



# Pay Policy

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## **Statement of Intent**

The Community Inclusive Trust understands that a fair and transparent policy is needed to establish the pay structure of all staff within the Trust.

As a result, the Trust has developed this policy to ensure that all members of staff are aware of the basis on which the Trust determines staff pay, the process for annual pay reviews and progression, and the process for addressing any grievances staff may have concerning their pay.

### **1. Policy Statement**

- 1.1. This policy does not form part of the terms and conditions of staff members' employment with the Trust and is not intended to have contractual effect. The Trust reserves the right to amend or vary this policy at any time.
- 1.2. This policy is standard across all academies and the central support hub. We use the same pay scales, included in the appendices, in all workplaces.
- 1.3. The Trust will comply with current legislation and the requirements of TUPE. It also intends to broadly comply with the provisions of the current School Teachers' Pay and Conditions Document (STPCD) and the 'National Agreement on Pay and Conditions of Service for local authority staff', also known as 'The Green Book' going forward, but in the case of any conflict between this policy and those documents, this policy will take precedence.

### **2. Legal Framework**

- 2.1. This policy has due regard to all relevant legislation, and statutory and advisory guidance, including, but not limited to, the following:
  - The Working Time Regulations 1998
  - The Employment Relations Act 1999 (as amended)
  - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
  - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
  - The Flexible Working Regulations 2014
  - Equality Act 2010
  - The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
  - DfE (2021) 'School teachers' pay and conditions document 2021 and guidance on school teachers' pay and conditions' (STPCD)
  - DfE (2019) 'Implementing your school's approach to pay'
  - ACAS (2015) 'Code of practice on disciplinary and grievance procedures'
- 2.2. This policy operates in conjunction with the following school policies:
  - Performance Management Policy
  - Disciplinary Policy
  - Annual Leave and Leave of Absence Policy

- Grievance Policy

### **3. Aim**

3.1. The Trust Pay Policy aims to:

- facilitate the overall aims of the Trust;
- support the recruitment and retention of a high-quality workforce;
- develop a high-quality workforce by investing in professional and personal development;
- underpin the Trust's Performance Management policy ensuring staff members have the skills and support to do their job effectively;
- enable the Trust to recognise and reward staff appropriately for their contribution to the Trust;
- support and improve the quality of teaching and learning to ensure all pupils and young people achieve excellent outcomes;
- ensure decisions on pay are legally compliant and managed in a fair, just and transparent way to ensure there is no discrimination in decision-making, and that decisions are based on evidence and can be justified.

### **4. Roles and Responsibilities**

4.1. The Trust Board:

- has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.
- delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the HR Director.
- Is responsible for approving any pay decisions for the CEO.
- Will monitor the outcomes of this policy and review any changes as necessary.

4.2. The HR Director:

- Is responsible for ensuring the terms and conditions of this policy are applied.
- Will ensure arrangements are in place for notifying staff members of their positions on the pay range, as well as any allowances they may be eligible for.
- Will submit updates to this policy to the Trust for approval.
- Will communicate any approved changes to this policy to all staff.

4.3. The CEO:

- Is responsible for approving any pay decisions for the Executive Leadership Team and Head Teachers.

4.4. Head Teachers and Central Support Hub Department Leads:

- Are responsible for recommending pay decisions for staff within their school or department.

- Will submit pay recommendations to the Local School Board or CEO for their approval.
- Will ensure that effective performance management systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
- Will keep all staff well-informed of any decisions made regarding pay progression, as well as ensuring that written records are held.
- Will maintain records of decisions and recommendations made, and evidencing that all decisions have been made fairly.

4.5. All Staff are responsible for:

- Engaging with their appraisal; this includes working alongside their appraiser to ensure that there is a suitable amount of evidence available in order for an annual pay review determination to be made.
- Keeping records of their objectives and reviewing them throughout the appraisal process.
- Ensuring that they share any evidence for their appraisal that they consider relevant with their appraiser.

## **5. Confidentiality**

5.1. All information regarding the pay of individual staff members, whether verbal or written, must be treated as strictly confidential and should not be communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

## **6. Equal Opportunities**

6.1. This policy will be applied fairly and consistently to all staff regardless of race, including colour, nationality, ethnic or national origin and caste; religion or belief; disability; sex; sexual orientation; pregnancy or maternity; gender reassignment; marriage or civil partnership; trade union membership or non-membership, age and being of part-time or fixed-term status.

## **7. Payment of Salary**

7.1. Salary payments are made on the 23<sup>rd</sup> of each month. Support staff who work term time only or term time plus additional weeks receive equated pay, i.e. their salary is divided equally throughout the year and paid each month.

7.2. Salary payments are made via BACS into staff members' bank accounts

7.3. All staff, other than those on casual contracts, are paid for a full calendar month on the 23<sup>rd</sup> of each month. This means that each month the days between the 23<sup>rd</sup> and the last day of that month are paid in advance. For example, the payment received on August 23<sup>rd</sup> is for the period 1<sup>st</sup> August to 31<sup>st</sup> August.

