisal.

This Pay policy determines that a teacher will receive a pay award in line with pay progression arrangements (which may include enhanced progression where appropriate) following a successful appraisal.

Where the appraisal objectives have not been met as defined in the Appraisal Policy, there should be no recommendation to progress pay. If a teacher is unlikely to meet their objectives, this should be discussed with them in a timely and positive/supportive manner and well in advance of the final appraisal meeting. A teacher does not have to be engaged in formal performance improvement/capability policies before pay progression can be paused.

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g., due to sickness or maternity leave, adoption, shared parental or work break. Schools should consider an employee's performance either before or after a period of absence and consideration must be given on a case-by-case basis. When a teacher returns to work from maternity leave, the school must give the employee any pay increase that they would have received, following the appraisal, had they not been on maternity leave. Schools should refer to their HR provider for further advice.

An annual salary statement will be provided to all teachers, even if their salary has not changed.

Teachers pay may also be reviewed 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 revised contract will be given after any interim review and where applicable will give information about the basis on which it was made.

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 teachers' pay range, pay progression will be awarded following each successful appraisal review.

In the case of ECT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

6.3 Teachers on Main Pay Range

In the academy/ the Trust the teachers main pay range is:

Main Pay Range	Pay Point
TR1	£30,000
TR2	£31,737
TR3	£33,814
TR4	£36,051
TR5	£38,330
TR6	£41,333

Pay progression for teachers on the Main Pay Range will be subject to performance as described in **6.2**.

6.4 Early Career Teachers

In the case of ECTs (Early Career Teacher), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process set out in the Education (Induction Arrangements for School Teachers) England (Regs 2012).

ECTs should not be negatively affected by the extension of the induction period from one to two years. This change does not prevent awarding pay progression to ECTs at the end of the first year.

6.5 Unqualified Teachers

The teachers Unqualified Pay Range is:

Main Pay Range	Pay Point
U1	£20,598
U2	£22,961
U3	£25,323
U4	£27,406
U5	£29,772
U6	£32,134

Unqualified teachers' pay progression will be subject to performance and as described in **6.2**.

Upon obtaining qualified teacher status (QTS) an unqualified teacher must be transferred to a salary within the main pay range for teachers. The teacher must then be paid a salary which is the same as, or higher than, the sum of the salary in the unqualified pay range (including any safeguarded sum payable) as the Pay Committee considers to be appropriate.

6.6 Teachers on Upper Pay Range

In this Trust the Upper Pay Range is:

Upper Pay Range	Pay Point
TR7	£43,266
TR8	£44,870
TR9	£46,525

Pay progression for teachers on the Upper Pay Range will be subject to performance and as described in **6.2**.

6.7 Leading Practitioners

In this Trust there are no Leading Practitioner roles in the structure

6.7.1 Determining Leading Practitioner Pay

The LAB or Pay Committee if they decide to add a new Leading Practitioner post to the structure will need to determine an individual pay range for each leading practitioner post within the minimum and maximum of the overall range specified within **Appendix 1(a)**. When determining the individual salary range, the challenge and demands of an individual post and be mindful of internal pay relativities should be taken into account. If more than one such post is created, individual pay ranges should be determined separately for each post and do not need to be identical. Salaries are for specific posts and will not be portable between different schools or different posts within the same school.

7. Progression to the Upper Pay Range

Qualified teachers may apply to progress to the Upper Pay Range once a year in line with the assessment criteria set out below. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

If a teacher is simultaneously employed at another school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range. Schools are not bound by any pay decision made by another school.

The Trust and LAB where appropriate, should avoid confusing or amalgamating the criteria and factors for the award of TLR payments with the criteria for movement to the upper pay range, both within the context of additional responsibilities, objective-setting and when making pay decisions.

7.1 The Application

A template 'Upper Pay Range Application Form' is provided in **Appendix 2**.

