



Pay Policy

Policy Code:	HR15
Policy Start Date:	March 2025
Policy Review Date:	March 2026

Table of Contents

Section		Page
Statement of Intent		3
1.	Policy Statement	3
2.	Legal Framework	3
3.	Aim	4
4.	Roles and Responsibilities	4
5.	Confidentiality	5
6.	Equal Opportunities	5
7.	Payment of Salary	5
8.	Funding for Performance-based Pay Progression	6
9.	Executive Leadership Team Pay	7
Teachers' Pay		8
10.	Working Days	8
11.	Working Hours	8
12.	Cover	8
13.	Part-Time Teachers	9
14.	PPA (Planning, Preparation and Assessment time)	9
15.	Leadership Pay Scale	9
16.	Classroom Teacher Pay Scale	10
17.	Unqualified Teachers	10
18.	Short Notice/Supply Teachers	11
19.	Annual Reviews and Progression	11
20.	Inflationary Pay Increases	11
21.	Pay Progression	12
22.	Pay Progression Based on Performance	12
23.	Progression to Upper Pay Scale	13
24.	Progression on Upper Pay Scale	14
25.	Teaching and Learning Responsibility Payments (TLRs)	14
26.	Special Educational Needs Allowances (SEN)	15
27.	Acting Up Allowances	15
28.	Pay Deductions	15
29.	Early Career Teachers (ECTs)	16
30.	Pay Safeguarding	16
31.	Teachers' Pension Eligibility – Centrally employed staff	16
Non-Teaching Staff Pay		18
32.	School Non-Teaching Staff Pay	18
33.	Central Non-Teaching Staff Pay	18
34.	Pay Decisions	18
35.	Acting Up Allowances – Non-Teaching	18
36.	Honorarium Payments	19
37.	Annual Reviews and Progression Inflationary Pay Increases	19
38.	Casual Staff	20
39.	Pay Progression Non-Teaching Staff	20
40.	Pay Protection	20
41.	Pay Decision Appeal	20
Additional Information		21
42.	Long Service Awards	21
43.	Salary Sacrifice arrangements	21
44.	Expenses	21
45.	TOIL (Time Off In Lieu)	22
46.	Overtime	23
47.	Residential Trips	24
48.	Car Allowance	24
49.	Settlement Agreements	24
50.	Review and Monitoring	25
Appendices		
A	Appeals Procedure	26
B	Teachers' Pay Scales 2024/25	28
C	Support Staff Pay Grades 2024/25	30
D	Summary of Terms	32

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 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 Team. 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. In the event this position changes, the Trust's Pay Policy will be put out to employees and their professional associations/unions for consultation.
- 1.4. 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 (2024) 'School Teachers' Pay and Conditions Document 2024 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'
 - DfE (2024) 'Managing Teachers' and Leaders' Pay: Advice for maintained schools, MATs, academies and local authorities'

2.2. This policy operates in conjunction with the following Trust 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's Remuneration Committee:

- 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 and ELT.
- Will monitor the outcomes of this policy and review any changes, as necessary.
- Review, assess and approve the award of car allowance payments for the CEO.

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 Headteachers.

4.4. Headteachers and Central Department Leads:

- Will ensure 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 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 Performance Management; this includes working alongside their appraiser to ensure 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 Performance Management process.
- Ensuring they share any evidence for their Performance Management 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 23rd 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 23rd of each month. This means that each month the days between the 23rd and the last day of that month are paid in advance. For example, the payment received on 23 August is for the period 1 August to 31 August.

Community Inclusive Trust - **Pay Policy**

- 7.4. If any staff terminate their employment with the Trust between the 23rd 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.
- 7.5. Queries in respect to pay should be sent to the Trust's Payroll Dept – payroll@citacademies.co.uk.

8. Funding for Pay Progression

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

9. Executive Leadership Team Pay

- 9.1. The Trust Board's Remuneration Committee will determine the pay range and will review any cost of living pay rises and performance-related pay increases, within the salary range, for the CEO, ELT and any salaries in excess of £100,000 per annum.
- 9.2. The Trust Board will ensure the CEO and ELT salaries are benchmarked every 3 years to ensure the level of remuneration remains fair and appropriate for the role.

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
 - Those 195 days must be specified and directed by the Headteacher.