7.4. If any staff terminate their employment with the Trust between the 23<sup>rd</sup> and the end of the month, after receiving that month's payment, they may be required to return a proportion of their salary for that month.

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- 7.5. Queries in respect to pay should be sent to the Trust's Payroll Dept – [CIT.Payroll@citacademies.co.uk](mailto:CIT.Payroll@citacademies.co.uk).

**8. Funding for performance-based pay progression**

- 8.1. The Trust will ensure that appropriate funding is allocated for performance-based pay progression at all levels.

**9. Executive Leadership Team Pay**

- 9.1. The HR Committee will determine the CEO's pay, members of CIT's Executive Leadership Team's (ELT) and any salaries in excess of £100,000 per annum, including any cost of living pay rises and performance-related pay rises within the salary range.

## **Teachers Pay**

### **10. Working Days**

- 10.1. A teacher employed full time must be available for work 195 days, of which:
- 190 days must be days on which the teacher may be required to teach and perform other duties; and
  - 5 days must be on which the teacher may only be required to perform other duties; and
- 10.2. Those 195 days must be specified and directed by the Head Teacher.
- 10.3. For the academic year 2021/22 only, the number days a full-time teacher must be available for work will be 194, of which:
- 189 days must be days on which the teacher may be required to teach and perform other duties; and
  - 5 days must be on which the teacher may only be required to perform other duties.
- 10.4. This as a result of the additional Bank Holiday on Friday 3<sup>rd</sup> June 2022 to mark the Queen's Platinum Jubilee.

### **11. Working Hours**

- 11.1. A teacher employed full time must be available to perform such duties at such times and such places as may be specified by the Head Teacher (or, where the teacher is not assigned to any one school, by the Trust or the Head Teacher of any school in which the teacher may be required to work) for 1265 hours; those hours to be allocated reasonably throughout the days in the school year on which the teacher is required to be available for work.
- 11.2. The amount of time a teacher spends taking their daily break or travelling to and from the school does not count towards their 1265 hours or the pro rata equivalent.
- 11.3. Members of staff on the leadership pay scale, Head Teachers, Executive Head Teachers and any member of the Executive Leadership Team will not operate on a time-bound contract; therefore, the working time provisions stipulated within the STPCD will not apply to these employees.
- 11.4. All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.

### **12. Cover**

- 12.1. In line with their professional duties, teachers are required to supervise, and so far as practicable teach, any pupils where the person timetabled to take the class is not available to do so.

- 12.2. Subject to the STPCD, teachers will only be required to carry out their responsibility outlined in above paragraph rarely, and only in circumstances that are not foreseeable, for example, a teacher is absent without notice.

### **13. Part-Time Teachers**

- 13.1. Teachers who work less than a standard working week are deemed to be part-time. Their working hours and time obligations will be set out in their Statement of Main Terms of Employment and in line with the STPCD. The pay of part-time teachers will be determined in the same way as full-time teachers and any increase in pay will be pro rata to that of full-time equivalent salary.
- 13.2. Part-time teachers will not be required to work on days, or parts of days, which they would not normally be expected to work. Part-time teachers may be required to carry out duties, other than teaching pupils, outside school sessions on any day on which the teacher is normally required to be available to work (whether the teacher is normally required to be available to work for the whole of that day or for only part of that day).

### **14. Leadership Pay Scale**

- 14.1. The CEO in consultation with the Directors of Education will set the Head Teachers' pay ranges.
- 14.2. The relevant Director of Education and Head Teacher for the individual schools will set the pay range for all staff on the leadership scale taking into account the STPCD.
- 14.3. Any staff paid above the agreed leadership range for their school, for any reason, will not be entitled to any annual inflationary pay increases agreed by the Trust.
- 14.4. All school leaders must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the school. There will be no automatic pay progression for teachers on the Leadership Group: progression (if any) up the leadership group pay range will depend on performance in relation to agreed objectives.
- 14.5. Performance-related pay awards for school leaders (other than the Head Teacher) will be recommended by the Head Teacher and approved by the relevant Director of Education within set ranges.
- 14.6. Performance-related pay awards for Head Teachers will be recommended by the Directors of Education and approved by the CEO within set ranges. Staff at the top, or above, the agreed range will not be entitled to any performance-related pay award.
- 14.7. The Director of Education may determine that payments be made to a Head Teacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. These responsibilities will not be taken into account when determining the Head Teacher's pay range.

14.8. The total sum of any temporary payments made to the Head Teacher in any academic year will not exceed 25 percent of the Head Teacher's annual salary. This does not apply to the following payments:

- Any recruitment and retention incentives and benefits to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of the Head Teacher

14.9. The pay range for any staff on the leadership scale will not overlap the Head Teacher's pay range, unless in exceptional circumstances.