A teacher wishing to apply to progress to the Upper Pay Range should submit their application no later than **31 October** each year. Applications should be submitted to the Headteacher.

All applications should include the results of the two most recent appraisals, under the Appraisal Regulations 2012, including any recommendation on pay. Evidence should be proportionate and readily available from day-to-day practice in school. When such information isn't available e.g.,

those returning from maternity leave or sickness absence, a written statement and summary of evidence designed to demonstrate the applicant has met the assessment criteria can be submitted by the applicant providing evidence from previous appraisals.

7.2 The Assessment

The assessor must be qualified to undertake the assessment. At this School within the Trust the assessment will be undertaken by the Headteacher or Executive Headteacher.

The assessor will then submit their recommendation to the LAB or Pay Committee regarding the outcome of the application along with the reasons for their recommendation.

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

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- **'highly competent'** may mean

Performance which is not only good enough to provide coaching or mentoring to other teachers but give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school/ Trust, in order to help them to meet the relevant standards and develop their teaching practice.

- **'substantial'** may mean

Of real importance, validity or value to the school/ Trust; play a critical role in the life of the school/Trust; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupils' standards, take advantage of appropriate opportunities for professional development and use outcomes effectively to improve pupils' learning.

- **'sustained'** may mean

Maintained continuously over a significant period of time which would normally be no less than two appraisal cycles/ two academic years.

7.3 The Outcome

The assessment should 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 normally be placed on the bottom of the range.

If unsuccessful, face to face supportive and developmental feedback will be provided by the headteacher as soon as possible and at least within 5 working days of the decision.

7.4 Appeals Process – Progression to Upper Pay Range

Any appeal against a decision not to move a teacher to the Upper Pay Range will be heard under the general appeals arrangements set out in **Section 12**.

8. Allowances and Other Payments

Allowance ranges prescribed annually within the [STPCD](#) are detailed within **Appendix 1(a)**

8.1 Special Educational Needs (SEN) Allowance

The eligibility criteria for a teacher to receive a SEN allowance is set out in the [STPCD](#). The value of the SEN allowance within the academy/ the Trust is 3 spot points plus criteria

SEN Allowance	
Min	£2,539
Max	£5,007

When deciding on the amount of the allowance to be paid, the Pay Committee will consider the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post, and the relative demands of the post.

If, as a result of a change in the school's staffing structure the Pay Committee determines that a teacher's duties will no longer attract a SEN allowance, safeguarding principles will apply as outlined in the [STPCD](#).

8.2 Teaching and Learning Responsibility (TLR) Payments

The values of the TLRs to be awarded within the Trust are:

	Min	Max
TLR 1	£9,272	£15,690
TRL 2	£3,214	£7,867
TRL 3	£639	£3.169

The LAB or Pay Committee may award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

8.2.1 Eligibility Criteria

A TLR 1 and 2 will be paid while a teacher remains in the same post or occupies another post temporarily in the absence of a post-holder who is eligible for a TLR. Unqualified teacher may not be awarded TLRs. Teachers cannot hold a TLR1 and TLR2 concurrently but a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3. Unqualified Teachers may not be awarded TLRs.

8.2.2 TLR1 and TLR2

Before awarding a TLR, the LAB or Pay Committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it-

- 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; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils'; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

Both TLR 1 and 2 are pro rata'd for part time workers.

Teachers are expected to contribute, both orally and in writing as appropriate, to curriculum development by sharing their professional expertise with colleagues and advising on effective practice. This does not mean that they can be expected to take on the responsibility of, and accountability for, a subject area or to manage other teachers without appropriate additional payment. Responsibilities of this nature should be part of a post that is in the leadership group or linked to a post which attracts a TLR1 or TLR2

8.2.3 TLR1 Only

Before awarding a TLR 1, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

8.2.4 TLR3 (time limited)

Before awarding a TLR 3, the Pay Committee must be satisfied that the significant responsibility referred to in the previous paragraphs apply, except:

- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

The LAB or Pay Committee will ensure that the use of TLR3 applies only 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. A TLR3 is not pro rata'd for part time staff.