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 Headteacher (or, where the teacher is not assigned to any one school, by the Trust or the Headteacher 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, Headteachers, Executive Headteachers 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 the 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 their 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. PPA (Planning, Preparation and Assessment time)

- 14.1. Teachers will be entitled to periods of PPA time as part of their 1265 hours or pro rata equivalent to enable the discharge of the professional responsibilities of teaching and assessment. PPA time will be provided in units of not less than half an hour during the school's timetabled teaching week and will amount to not less than 10 percent of the teacher's timetabled teaching time. Teachers will not be required to carry out any other duties during their PPA time.
- 14.2. Teachers may also be able to take their PPA time away from school premises, where it is appropriate and convenient for the individual teacher and school to do so. Teachers may also be able to take their PPA time in one block of time where it is appropriate and convenient for the school to facilitate. Any requests for regular PPA to be taken away from school premises can be completed using the Trust's Flexible Working Policy.

15. Leadership Pay Scale – Appendix B

- 15.1. The CEO, in consultation with the Directors of Education, will set the Headteachers' pay ranges.
- 15.2. The relevant Director of Education and Headteacher for the individual schools will set the pay range for all staff on the Leadership scale taking into account the STPCD.
- 15.3. 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.
- 15.4. 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.
- 15.5. Performance-related pay awards for school leaders (other than the Headteacher) will be recommended by the Headteacher and approved by the relevant Director of Education within set ranges.

- 15.6. Performance-related pay awards for Headteachers 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.
- 15.7. The Director of Education may determine that payments be made to a Headteacher 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 Headteacher's pay range.
- 15.8. The total sum of any temporary payments made to the Headteacher in any academic year will not exceed 25% of the Headteacher'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 Headteacher.
- 15.9. The pay range for any staff on the Leadership scale will not overlap the Headteacher's pay range, unless in exceptional circumstances.

16. Classroom Teacher Pay Scale – Appendix B

- 16.1. 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.
- 16.2. On appointment, the Trust will determine the starting salary within the given pay range to be offered to the successful candidate.
- 16.3. The Trust has established a 6 point and 3 point pay scale range for classroom teacher posts on the Main Pay Scale and the Upper Pay Scale as shown in Appendix B.
- 16.4. New members of teaching staff to the Trust may also be awarded a TLR or SEN if deemed appropriate.
- 16.5. There is no expectation that a staff member should be paid the same salary they received in a different school or Trust.

17. Unqualified Teachers – Appendix B

- 17.1. 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 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.

17.2. The Trust has established a 6 point pay scale range for unqualified teacher posts as shown in Appendix B.

17.3. 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 Scale once they have obtained QTS.

18. Short Notice/Supply Teachers

18.1. 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.

19. Annual Reviews and Progression

19.1. The Trust will ensure each teacher's salary is reviewed annually with effect from 1 September and by no later than 31 December each year.

19.2. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

19.3. 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.

20. Inflationary Pay Increases

20.1. The STRB (School Teachers' Review Body) produces an annual report recommending whether the pay scales in the STPCD should be uplifted. The Trust Board People 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.

20.2. 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.

21. Pay Progression

- 21.1. Teachers are expected to meet the teaching standards as outlined in the School Teachers' Pay & Conditions Document to be eligible for pay progression.
- 21.2. In addition, teachers can expect to receive regular, constructive feedback on their performance and are subject to annual Performance Management 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 Performance Management process.
- 21.3. Teachers will progress annually within their pay scales unless they are, or have in the last 12 months, been in a formal capability process.
- 21.4. The rate of progression may be differentiated according to individual teacher performance.
- 21.5. As set out in the Trust's Performance Management Policy, an annual Performance Management report will be conducted for all teaching staff in line with the Teachers' Standards.
- 21.6. The Performance Management reports will be reviewed by the Headteacher and relevant line managers.

22. Pay Progression Based on Performance

- 22.1. Performance related pay applies to the CEO, members of the ELT and Headteachers (including Executive Headteachers).
- 22.2. Subject to the Trust's Performance Management procedure, these staff will be eligible for pay progression if the appropriate person or body set out in section 4 deems:
 - They have made sufficient progress towards meeting their objectives/KPIs or they have met all their objectives/KPIs.
 - They are fully meeting the relevant standards.
- 22.3. As set out in the Trust's Performance Management Policy, an annual Performance Management report will be conducted for these staff. The Performance Management 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.
- 22.4. Final consideration of the pay recommendations will be determined by the appropriate person/body set out in section 4 based on the Performance Management 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 the appeals process.