## **15. Classroom Teacher Pay Scale**

15.1. The Trust will determine the likely pay range for a vacancy prior to advertising it. In making such determinations, the Trust may take into account a range of factors, including, but not limited to:

- the nature of the post;
- the level of qualifications, skills and experience required;
- the wider context of the school
- the pay of current staff doing the same or a similar job; and
- market conditions, geographical/regional factors and the wider Trust context.

15.2. On appointment the Trust will determine the starting salary within the given pay range to be offered to the successful candidate.

15.3. The Trust has established a six point and three point pay scale range for classroom teacher posts on the main pay range and the upper pay range as shown in Appendix B.

15.4. New members of teaching staff to the Trust may also be awarded a TLR or SEN if deemed appropriate.

15.5. There is no expectation that a staff member should be paid the same salary they received in a different school or Trust.

## **16. Unqualified Teachers**

16.1. The Trust will pay an unqualified teacher on one of the employment-based routes into teaching on the unqualified teachers' pay scale. The Trust may pay an additional unqualified teacher's allowance if it considers that the basic salary is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teacher's professional skills and judgement; or
- qualifications or experience, which bring added value to the role undertaken.

- 16.2. The Trust has established a six point pay scale range for unqualified teacher posts as shown in Appendix B.
- 16.3. An individual who works as an unqualified teacher, gains QTS and continues to work as a qualified teacher at the school will be transferred to a salary within the main pay range once they have obtained QTS.

## **17. Short Notice/Supply Teachers**

- 17.1. Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Scale set out in Appendix B. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days and periods of employment for less than a day will be calculated on a pro-rata basis.

## **18. Annual Reviews and Progression**

- 18.1. The Trust will ensure that each teacher's salary is reviewed annually with effect from 1 September and by no later than 31 December each year.
- 18.2. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.
- 18.3. Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review.

## **19. Inflationary Pay Increases**

- 19.1. The STRB (School Teachers' Review Body) produces an annual report recommending whether the pay scales in the STPCD should be uplifted. The Trust Board HR Committee has total discretion as to whether to apply an increase to any intermediary points while bearing in mind that pay increases for individual teachers must always be justified by good performance.
- 19.2. The Trust will consider the STRB's recommendation and the new STPCD each year before deciding whether to uplift the teacher pay scales. However, increases will be at the discretion of the Trust Board who will take into account affordability, overall Trust performance and market conditions.

## **20. Pay Progression Based on Performance**

- 20.1. Teachers are expected to meet the teaching standards as outlined in the School Teachers' Pay & Conditions Document to be eligible for pay progression.
- 20.2. In addition, teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, sets plans for their future development, and helps to enhance their professional practice. The Trust's Performance Management Policy contains further information about the appraisal process.
- 20.3. Subject to the Trust's appraisal procedure, teachers will be eligible for pay progression if their line manager, in conjunction with the Head Teacher, deems:

- They have made sufficient progress towards meeting their objectives or they have met all their objectives
  - They are fully meeting the relevant standards
  - That all their teaching is assessed as being at least good.
- 20.4. The rate of progression may be differentiated according to individual teacher performance. The appraisal report will indicate whether a teacher should be considered for pay progression.
- 20.5. As set out in the Trust's Performance Management Policy, the appraisal report should contain:
- details of the objectives
  - an assessment of performance against those objectives and the relevant standards
  - an assessment of any continuing professional development needs
  - any aspirations and any actions recommended to progress them
  - a recommendation on pay.
- 20.6. The appraisal reports will be reviewed by the Head Teacher and relevant line managers.
- 20.7. Final consideration of the pay recommendations will be determined by the Head Teacher, following review and moderation by the relevant Director of Education, based on the appraisal reports and the recommendations contained within them. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded). See Appendix A for appeals process.
- 20.8. Where a teacher is absent due to long-term sickness during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the staff member's performance during relevant periods of attendance.
- 20.9. For any teacher due to go on maternity leave, the Trust will ensure that appraisals are conducted before this maternity leave, and that the teacher receives any pay progression entitled to them upon their return.
- 20.10. The school will make reasonable adjustments to the appraisal process as it sees fit for any teachers who are absent due to disability. Upon their return, the teacher will be entitled to any pay progression as outlined before their absence.