8.2.5 TLRs and Safeguarding

If, as a result of a change in the school's staffing structure, the Pay Committee determines that a teacher's duties will no longer attract a TLR 1 or TLR 2, safeguarding principles will apply as outlined in the [STPCD](#).

Teachers in receipt of a safeguarding payment who are temporarily paid a TLR sum to cover the responsibilities of a permanent post-holder will revert to their safeguarded allowance when the period of temporary cover finishes.

TLR3 payments are not subject to safeguarding.

8.3 Recruitment & Retention Payments

The LAB or Pay Committee may make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

The Pay Committee should make clear at the outset the value, expected duration of any incentive and benefits and the review date after which they may be withdrawn. The governing body will conduct annual review of all incentives, support or benefits.

Headteachers, deputy headteachers and assistant headteachers may not be awarded recruitment and retention payments other than as reimbursement of reasonably incurred housing or relocation costs.

For further guidance on recruitment and retention payments please refer to the [STPCD](#).

8.4 Additional Payments

The Pay Committee may agree additional payments to a teacher, other than a headteacher, in respect of:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the headteacher;
- d) additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

As per the [STPCD](#) teachers are not eligible for honoraria payments.

8.5 Acting Allowance

Where a teacher or TLR post holder temporarily carries out duties of a headteacher, deputy headteacher or assistant headteacher, the Pay Committee, within the period of four weeks beginning on the day on which such duties are first assigned, will determine whether or not an 'acting allowance' should be paid.

Where agreed, the acting allowance should be paid from the day the duties commence and ensure that the teacher's total remuneration is not lower than the minimum of the respective pay range for the period of the acting up.

8.6 Unqualified Teachers Allowance

The Pay Committee may determine that it is appropriate to pay an additional allowance to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

- a) taken on a sustained additional responsibility which:

- i. is focused on teaching and learning; and
- ii. requires the exercise of a teacher's professional skills and judgment; or

b) qualifications or experience which bring added value to the role being undertaken.

8.7 Teachers in Residential Units

Teachers working in residential special schools will normally be entitled to be paid for residential duties in accordance with national agreements reached by the Joint Negotiating Committee for Teachers in Residential Establishments.

9. Safeguarding of Salary (pay protection)

Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination. Advice on safeguarding of pay should be sought from HR.

Circumstances which may lead to safeguarding are;

- Where the school staffing structure has changed.
- Where the duties and responsibilities which have led to the payment of a TLR 1 or 2 are no longer required.
- Where the governing body agrees to reduce the number of teachers within the leadership or leading practitioner ranges.
- Where the governing body lower a pay range applicable to teachers within the leadership leading practitioner group.

A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of three years from the relevant date as per the [STPCD](#).

Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased).

For more information, please refer to the [STPCD](#).

10. Working Arrangements

10.1 Part-time employees

The governing body will apply the provisions of the [STPCD](#) in relation to part-time teachers' pay and working time and ensure that no employee receives less favourable treatment by virtue of the fact that they work part-time.

10.2 Supply teachers

Supply teachers hired directly will be paid in accordance with the [STPCD](#). The pay of supply teachers employed via agencies is determined via the agency concerned.

11. Salary Sacrifice Arrangements

A salary sacrifice arrangement refers to any arrangement under which an employee gives up the right to receive part of their gross salary in return for the employer's agreement to provide them with a benefit-in-kind. The Trust continues to offer childcare vouchers for existing scheme members although, following Government changes, this scheme is now closed to new entrants. The Trust also offers a salary sacrifice cycle to work scheme.

12. Appeals regarding pay decisions (Teachers)

A teacher may request a review of any decision taken in relation to their pay due to one or more reasons specified in the list below, which is not exhaustive.