23. Progression to Upper Pay Scale

- 23.1. Any qualified teacher may apply to be paid on the Upper Pay Scale. Teachers can apply to be paid on the Upper Pay Scale whilst on any spinal point within the Main Pay Scale and applications will be assessed in line with this policy.
- 23.2. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Scale. 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.
- 23.3. Applications to be paid on the Upper Pay Scale may be made once a year between 1 September and 31 October, in writing, to the Headteacher. 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.
- 23.4. An application to be paid on the Upper Pay Scale should include the results of at least 2 recent Performance Management meetings 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 Headteacher 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.
- 23.5. 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 2 academic years.
- 23.6. Following a meeting with the teacher to discuss their application, the Headteacher will assess the application. The Headteacher 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.
- 23.7. If successful, the teacher will move to the Upper Pay Scale with effect from 1st September in the year following that in which the application is approved, unless

the Headteacher agrees to an earlier effective date. The teacher will be placed on the minimum point of the Upper Pay Scale.

- 23.8. If unsuccessful, feedback will be provided by the Headteacher, 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.

24. Progression on Upper Pay Scale

- 24.1. Teachers on the upper pay scale are expected to meet the teaching standards as outlined in the School Teachers' Pay & Conditions Document and criteria for progression on to the upper pay scale to be eligible for pay progression.
- 24.2. Teachers on the upper pay scale will progress every 2 years within their pay scales, unless they are, or have in the last 12 months, been in a formal capability process.
- 24.3. The rate of progression may be differentiated according to individual teacher performance.
- 24.4. As set out in the Trust's Performance Management Policy an annual Performance Management report will be conducted for all teaching staff in line with the Teachers' Standards.
- 24.5. The Performance Management reports will be reviewed by the Headteacher and relevant line managers.

25. Teaching and Learning Responsibility Payments (TLRs)

- 25.1. TLR payments will be awarded by the Headteacher 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.
- 25.2. 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.
- 25.3. 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.

- 25.4. 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.
- 25.5. A TLR can be based on a job description that includes several different areas of significant responsibility.
- 25.6. TLR3 payments are awarded on a fixed term basis for clearly time-limited school improvement projects or one-off externally driven responsibilities.
- 25.7. A TLR payment is attached to a specific post in the school's staffing structure and, therefore, may only be held by 2 or more people if they are job-sharing that post. TLRs awarded to part-time teachers must be paid on a pro-rata basis.
- 25.8. TLRs can only be issued to qualified teachers.
- 25.9. Members of staff on the Leadership Pay Range cannot hold a TLR.

26. Special Educational Needs Allowances (SEN)

- 26.1. 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.
- 26.2. Within the Trust's SEN schools, all teaching staff receive at least the minimum SEN allowance. If a Headteacher wishes to increase the award, this must be with the agreement of the Director of Education – SEND.
- 26.3. To qualify for an increased award, the member of staff must have additional SEN responsibilities above those of a classroom teacher.

27. Acting Up Allowances

- 27.1. The Director of Education will decide whether to award allowances to any teacher who is required to act as Headteacher or Deputy Head for a period of more than 4 weeks.
- 27.2. 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.
- 27.3. The teacher will receive an Acting Up allowance which is equal to that of the individual who usually undertakes that role.

28. Pay Deductions

- 28.1. 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.

29. Early Career Teachers (ECTs)

- 29.1. Decisions regarding pay progression for each teacher will be made with reference to their Performance Management 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.

30. Pay Safeguarding

- 30.1. 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.
- 30.2. 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.

31. Teachers' Pension Eligibility – Centrally Employed Staff

- 31.1. The following roles have been identified as educational improvement roles with CIT. This means there will be a requirement for the role holders to be individuals with a teaching qualification or background. These roles have been assessed by the CIT Trust Board as roles that fall within the scope of 'teacher' for the purposes of Teachers' Pensions Regulations, therefore, being eligible for the Teachers' Pension scheme:
- CEO
 - Directors & Deputy Directors of Education
 - Director of Development, Operations and Governance
 - Trust Safeguarding Lead and Deputy Safeguarding Lead
 - Director and Deputy Director of LEARN
 - LEARN SEN Consultants and Lead Practitioners
 - ICT Strategic Lead for CIT
 - Strategic Lead for School Support and Growth
- 31.2. As part of these roles, this key group will all undertake some academic and teaching activities and responsibilities in either one or multiple Trust schools and are responsible for 'teaching work' as described in teaching legislation; regulation 5 of the Education Regulations 2012 (England), that sets out specified work in relation to work expectations for the Community Inclusive Trust.
- 31.3. Additionally, the Executive Educational Improvement Team are actively involved in going into classrooms and supporting teacher development by, amongst other things, quality-assuring lessons; lesson observation; assessing the progress and attainment of students and modelling good practice.
- 31.4. The specified work referred to in the Teachers' Pension Specified Work Regulations is defined in regulation 5 as:
- Planning and preparing lessons and/or courses/programmes of study for students.