## **21. Progression to Upper Pay Range**

- 21.1. Any qualified teacher may apply to be paid on the Upper Pay Range. Teachers can apply to be paid on the upper pay range whilst on any spinal point within the main pay range and applications will be assessed in line with this policy.
- 21.2. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range. It is usual for teachers to consider applying for progression after approximately 5 years' teaching experience, by which time they are likely to be able to achieve and sustain the necessary level of competence and contribution. However, in exceptional cases teachers may feel

ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

- 21.3. Applications to be paid on the Upper Pay Range may be made once a year between 1 September and 31 October, in writing, to the Head Teacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic year, for example when their performance objectives are being set, so that they can be supported to achieve the required standards and gather the necessary evidence to demonstrate their achievements and contribution.
- 21.4. An application to be paid on the Upper Pay Range should include the results of at least two recent appraisals together with a statement explaining how the applicant has met the assessment criteria and supporting evidence including impact on whole school. An application will be successful where the Head Teacher is satisfied that:
- the teacher is highly competent in all elements of the relevant standards; and
  - the teacher's achievements and contribution to the school are substantial and sustained.
- 21.5. For the purposes of this Pay Policy:
- 'highly competent' means performance which is not only good, but also good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, to help them meet the relevant standards and develop their teaching practice;
  - 'substantial' means of real importance, validity or value to the school; playing a critical role in the life of the school; providing a role model for teaching and learning; making a distinctive contribution to the raising of pupil standards; taking advantage of appropriate opportunities for professional development and using the outcomes effectively to improve pupils' learning; and
  - 'sustained' means maintained continuously over two academic years.
- 21.6. Following a meeting with the teacher to discuss their application, the Head Teacher will assess the application. The Head Teacher may also seek supporting evidence from the teacher's line manager. The decision will be communicated verbally and confirmed in writing within 5 working days.
- 21.7. If successful, the teacher will move to the Upper Pay Scale with effect from 1 September in the year following that in which the application is approved, unless the Head Teacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Range.
- 21.8. If unsuccessful, feedback will be provided by the Head Teacher, which includes an explanation of where the teacher was assessed to be falling short of the progression criteria. Any appeal against a decision not to move the teacher to the Upper Pay Scale will be heard under the appeal arrangements set out in Appendix A.
- 21.9. Performance management will be set against criteria for teaching and learning.

## **22. Progression on Upper Pay Range**

- 22.1. A teacher will need to show that they are continuing to meet the criteria for progression to the Upper Pay Range, as well as their performance objectives and the relevant standards, to achieve pay progression whilst on the Upper Pay Range.
- 22.2. Decisions regarding pay progression for teachers already on the Upper Pay Range will be made with reference to their appraisal report and the pay recommendation it contains. As set out in the Trust's Performance Management Policy, the appraisal report should contain:
- Details of the objectives
  - an assessment of performance against those objectives and the relevant standards
  - an assessment of any continuing professional development needs
  - any aspirations and any actions recommended to progress them
  - a recommendation on pay.
- 22.3. The appraisal reports will be reviewed and approved/rejected by the Head Teacher and relevant Director of Education for the purposes of moderation.
- 22.4. If a teacher is unhappy with the pay decision, he/she may appeal the decision in regard to his/her pay using the process outlined in Appendix A.
- 22.5. Teachers are able to apply for progression to, and within, the next band after two years of successful performance/appraisals that have not been interrupted by movement to capability.

## **23. Teaching and Learning Responsibility Payments (TLRs)**

- 23.1. TLR payments will be awarded by the Head Teacher in conjunction with the Director of Education who will determine the value of the TLR (Appendix B) which will be in line with the STPCD. TLRs will be awarded to teachers 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 for. Unqualified teachers may not be awarded TLRs.
- 23.2. To qualify for a TLR, the teacher's duties must include a significant responsibility that is not required of all classroom teachers which:
- is focused on teaching and learning;
  - requires the exercise of a teacher's professional skills and judgement;
  - requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
  - has an impact on the educational progress of other than the teacher assigned classes or groups of pupils;
  - involves leading, developing, and enhancing the teaching practice of other staff.
- 23.3. To qualify for a TLR1 payment, the significant responsibility defined above must include line management responsibility for a significant number of people; otherwise, a TLR2 payment will be appropriate.

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- 23.4. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3.
- 23.5. A TLR can be based on a job description that includes several different areas of significant responsibility.
- 23.6. TLR3 payments are awarded on a fixed term basis for clearly time-limited school improvement projects or one-off externally driven responsibilities.
- 23.7. A TLR payment is attached to a specific post in the school's staffing structure and, therefore, may only be held by two or more people if they are job-sharing that post. TLRs awarded to part-time teachers must be paid on a pro-rata basis.
- 23.8. TLR's can only be issued to qualified teachers.
- 23.9. Members of staff on the leadership scale cannot hold a TLR.

### **24. Special Educational Needs Allowances (SEN)**

- 24.1. The school may award a SEN allowance to a classroom teacher who would qualify for such an allowance under the relevant provisions of the STPCD. Where a SEN allowance is to be paid, the school will determine the value of the allowance (Appendix B), taking into account the structure of the school's SEN provision:
  - whether any mandatory qualifications are required for the role
  - the qualifications or expertise of the teacher relevant to the post
  - the relative demands of the post.
- 24.2. Within the Trust's SEN schools, all teaching staff receive at least the minimum SEN allowance. If a Head Teacher wishes to increase the award, this must be with the agreement of the Director of Education – SEND.
- 24.3. To qualify for an increased award the member of staff must have additional SEN responsibilities above those of a classroom teacher.