- a) Incorrectly applied any provision of the relevant conditions of service or pay policy.
- b) Failed to have proper regard for statutory guidance.
- c) Failed to take proper account of relevant evidence.
- d) Took account of irrelevant or inaccurate evidence.
- e) Was biased or otherwise unlawfully discriminated against the employee.

12.1 The Appeals Procedure

It is recommended that a teacher is informed of a pay recommendation before it is ratified by the LAB/Pay Committee. The opportunity to discuss a pay decision before it is made may also mitigate the need for a formal appeal. The recommended order of proceedings is as follows:

1	The teacher is informed of the pay recommendation and the basis on which the recommendation has been made.
2	If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally (normally with the headteacher).
3	Following the discussion, the pay recommendation will be submitted to the Pay Committee and their decision will be communicated to the teacher in writing.
4	Where the teacher continues to be dissatisfied, he/she may follow a formal appeal process.
5	The teacher should set down in writing the reason(s) for questioning the pay decision as defined in point 12. above and send it to the chair of the appeal committee normally within 10 working days of receiving the outcome. This time limit may be extended by either side if sufficient reason is given.
6	The teacher should be invited to an appeal meeting where they and the appeal committee can discuss the original pay decision, ask questions and provide further information relevant to the decision.
7	Following the appeal, the committee must reach a decision and relay this to the teacher in writing as soon as possible, normally no later than 5 working days, including their rationale for reaching the decision

12.2 The Appeals Committee

Any appeal should be heard by a panel of three LAB members who were not involved in the original determination. The teacher will be given the opportunity to make representations in person or may wish to delegate this to their representative.

For any formal hearing or appeal the teacher is entitled to be accompanied by a work colleague or union representative. Each step and action of this process must be taken without unreasonable delay. The timing and location of the formal meeting must be reasonable and there should be opportunity to re-schedule if necessary. The formal meeting must allow both parties to explain their cases.

The process is consistent with the provisions of employment law. The appeal committee's decision is final and, as per the [STPCD](#), there is no recourse to the general staff grievance procedure.

Further advice regarding appeals can be sought from the Trust's HR provider.

13.Support Staff

The academy's/ Trust's current pay structures for support staff are detailed in **Appendix 1(c)**

The Framework of Support Staff Profiles and the academy's/ Trust's Pay and Grading Structure form part of this Pay Policy. The academy's/ Trust's pay structure consists of sixteen grades which incorporate the nationally agreed NJC pay spine. Other grading structures apply to TUPE'd staff and can be found in appendix 1b.

13.1 Support Staff Framework

The academy/ Trust has adopted a Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Local Advisory Board 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 for the school.

13.2 Determining support staff pay on appointment

All support staff will be appointed to a profile within the Framework of Support Staff Profiles.

The pay structure, as adopted by the academy/ Trust, reflects a points-to-pay relationship the points attached to each post within the Framework determine the salary (grade) that will be paid.

Each grade has a number of spinal column points (SCPs) within it. New employees will normally start at the bottom of the grade unless there is a market forces issue which requires consideration to appoint further up the grade.

Support staff increment annually to the next SCP (spinal column points) on 1 April until they reach the maximum of the assigned grade. If an employee commences in role between 1 October and 31 March, they increment on the 6-month anniversary of their start date and then 1 April thereafter until the maximum of the grade is reached.

Where an employee moves from one post to another of the same grade, they should be appointed to the same spine reached. If an employee is promoted from one grade to the next and the grades overlap, where the employee is on the maximum of the old grade, they should be appointed to the second spine in the new grade.

13.3 Pay Progression for Support Staff

In April of each year employees will automatically move to the next SCP within the grade until they reach the maximum of the grade. Notwithstanding those on TUPE'd terms, i.e. (Cheshire East and Sandwell) where support staff are normally eligible to move one point on their pay grade on the anniversary of starting the job until the top of the range for the grade is reached.