- Delivering lessons to students.
 - Assessing the development, progress and attainment of students.
 - Reporting on the development, progress and attainment of pupils.
- 31.5. NB: The same definition is used for 'Teaching Work' in regulation 3 of the Teachers' Disciplinary Regulations 2012 (England).
- 31.6. In the rare case of an individual being appointed to one of these roles not having a teaching qualification or only having background with roles that do not fall within the scope of 'teacher' for the purposes of Teachers' Pensions Regulations, those individuals will not be eligible for the Teachers' Pension Scheme; instead, they will be eligible for the Local Government Pension Scheme (LGPS).
- 31.7. Centrally employed staff in the Executive Educational Improvement Team who are eligible for the Teachers' Pension Scheme will have this confirmed in writing on appointment.
- 31.8. The following posts will normally come from individuals without a teaching qualification and background with roles that do not fall within the scope of 'teacher' for the purposes of Teachers' Pensions Regulations and will, therefore, be eligible for the Local Government Pension Scheme (LGPS):
- CFO
 - HR Director
 - Estates Manager
 - Head of Communications & Fundraising

Non-Teaching Staff

32. School Non-Teaching Staff Pay

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

33. Central Non-Teaching Staff Pay

- 33.1. The Central roles are benchmarked to assess the current market pay range for that role.
- 33.2. For Central staff and ELT staff who are not employed under STPCD, their pay will increase within the defined range, subject to performance.

34. Pay Decisions

- 34.1. The Headteacher and Director of Education (school-based staff) or CEO and ELT (Central staff) determine the pay range for all new roles prior to advertising the role.
- 34.2. When a new non-teaching member of staff is appointed, the Headteacher/ELT determine the starting scale point for the role from within the advertised pay range.
- 34.3. 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.

35. Acting Up Allowances – Non-Teaching

- 35.1. 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'.
- 35.2. 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 4 weeks, backdated to the date the duties were first undertaken.
- 35.3. 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.
- 35.4. 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.

Community Inclusive Trust - **Pay Policy**

- 35.5. Employees are not paid temporary responsibility payments during periods of sick leave.
- 35.6. Payments for temporary responsibilities do not apply to Teaching Assistants undertaking cover supervision.
- 35.7. 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.

36. Honorarium Payments

- 36.1. 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.
- 36.2. 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.
- 36.3. 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.
- 36.4. Honorarium payments must be agreed in advance with the Headteacher or ELT.
- 36.5. 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.

37. Annual Reviews and Progression Inflationary Pay Increases

- 37.1. 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.
- 37.2. 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.
- 37.3. 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 one month following the national pay agreement.
- 37.4. All staff will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.
- 37.5. The Performance Management and pay cycle is April to April for non-education staff.

38. Casual Staff

- 38.1. 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.

39. Pay Progression Non-Teaching Staff

- 39.1. All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual performance reviews that recognise their strengths and support their future development.
- 39.2. Incremental pay progression is awarded annually on 1 April each year until the highest scale within the grade is reached.
- 39.3. If a staff member has less than 6 months' service in the grade by 1 April, they will not be entitled to an incremental pay progression.
- 39.4. Progression to the top of the relevant pay grade will depend on good performance as assessed in the annual Performance Management review.
- 39.5. Staff will progress annually within their pay scales unless they are, or have in the last 12 months, been in a formal capability process.
- 39.6. As set out in the Trust's Performance Management Policy an annual Performance Management review will be conducted for all staff.

40. Pay Protection

- 40.1. 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.
- 40.2. Pay protection periods, where applicable, last for 12 months.

41. Pay Decision Appeal

- 41.1. 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

42. Long Service Awards

42.1. 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.

Length of service	Reward
20 years	£105 + VAT
30 years	£210 + VAT
40 years	£250 + VAT

42.2. Long service awards will be confirmed in writing.

42.3. 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.