### **25. Acting Up Allowances**

- 25.1. The Director of Education will decide whether to award allowances to any teacher who is required to act as Head Teacher or deputy head for a period more than four weeks.
- 25.2. If the teacher is to be awarded an acting up allowance, the payment will be backdated to the day on which they assumed the additional responsibilities.
- 25.3. The teacher will receive an acting up allowance which is equal to that of the individual who usually undertakes that role.

### **26. Pay Deductions**

- 26.1. Where a day's pay is to be deducted because of unauthorised absence or approved unpaid leave, this will be calculated as 1/365th annual salary. The

calculation will be amended on a pro rata basis for a half-day absence or for teachers who work part-time hours.

**27. Early Career Teachers (ECTs)**

- 27.1. Decisions regarding pay progression for each teacher will be made with reference to their appraisal report and the pay recommendation it contains. Early Career teachers will usually be appointed at the minima of the Main Pay Scale and recommended for pay progression if they successfully complete their induction year.

**28. Pay Safeguarding**

- 28.1. Pay safeguarding for teachers applies when the school determines, for reasons outlined in the STPCD, a teacher's pay should be reduced. The safeguarding period allows for a period of time to adjust to the lower pay.
- 28.2. Where a pay decision leads to a period of pay safeguarding for a teacher, the school will give the required notification as soon as possible and no later than one month after the date of the determination, in accordance with the STPCD.

## **Non-Teaching Staff**

### **30. School Non-Teaching Staff Pay**

- 30.1. All support staff at the Trust are paid at the appropriate grade on the CIT Support Staff Pay scale (Appendix C).
- 30.2. As a result of TUPE some staff may be paid on legacy pay values.

### **31. Support Hub Non-Teaching Staff Pay**

- 31.1. The Support Hub roles are benchmarked to assess the current market pay range for that role.
- 31.2. For Support Hub staff and ELT staff who are not employed on STPC their pay will increase within the defined range, subject to performance.

### **32. Pay decisions**

- 32.1. The Head Teacher (school based staff) or ELT (support hub staff) determines the pay range for all new roles prior to advertising the role
- 32.2. When a new non-teaching member of staff is appointed, the Head Teacher/ELT determines the starting scale point for the role from within the advertised pay range.
- 32.3. The Trust has full discretion to determine the grades/range of newly appointed support staff and the point of entry onto the grade/range. However, the Trust must have regard to the responsibilities of the post and to the pay scales, terms and grading/range applicable for similar roles of work when deciding the grade/range for a post. The point of entry on the grade/range will usually be at the minimum point, but the Trust may pay at a higher level within the grade/range if this is justified by a new staff member's skills or experience.

### **33. Acting Up Allowances – Non-Teaching**

- 33.1. From time to time, employees may be asked to take on the duties of a higher grade role – this is sometimes known as 'acting up'.
- 33.2. If a staff member takes on the full duties of a higher-grade role, a temporary responsibility payment is payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.
- 33.3. Temporary responsibility payments represent the difference between the staff member's current salary and the lowest grade of the higher grade role, or one increment if the salary falls within the range of the grade for the role they are covering.
- 33.4. If the additional duties are undertaken for a full term, the temporary responsibility payment will continue to be paid during the holiday period immediately following the term.
- 33.5. Employees are not paid temporary responsibility payments during periods of sick leave.

- 33.6. Payments for temporary responsibilities do not apply to teaching assistants undertaking cover supervision.
- 33.7. Agreed temporary responsibility payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

#### **34. Honorarium Payments**

- 34.1. Where employees take on some of the duties of a higher grade role, but not all the duties, a temporary responsibilities payment is not applicable.
- 34.2. For employees taking on some of the duties of a higher grade role, or taking on a substantial body of work in addition to their main role, an honorarium may be paid.
- 34.3. Honorarium values are determined in the same manner as temporary responsibility payments, but only a percentage of the amount is payable, dependent on the proportion of the duties undertaken.
- 34.4. Honorarium payments must be agreed in advance with the Head Teacher or ELT.
- 34.5. Agreed honorarium payments are recorded on the staff member's file, including the date of agreement, the amount and the reasons for the payment, and the school's payroll provider is notified to arrange the payment.

#### **35. Annual Reviews and Progression Inflationary Pay Increases**

- 35.1. The Trust will consider applying an inflationary increase to its pay scale for school-based support staff each year, to become effective from 1 April.
- 35.2. As a Trust, all attempts will be made to stay in line with the Local Authority inflationary and Government pay increases; however, a higher or lower amount may be considered, depending on affordability. This may not be implemented on 1 April depending on the timing of the Government's announcement, but will be backdated to 1 April.
- 35.3. The Trust will ensure that each non-teaching member of staff's salary is reviewed annually with effect from 1 April and by no later than 1 month following the national pay agreement.
- 35.4. All staff will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.
- 35.5. The performance management and pay cycle is April to April for non-education staff.