Support staff will receive an annual appraisal in line with the Trust's Appraisal Policy however there should be no link between performance and pay progression as incremental progression is based on time in post including the maximum spine within each grade.

13.4 Regrades and Regrade Appeal Process

The Regrade Policy which outlines the regrade process and appeal mechanism for support staff can be found in Support Staff Grading Policy and Procedures.

13.5 Staffing structure changes

The staffing structure is normally reviewed annually. When this review covers the support staff structure, the LAB (through an appropriate Committee) 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.

The Trust is currently reviewing all Support Staff Profiles, to create a central library of evaluated job descriptions and job specifications. The central library will be available to schools from January 2024 and Schools should use these templates when recruiting to ensure that duties and responsibilities are accurately reflected. When a new position is not covered within the jobs library, or it is a new post to the school, schools should contact the Central team to ensure that new profiles are evaluated, and an appropriate grade attached.

Where applicable, pay protection for support staff appointed to the Trust is three years for employees on grades 1 to 11 and one year for employees on grade 12 upwards, or until their salary exceeds the protected pay value, whichever falls sooner. Where applicable, pay protection will be determined by TUPE'd terms in place at the time applicable to affected staff. During this time no pay awards are payable and once the protected value is reached, employees will be paid at the top of the grade of the post they have been redeployed into. Other arrangements may apply for staff who have transferred under TUPE arrangements into the Trust. For further guidance advice should be sought from HR .

13.6 Honoraria

The NJC "Green Book" requires that there should be arrangements for recognising temporary additional duties where an employee 'acts up' in the absence of a more senior employee or assumes additional responsibilities. The higher salary should be backdated to the first day the acting up or additional duties commenced. This does not apply, however, if the absence is due to annual leave. The LAB should refer to their HR Provider for guidance on honoraria.

14. Apprentices

Apprentices must be paid at least the apprentice rate (see the [Government's National Minimum Wage rates](#)). Those on a post-graduate teaching apprenticeship must be paid in accordance with the minimum of the unqualified teachers' pay range for the training period.

15. Monitoring the policy

The Trust will monitor the outcomes and impact of this policy annually, including trends in progression across specific groups of teachers and support staff, to assess its effect and the Academy Trust's continued compliance with equalities legislation.

Appendix 1a Teachers Pay Ranges

Qualified Teachers

SPINE POINT	1 SEPT 2022 TO 31 AUG 2023	1 SEPT 2023 TO 31 AUG 2024
Main Pay Range (MPR)		
Min M1 [1]	£28,000	£30,000
M2	£29,800	£31,737
M3	£31,750	£33,814
M4	£33,850	£36,051
M5	£35,990	£38,330
Max M6	£38,810	£41,333
Upper Pay Range (UPR)		
Min U1 [1]	£40,625	£43,266
U2	£42,131	£44,870
Max U3	£43,685	£46,525

Teaching and Learning Responsibilities (TLRs)

	1 SEPT 2022 TO 31 AUG 2023	1 SEPT 2023 TO 31 AUG 2024
Payment 1 (TLR1)		
Min	£8,706	£9,272
Max	£14,732	£15,690
Payment 2 (TLR2)		
Min	£3,017	£3,214
Max	£7,368	£7,847
Payment 3 (TLR) (Fixed Term)		
Min	£600	£639
Max	£2,975	£3,169

