



Registered Charity 1171812

Teaching and Support Staff Pay Policy

Summary	
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Responsibility of	The Business Manager
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1. Aims

This policy aims to:

- Clearly explain how we will determine staff pay and clearly explain how decisions will be made based on performance
- Set out a clear framework for pay and progression throughout the school.

Adopting this policy will:

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

This policy has been consulted on by staff

2. 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.

3. Definitions

- **Teachers** includes all staff qualified and appointed to teach at the school. This includes those students appointed to teach after school sessions, unless otherwise stated
- **Support staff** are all those staff providing administrative and technical support

4. Roles and Responsibilities

The Senior Leadership Team reviews and considers all salary offers, applicable scales, and other amounts tied to all teaching and staff appointments. The SLT makes recommendations to the Finance Committee of the Board of Trustees, and they approve the decision.

Final pay decisions are made by the Trust Board.

The administration of the monthly payroll is the responsibility of the Business Manager and payroll provider.

5. How we will decide pay on appointment

All appointments will be made at the pay rate/scale as advertised and there is no expectation that staff can negotiate to receive similar levels of pay to any previous employments.

6. Annual Reviews

The Trust board will ensure that the remuneration for all Teacher and Support staff are reviewed on an annual basis taking into consideration the following:

- Changes in responsibilities during the year
- Performance of individuals over and above their expected duties
- The wider school context, including the budget.

The Performance Management Cycle will run from annually from September – July.

Any increases to pay will be proposed by the Chief Executive and approved by the Trust Board at a meeting during June/July.

7. Assessment

In order to be eligible for a pay increase, the Trust board must be satisfied that:

- The level of increase is commensurate with any cost of living rises
- The member of staff's achievements and contributions are substantial and sustained
- There are sufficient funds to support increases which can be sustained over the next 3 years.

8. The Decision

The final decision will be made by the Trust Board. Any appeals against decisions are covered by our staff grievance procedures.

9. Changes to pay levels outside of annual review

When pay is changed, staff will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

10. Monitoring Arrangements

This policy will be reviewed annually by the Business Manager and approved by the Trust Board.

11. Links with other policies

This policy links with our policies on:

- Staff Grievance Procedures