#### **36. Casual Staff**

- 36.1. The Trust may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff

covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post and will be uplifted to include an allowance for holiday pay.

### **37. Pay Progression Non-Teaching Staff**

- 37.1. All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths and supports their future development.
- 37.2. Incremental pay progression is awarded annually on 1 April each year until the highest scale within the grade is reached.
- 37.3. If a staff member has less than six months' service in the grade by 1 April, they will not be entitled to an incremental pay progression.
- 37.4. Progression to the top of the relevant pay grade will depend on good performance as assessed in the annual appraisal.
- 37.5. Support staff will be eligible for pay progression if they meet all their performance objectives and relevant standards.
- 37.6. As set out in the Trust's Performance Management Policy, the appraisal report should contain:
  - details of the objectives;
  - an assessment of performance against those objectives and the relevant standards;
  - an assessment of any continuing professional development needs;
  - any aspirations and any actions recommended to progress them;
  - a recommendation on pay.
- 37.7. The appraisal reports within school will be reviewed by the Head Teacher and relevant line manager for the purposes of moderation.
- 37.8. The appraisal reports and any associated pay recommendations within the Support Hub will be reviewed by the HR Director for the purposes of moderation.
- 37.9. Relevant pay awards will then be actioned or not, dependent on outcome.
- 37.10. These recommendations can either be approved (and a pay increase awarded in line with the report) or rejected (in which case no increase will be awarded).
- 37.11. Where a member of staff is absent due to long-term sickness during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the staff member's performance during relevant periods of attendance.
- 37.12. For any member of staff due to go on maternity leave, the Trust will ensure that appraisals are conducted before this maternity leave, and that the member of staff receives any pay progression entitled to them upon their return.

- 37.13. The school will make reasonable adjustments to the appraisal process as it sees fit for any members of staff who are absent due to disability. Upon their return, the member of staff will be entitled to any pay progression as outlined before their absence.

**38. Pay protection**

- 38.1. Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, HR will give the required notification no later than one month after the date of the determination.
- 38.2. Pay protection periods, where applicable, last for 12 months.

**39. Pay Decision Appeal**

- 39.1. If a staff member is unhappy with the pay decision, he/she may appeal the decision in regard to his/her pay using the process outlined in Appendix A.

## **Additional Information**

### **41. Long Service Awards**

41.1. All staff members will receive long service awards based upon continuous service (below). The Trust recognise continuous service within the local authority for staff who have TUPE'd across. However, long service awards for new staff members to the Trust with continuous service within the Local Authority will only have their service count towards "long service" from their start date with the Trust.

<b>Length of service</b>	<b>Reward</b>
20 years	£105 + VAT
30 years	£210 + VAT
40 years	£250 + VAT

41.2. The HR Director (Support Hub) will write to qualifying members of staff.

41.3. To celebrate this achievement, staff members are invited to choose a gift to the value set out above. Whilst staff are free to select a gift of their choice, the Trust reserves the right to deem a gift unsuitable. The gift should be purchasable online and any delivery charges included in the price.

41.4. Once a staff member has chosen their gift, they should provide the HR Director with the following information:

- Supplier
- Item description
- Product code
- Cost (including VAT and delivery)

41.5. The HR team will then liaise with their SOM in respect to purchasing the item.

### **42. Salary Sacrifice arrangements**

42.1. Staff may enter into salary sacrifice arrangements, as offered by the Trust, whereby they sacrifice part of their gross salary in return for the Trust's agreement to provide a benefit-in-kind.

42.2. Participation in a salary sacrifice arrangement has no effect on the determination of any safeguarded sum to which the staff member is entitled under the STPCD.

### **43. Expenses**

43.1. Instructions on claiming for expenses including travel, mileage, etc. can be

found in the Trust's Travel and Expenses Policy.

#### **44. TOIL (Time Off in Lieu)**

- 44.1. TOIL is available for non-teaching staff only.
- 44.2. When additional staffing hours are required outside of contracted hours, the Head Teacher or ELT will consider whether TOIL or overtime is the most appropriate method to cover this.
- 44.3. Overtime will only be paid where TOIL arrangements are not practical for the school.
- 44.4. Where there is a disagreement between the Head Teacher/ELT and staff member as to whether TOIL or overtime should be used, advice will be sought from the HR Director.
- 44.5. Below is a list of examples of circumstances which may qualify for accruing lieu time. This list is not exhaustive, and employees should discuss their individual circumstances with their Head Teacher or ELT.
- 44.6. Circumstances that may qualify for accruing lieu time include the following:
  - Working additional hours to cover staff absence
  - Support staff attending a trip to support a pupil with SEND
  - Staff working on new initiatives
- 44.7. For any additional hours to count towards TOIL, they must be agreed by the Head Teacher/ELT in advance of the hours being worked.
- 44.8. If this agreement is not in place, any additional hours worked by a staff member will not qualify for the accrual of lieu time or payment of overtime.
- 44.9. When an employee identifies that the additional hours they are working may qualify for accruing lieu time, they will speak to the Head Teacher/ELT who will decide whether lieu time can be accrued for those hours.
- 44.10. TOIL taken for lieu time accrued for working additional hours during the school week will be equal to the time actually worked during the normal school working week.
- 44.11. Lieu time will not be accrued where an employee works additional hours during the day, such as during their lunch break. The Head Teacher/ELT will ensure all employees receive an appropriate lunch break every day.
- 44.12. Additional hours worked as part of an employee's normal day-to-day duties do not qualify for accruing lieu time unless previously agreed by the Head Teacher.
- 44.13. Employees will speak to their line manager if they are unable to undertake all elements of their role within their regular working hours. The line manager and