Special Educational Needs Allowances

	1 SEPT 2022 TO 31 AUG 2023	1 SEPT 2023 TO 31 AUG 2024
SEN (Min)	£2,384	£2,539
SEN (Max)	£4,703	£5,009

Appendix 1b Support Staff Pay

SCP	Salary at 01/04/2023	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)	Grades + Points
2	£22,366	£1,863.83	£11.59	£13.20	Grade 1 upto 274 NJC points
3	£22,737	£1,894.75	£11.79	£13.42	
4	£23,114	£1,926.17	£11.98	£13.64	
5	£23,500	£1,958.33	£12.18	£13.87	Grade 3 313-334 NJC points
6	£23,893	£1,991.08	£12.38	£14.10	
7	£24,294	£2,024.50	£12.59	£14.34	Grade 5 387-433 NJC points
8	£24,702	£2,058.50	£12.80	£14.58	
9	£25,119	£2,093.25	£13.02	£14.82	
11	£25,979	£2,164.92	£13.47	£15.33	Grade 6 434-468 NJC points
12	£26,421	£2,201.75	£13.69	£15.59	
14	£27,334	£2,277.83	£14.17	£16.13	
15	£27,803	£2,316.92	£14.41	£16.41	Grade 7 469-499 NJC points or 192-227 Hay points
17	£28,770	£2,397.50	£14.91	£16.98	
19	£29,777	£2,481.42	£15.43	£17.57	
20	£30,296	£2,524.67	£15.70	£17.88	Grade 8 500-530 NJC points or 228-268 Hay points
22	£31,364	£2,613.67	£16.26	£18.51	
23	£32,076	£2,673.00	£16.63	£18.93	
24	£33,024	£2,752.00	£17.12	£19.49	Grade 9 551+ NJC points or 269-313 Hay points
25	£33,945	£2,828.75	£17.59	£20.03	
26	£34,834	£2,902.83	£18.06	£20.56	
27	£35,745	£2,978.75	£18.53	£21.09	Grade 10 314-370 Hay points
28	£36,648	£3,054.00	£19.00	£21.63	
29	£37,336	£3,111.33	£19.35	£22.03	
30	£38,223	£3,185.25	£19.81	£22.56	Grade 11 371-438 Hay points
31	£39,186	£3,265.50	£20.31	£23.12	
32	£40,221	£3,351.75	£20.85	£23.73	
33	£41,418	£3,451.50	£21.47	£24.44	Snr Manager Grade 12 Hay 439 - 515
34	£42,403	£3,533.58	£21.98	£25.02	
35	£43,421	£3,618.42	£22.51	£25.62	
36	£44,428	£3,702.33	£23.03	£26.22	Snr Manager Grade 13 Hay 516 - 629
37	£45,441	£3,786.75	£23.55	£26.81	
38	£46,464	£3,872.00	£24.08	£27.42	
39	£47,420	£3,951.67	£24.58	£27.98	Snr Manager Grade 14 Hay 630 - 724
40	£48,474	£4,039.50	£25.13	£28.60	
41	£49,498	£4,124.83	£25.66	£29.21	
42	£50,512	£4,209.33	£26.18	£29.81	Snr Manager Grade 15 Hay 725 - 879 + £4,305pa lease car subsidy / cash alternative.
43	£51,515	£4,292.92	£26.70	£30.40	
44	£52,571	£4,380.92	£27.25	£31.02	
45	£53,627	£4,468.92	£27.80	£31.65	Snr Manager Grade 16 Hay 880-1089 + £4,305pa lease car subsidy/cash alt.
46	£54,706	£4,558.83	£28.36	£32.28	
47	£55,669	£4,639.08	£28.85	£32.85	
48	£56,766	£4,730.50	£29.42	£33.50	
49	£57,872	£4,822.67	£30.00	£34.15	
50	£58,985	£4,915.42	£30.57	£34.81	
51	£60,094	£5,007.83	£31.15	£35.46	
52	£61,194	£5,099.50	£31.72	£36.11	
53	£62,306	£5,192.17	£32.29	£36.77	
57	£66,225	£5,518.75	£34.33	£39.08	
58	£67,831	£5,652.58	£35.16	£40.03	
59	£69,438	£5,786.50	£35.99	£40.98	
60	£71,041	£5,920.08	£36.82	£41.92	
61	£78,275	£6,522.92	£40.57	£46.19	
62	£80,179	£6,661.58	£41.56	£47.31	
63	£82,088	£6,840.67	£42.55	£48.44	
64	£83,995	£6,999.58	£43.54	£49.57	
65	£92,764	£7,730.33	£48.08	£54.74	
66	£95,033	£7,919.42	£49.26	£56.08	
67	£97,302	£8,108.50	£50.43	£57.42	

Please note that Manor Hall Academy Trust do not offer the car subsidy / cash alternative in the in Grades 15 and 16 scale. Instead, employees on this scale will continue to claim via the casual car allowance.

