



Registered Charity 1171812

Teaching and Support Staff Pay Policy

Summary	
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Responsibility of	The Business Manager
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Aims

This policy aims to:

- Clearly explain how staff pay is determined and how pay decisions are linked to performance.
- Provide a clear and consistent framework for pay and progression across the school.

In adopting this policy, we aim to:

Support the recruitment and retention of high-quality staff;

Recognise and reward the contribution of all employees to the school's success;

Ensure that pay decisions are made in a fair, equitable and transparent manner

Legislation and guidance

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [principles of public life](#) which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are set out in our staff grievance procedures.

Definitions

- **Teachers** are all staff who are qualified and appointed to carry out teaching duties at the school
- **Support staff** include all staff providing classroom and learning support, pastoral care, administrative, technical, and operational services.

Roles and responsibilities

The Trust Executive Senior Leadership Team is responsible for reviewing and considering all salary proposals, including applicable pay scales and any additional remuneration associated with specific roles or responsibilities.

Decisions relating to the pay of members of the Trust Executive Senior Leadership Team are made by the Board of Trustees.

The Business Manager, in conjunction with the school's payroll provider, is responsible for the accurate and timely administration of the monthly payroll.

Determining Pay on appointment

A pay range for all vacancies will be determined prior to the job advertisement.

There should be no expectation that salary will be negotiated to match or exceed pay received in previous employment. Any exceptions to this principle must be justified, documented, and approved by the Trust Executive Senior Leadership Team.

CRLT TLR's

TLR's may be awarded to teaching staff for undertaking a sustained responsibility in the context of the school structure that is needed to ensure continued delivery of teaching and learning. It must be:

- Focused on teaching and learning.
- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
- Involves leading, developing and enhancing progress of pupils.

TLR's issued by CRLT will be reviewed annually to assess the effectiveness of the TLR and the necessity to supporting the school's development plan. TLR's that do not meet these criteria will be removed or replaced.

Annual Review of Remuneration

Remuneration for all teaching and support staff will be reviewed on an annual basis, taking into consideration the following factors:

- Changes in responsibilities during the year.
- Individual performance, including contributions beyond expected duties.
- The wider school context, including available budget.

The performance review cycle will run annually from September to July.

All members of staff will have a clearly defined pay band, which sits on the CRLT teachers or support staff pay structure, with clear pay progression points. Further details of these pay bands are available from the Business Manager upon request.

Any proposals for pay changes will be considered within the constraints of the agreed annual budget and are subject to approval by the Board of Trustees at the summer board meeting.

Changes to pay outside of the annual review

In exceptional circumstances, changes to pay may be made outside the annual review process.

Where a pay decision is agreed, staff will receive written confirmation of the decision as soon as practicable and no later than four weeks after the decision has been made.

Pension Arrangements

The Trust operates the NEST pension scheme as its workplace pension. All eligible employees will be automatically enrolled in the scheme in line with auto-enrolment legislation.

Pension provision forms part of the overall remuneration package. Contribution rates and entitlements are set in accordance with the NEST scheme rules and may be subject to change.

Monitoring arrangements

This policy will be reviewed annually by the Trust Executive Senior Leadership Team and approved by the Trust Board

Links with other policies

This policy links with our policies on:

- Staff grievance procedures