employee will work together to develop a plan to support workload.

- 44.14. In cases where both the employee and school will benefit from additional hours being worked, e.g. when the employee attends a CPD session, these hours will not qualify for accruing lieu time.
- 44.15. Line managers will keep a record of any additional hours worked by employees in their team and where these hours qualify for accruing lieu time.
- 44.16. TOIL should be taken as soon as practicable after it has been accrued and no longer than 6 months after it has been accrued.
- 44.17. If an employee does not take their TOIL within 6 months of it being accrued, no monetary compensation will be offered in lieu of the time off accumulated.
- 44.18. Employees will make a request to their line manager to take TOIL by completing the Leave of Absence Request form.
- 44.19. Employees must make a request for TOIL at least one week in advance of the requested date.
- 44.20. Line managers will take the following into account when considering a request:
  - Length of notice of intention to take TOIL
  - Length of TOIL request – this should not exceed two consecutive working days
  - Cover arrangements and wider operational requirements
  - Personal circumstances of the employee
  - Parity across the team and school in the application of this process
- 44.21. Line managers have the right to refuse a TOIL request where it conflicts with the provision of an adequate services by the department.
- 44.22. Line managers will identify alternative dates for TOIL where an initial request is denied.

#### **45. Overtime**

- 45.1. Overtime will only be paid where TOIL arrangements are not practical for the school.

##### **Teachers:**

- 45.2. Any teacher who exceeds the 1265 hours will not be paid for their additional work, with the possible exception of staff attending extracurricular trips and activities.
- 45.3. Only in exceptional circumstances, and with the permission of the Director of Education, can a teacher receive overtime pay.
- 45.4. Teachers overtime pay will be paid at an hourly rate calculated as follows:

- FTE Salary/1,265

**Support Staff:**

- 45.5. Employees in posts up to and including Grade 8 (CIT Support Staff Pay Scale) may receive payment for additional hours. Payments can only be approved by:
- a Head Teacher
  - or, a member of ELT
- 45.6. Employees in posts on or above Grade 9 are not eligible for overtime payments.
- 45.7. Any support staff required to work Saturdays will receive time and a half.
- 45.8. Any support staff required to work Sundays or Public Holidays will be paid for double time.

**46. Car Allowance**

- 46.1. Car allowances will be paid to staff deemed by the ELT to require one, thereby ensuring their pay and conditions are in line with similar roles nationally.
- 46.2. For all applicable staff this decision will be made in consultation with the HR Committee and will be detailed in the individual staff members' Statement of Main Terms of Employment.

**47. Settlement Agreements**

- 47.1. The Trust may enter into a settlement agreement with a member of staff in order to protect the Trust against future claims from that staff member. A settlement agreement is a legally binding contract between the Trust and the staff member which serves to settle claims that the staff member may have against the Trust and is usually used in connection with ending their employment.
- 47.2. The HR Director will consult with the ELT giving the rationale for this course of action and the likelihood of any cost that may be incurred by the Trust. As part of this process, the CFO will also assess the financial viability of the proposal.
- 47.3. Requested settlement agreements will be taken to the HR Committee by the HR Director to obtain their agreement within Financial Handbook guidelines for sign off.

**48. Review and Monitoring**

- 48.1. The Trust will review this policy on an annual basis and will monitor outcomes to assess the effectiveness of this policy in rewarding good performance and to ensure the Trust's continued compliance with equalities legislation.

## **Appendix A**

### **Appeals Procedure**

#### **1. Principles**

- 1.1. A staff member who wishes to appeal a decision in relation to his/her pay must comply with this procedure. The matter should not be raised or dealt with under the Trust's Grievance Policy and Procedure. The reasons for seeking a review may include the person or committee who made the decision having:
  - a) incorrectly applied any provision of the 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) being biased; or
  - f) unlawfully discriminated against the staff member.
- 1.2. The staff member will receive written confirmation of the pay determination and where applicable the basis on which the decision was made. If the staff member is not satisfied, he/she should seek to resolve this by raising the matter informally with the Head Teacher (school staff) or ELT (Support Hub) within ten working days of the decision. The Head Teacher/ELT will arrange a meeting without unreasonable delay.
- 1.3. If the staff member is not satisfied with the outcome of the informal discussion with the Head Teacher/ELT then he/she may follow the formal appeal process.