TUPEd employees from Local Authority areas outside of Staffordshire can contact office@manorhall.academy for their scales or the relevant Local Authority.

Appendix 2 Roles and Responsibilities

Role and responsibility of the Pay Committee of the Local Advisory Board (LAB) The Pay Committee will comprise at least three governors. All governors, including those employed at the school, will be eligible for membership of the Pay Committee to establish the policy. However, governors also employed at the school will not be eligible to take part in any discussions relating to individuals.

Establishment, Monitoring and review of the policy Trustees/
Directors are responsible for:

- Establishing and approving the policy, in consultation with staff trade union representatives and HR
- Determination of the CEO and COO remuneration (undertaken by the Trust Remuneration Committee which will also adhere to these terms)
- Establishing and convening an annual CEO Performance Management Committee to appraise the effectiveness of the CEO (see Section 3)
- Dissemination of the policy to Schools in the Trust (LAB's and Heads)
- Reviewing the policy annually (or more frequently if required),
- considering annual reports, including statistical information, on decisions taken in accordance with the terms of the policy;

Application of the policy

The CEO is responsible for:

- ensuring that pay recommendations and decisions for central team staff are made in accordance with the terms of the policy;
- submitting reports of these decisions to the Trust Board
- ensuring that staff are informed of the outcome of decisions and of the right of appeal (if applicable).

The head teacher is responsible for:

- ensuring that pay recommendations for the deputy and assistant head teacher(s), classroom teachers and support staff are made and submitted to the Pay Committee/ LAB in accordance with the terms of the policy;
- advising the Pay Committee/ LAB on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Pay Committee/ LAB and of the right of appeal.

The Pay Committee/ LAB is responsible for:

- taking decisions regarding the pay of the deputy and assistant head teacher(s), classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the head teacher;
- taking decisions regarding the pay of the head teacher following consideration of the recommendations of those responsible for the head teacher's performance review;
- submitting reports of these decisions to the LAB; and
- ensuring that the head teacher is informed of the outcome of the decision of the Pay Committee/ LAB and of the right of appeal.

The Appeals Committee of MHAT (Manor Hall Academy Trust) Board is responsible for:

- taking decisions on appeals against the decisions of the Pay/ LAB Committees in accordance with the terms of the appeals procedure of this policy.

Appendix 3 – Application to Upper Pay Range

UPPER PAY RANGE APPLICATION/ FORM (can be made once a year by 31 October)

Applicants Name				
Received by			Date Received:	
UPS Level applying for	1	2	3	Please Circle
Current Pay, e.g., MS6			Date first paid current pay:	

Guidance:

When starting an application please refer to the national framework of Teacher Standards and any Career Grade expectations, together with point 7 of the Trust Pay Policy.

PM/Appraisal Details (**Enclose documents**):

- _____ Years covered by planning/review statements
(must be a minimum of two appraisal cycles)
- _____ Schools covered by planning/review statements
(if evidence is to be submitted from employment external to the Trust)

Evidence to be provided:

(Evidence should be proportionate and readily available from day-to-day practice in school).

- Evidence in support of each of the teacher's standards.
- Evidence that you are highly competent in all elements of the standards.
- That your achievements and contribution to the school have been **substantial** and **sustained** over the relevant period of your application.

Declaration:

I confirm that at the date of this application for assessment to cross the threshold I meet the eligibility criteria and I submit performance management/appraisal planning and review statements and any other supporting information covering the relevant period.

Applicant's signature _____ Date _____

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