42.4. Once a staff member has chosen their gift, they should provide the school/Central HR Administrator with the following information:

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

42.5. The HR Administrator will then liaise with their SOM in respect to purchasing the item.

43. Salary Sacrifice Arrangements

43.1. 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.

43.2. 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.

44. Expenses

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

found in the Trust's Travel and Expenses Policy.

45. TOIL (Time Off in Lieu)

- 45.1. TOIL is available for non-teaching staff. TOIL for teaching staff is only available in exceptional circumstances and requires approval from a Director of Education or CEO.
- 45.2. When additional staffing hours are required outside of contracted hours, the Headteacher or ELT will consider whether TOIL or overtime is the most appropriate method to cover this.
- 45.3. Overtime will only be paid where TOIL arrangements are not practical for the school.
- 45.4. Where there is a disagreement between the Headteacher/ELT and staff member as to whether TOIL or overtime should be used, advice will be sought from the HR Director.
- 45.5. 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 Headteacher or ELT.
- 45.6. 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.
 - Providing additional support to another CIT school.
- 45.7. For any additional hours to count towards TOIL, they must be agreed by the Headteacher/ELT in advance of the hours being worked.
- 45.8. 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.
- 45.9. When an employee identifies the additional hours they are working may qualify for accruing lieu time, they will speak to the Headteacher/ELT who will decide whether lieu time can be accrued for those hours.
- 45.10. 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.
- 45.11. Lieu time will not be accrued where an employee works additional hours during the day, such as during their lunch break. The Headteacher/ELT will ensure all employees receive an appropriate lunch break every day.
- 45.12. 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 Headteacher.
- 45.13. 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.

- 45.14. In cases where both the employee and Trust 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.
- 45.15. 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.
- 45.16. TOIL should be taken as soon as practicable after it has been accrued and no longer than 6 months after it has been accrued.
- 45.17. 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.
- 45.18. Employees will make a request to their line manager to take TOIL by completing the Leave of Absence Request form.
- 45.19. Employees must make a request for TOIL at least one week in advance of the requested date.
- 45.20. 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 2 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.
- 45.21. Line managers have the right to refuse a TOIL request where it conflicts with the provision of an adequate service by the department.
- 45.22. Line managers will identify alternative dates for TOIL where an initial request is denied.

46. Overtime

- 46.1. Overtime will only be paid where TOIL arrangements are not practical for the Trust.
- 46.2. Requests for overtime must be made at least one week in advance of the requested date.

Teachers:

- 46.3. 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.

Community Inclusive Trust - Pay Policy

46.4. Only in exceptional circumstances, and with the permission of the Director of Education or CEO, can a teacher receive overtime pay.

46.5. Teachers' overtime pay will be paid at an hourly rate calculated as follows:

- FTE salary/1,265

Support Staff:

46.6. 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 Headteacher; or
- a member of ELT

46.7. Employees in posts on or above Grade 9 are not eligible for overtime payments.

46.8. Any support staff required to work Saturdays will receive time and a half.

46.9. Any support staff required to work Sundays or Public Holidays will be paid double time.

47. Residential Trips

47.1. Staff will not receive either TOIL or overtime for attending extracurricular activities, including residential. Only in exceptional circumstances and with the prior permission of the relevant Director of Education may TOIL or overtime be considered.

47.2. Staff are able to claim for reasonable expenses occurred when travelling for CIT purposes as set out in the Travel and Expenses Policy.

48. Car Allowance

48.1. Car allowances will be paid for roles meeting the eligibility criteria in the Car Allowance Policy.

48.2. For all applicable staff this decision will be made by the CEO, in consultation with the ELT, and will be confirmed in writing to the individual staff member.

48.3. The Trust Board's Remuneration Committee are responsible for reviewing, awarding and approving any car allowance payment to the CEO.

49. Settlement Agreements

49.1. 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 the staff member may have against the Trust and is usually used in connection with ending their employment.

Community Inclusive Trust - **Pay Policy**

- 49.2. 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.
- 49.3. Requested settlement agreements will require the appropriate approval in line with the Scheme of Delegation and Financial Handbook.