#### **2. Formal Appeal Process**

- 2.1. The staff member will provide in writing the specific grounds for questioning the pay decision together with evidence, which he/she considers, should be taken into account. The appeal letter must be sent to the person or Committee who made the decision within ten working days of the pay determination or the informal discussion with the Head Teacher/ELT.
- 2.2. Pay appeals will go through the relevant Director of Education for school staff and ELT for Support Hub staff, with the exception of the Clerk to the Trust Board and PA to CEO/Director of Governance & Operations, who can appeal to the HR & Safeguarding Committee, rather than the ELT. For members of ELT and school's leadership, any pay appeal will be heard by three members of the HR and Safeguarding Committee.
- 2.3. The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.
- 2.4. The panel may invite the Head Teacher/ELT to the hearing and he/she will provide the meeting with any relevant information required by the panel. No specific information concerning the remuneration of other members of staff shall be given in the presence of the staff member for whom the appeal is being heard. Where the panel requests such pay information from the Head Teacher/ELT, it will be conveyed confidentially to them alone. The staff member may ask questions of the Head Teacher/ELT.

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- 2.5. The staff member will be given the opportunity to make representations in person and may be accompanied by a work colleague or union representative.
- 2.6. The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the staff member in writing without unreasonable delay and will include reasons for the decision.
- 2.7. The decision of the panel at the appeal hearing is final.

## Appendix B

Teachers' Pay Grades 2021/22**Main Pay Range**

	<b>Band</b>	<b>Salary</b>
Min	MPS1	£25,714
	MPS2	£27,600
	MPS3	£29,664
	MPS4	£31,778
	MPS5	£34,100
Max	MPS6	£36,961

**Upper Pay Range**

	<b>Band</b>	<b>Salary</b>
Min	1	£38,690
	2	£40,124
Max	3	£41,604

**Unqualified Teacher Pay Range**

	<b>Band</b>	<b>Salary</b>
	1	£18,419
	2	£20,532
	3	£22,644
	4	£24,507
	5	£26,622
	6	£28,735

**Allowances**

	<b>TLR1</b>	<b>TLR2</b>	<b>TLR3</b>	<b>SEN</b>
<b>Min</b>	£8,291	£2,873	£571	£2,270
<b>Max</b>	£14,030	£7,017	£2,833	£4,479

**Leadership Group Pay Range**

Level	Salary
1	£ 42,195
2	£ 43,251
3	£ 44,331
4	£ 45,434
5	£ 46,566
6	£ 47,735
7	£ 49,019
8	£ 50,151
9	£ 51,402
10	£ 52,723
11	£ 54,091
12	£ 55,338
13	£ 56,721
14	£ 58,135
15	£ 59,581
16	£ 61,166
17	£ 62,570
18	£ 64,143
19	£ 65,735
20	£ 67,364
21	£ 69,031
22	£ 70,745
23	£ 72,497
24	£ 74,295
25	£ 76,141
26	£ 78,025
27	£ 79,958
28	£ 81,942
29	£ 83,971
30	£ 86,061
31	£ 88,187
32	£ 90,379
33	£ 92,624
34	£ 94,914
35	£ 97,273
36	£ 99,681
37	£ 102,159
38	£ 104,687
39	£ 107,239
40	£ 109,914
41	£ 112,660
42	£ 115,483
43	£ 117,197

## Appendix C

**CIT Support Pay Grades 2021/22**

Grade	Scale Point	Pay Scales 21/22
Apprentice Rate	1	£16,585
	2	£18,154
1	3	£18,516
	3	£18,516
2	4	£18,659
	5	£18,753
	6	£18,887
	6	£18,887
3	7	£19,257
	8	£19,671
	9	£20,043
4	9	£20,043
	10	£20,081
	11	£20,769
5	12	£21,269
	13	£22,111
	14	£23,034
6	15	£23,953
	16	£24,759
	17	£25,563
7	18	£26,446
	18	£26,446
	19	£27,254
8	20	£28,214
	21	£29,174
	21	£29,174
9	22	£30,444
	23	£31,596
	24	£32,798
10	24	£32,798
	25	£33,997
	26	£35,181
11	27	£36,371
	27	£36,371
	28	£37,773
12	29	£39,176
	30	£40,578
	30	£40,578
13	31	£42,268
	32	£43,957
	33	£45,648
14	33	£45,648
	34	£48,006
	35	£50,364
15	36	£52,724
	36	£52,724
	37	£54,492
16	38	£56,260
	39	£58,027
	39	£58,027
17	40	£59,826
	41	£61,565
	42	£63,333
18	42	£63,333
	43	£65,100
	44	£66,869
19	45	£68,636
	45	£68,636
	46	£70,405
20	47	£72,172
	48	£73,942