50. Review and Monitoring

- 50.1. The Trust Board's Remuneration Committee 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. 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) taken account of irrelevant or inaccurate evidence;
 - e) been 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 Headteacher (school staff) or ELT (Central) within 10 working days of the decision. The Headteacher/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 Headteacher/ELT, then they 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 10 working days of the pay determination or the informal discussion with the Headteacher/ELT.
- 2.2. Pay appeals will go through the relevant Director of Education for school staff and ELT for Central staff, with the exception of the Company Secretary & Clerk to the Trust Board, Executive PA, and Director of Development, Operations & Governance, who can appeal to the People Committee, rather than ELT. For members of ELT and school's Leadership, any pay appeal will be heard by 3 members of the People 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 Headteacher/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 Headteacher/ELT, it will be conveyed confidentially to them alone. The staff member may ask questions of the Headteacher/ELT.
- 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 2024/2025**Main Pay Scale**

	Band	Salary
Min	MPS1	£31,650
	MPS2	£33,483
	MPS3	£35,674
	MPS4	£38,034
	MPS5	£40,439
Max	MPS6	£43,607

Upper Pay Scale

	Band	Salary
Min	1	£45,646
	2	£47,338
Max	3	£49,084

Unqualified Teacher Pay Scale

	Band	Salary
	1	£21,731
	2	£24,224
	3	£26,716
	4	£28,914
	5	£31,410
	6	£33,902

Allowances

	TLR1	TLR2	TLR3	SEN
Min	£9,782	£3,391	£675	£2,679
Max	£16,553	£8,279	£3,344	£5,285

Leadership Group Pay Range

Level	Salary
1	£49,781
2	£51,027
3	£52,301
4	£53,602
5	£54,939
6	£56,316
7	£57,831
8	£59,167
9	£60,644
10	£62,202
11	£63,815
12	£65,286
13	£66,919
14	£68,586
15	£70,293
16	£72,162
17	£73,819
18	£75,675
19	£77,552
20	£79,475
21	£81,441
22	£83,464
23	£85,529
24	£87,651
25	£89,830
26	£92,052
27	£94,332
28	£96,673
29	£99,067
30	£101,533
31	£104,040
32	£106,626
33	£109,275
34	£111,976
35	£114,759
36	£117,601
37	£120,524
38	£123,506
39	£126,517
40	£129,673
41	£132,913
42	£136,243
43	£138,265

Appendix C

CIT Support Pay Grades 2024/2025

Grade	Scale Point	Pay Scales 24/25
1	2	£23,473
	3	£23,656
2	3	£23,656
	4	£23,799
	5	£23,893
3	6	£24,027
	7	£24,397
	8	£24,811
4	9	£25,183
	10	£25,221
	11	£25,909
5	12	£26,409
	13	£27,251
	14	£28,174
6	15	£29,093
	16	£29,899
	17	£30,703
7	18	£31,586
	19	£32,394
	20	£33,354
8	21	£34,314
	22	£35,584
	23	£36,736
9	24	£37,938
	25	£39,137
	26	£40,321
10	27	£41,511
	28	£42,913
	29	£44,316
11	30	£45,718
	31	£47,408
	32	£49,097
12	33	£50,788
	34	£53,165

Community Inclusive Trust - Pay Policy

	35	£55,676
	36	£58,188
13	36	£58,188
	37	£60,071
	38	£61,953
	39	£63,835
14	39	£63,835
	40	£65,718
	41	£67,602
	42	£69,485
15	42	£69,485
	43	£71,366
	44	£73,250
	45	£75,132
16	45	£75,132
	46	£77,015
	47	£78,896
	48	£80,781
17	48	£80,781
	49	£82,663
	50	£84,546
	51	£86,428
18	51	£86,428
	52	£88,311
	53	£90,193
	54	£92,076
19	54	£92,076
	55	£93,958
	56	£95,841
	57	£97,724
20	57	£97,724
	58	£99,606
	59	£101,489
	60	£103,371

Appendix D – Summary of Terms

Term	Definition
ECT	Early Career Teacher
ELT	Executive Leadership Team
FTE	Full Time Equivalent
KPI	Key Performance Indicator
LGPS	Local Government Pension Scheme
MPS	Main Pay Scale (Teachers)
PPA	Planning, Preparation and Assessment time
QTS	Qualified Teacher Status
SEN Allowance	Special Educational Needs Allowance
STPCD	School Teachers' Pay and Conditions Document
STRB	School Teachers' Review Body
TLR Payment	Teaching and Learning Responsibility
TOIL	Time Off in Lieu
TPS	Teachers' Pension Scheme
TUPE	Transfer of Undertakings (Protection of Employment) regulations
UPS	Upper Pay Scale (Teachers)
UQF	Unqualified Teacher