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 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 School Staffing (England) Regulations 2009
- The Education (School Teachers' Appraisal) (England) Regulations 2012 (as amended)
- DfE (2025) 'School Teachers' Pay and Conditions Document 2025 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'

- DfE (2024) 'Staffing and employment advice for schools'

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

- 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.

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.

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.

Teachers' Pay

9. Working Days

9.1. 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.

10. Working Hours

10.1. 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.

10.2. 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.

10.3. 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.

10.4. All members of teaching staff will be required to work additional hours, within reason, to enable the effective discharge of their professional duties.

11. Cover

11.1. 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.

11.2. 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.

12. Part-Time Teachers

12.1. 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.

12.2. 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).

13. PPA (Planning, Preparation and Assessment time)

13.1. 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.

13.2. 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.

14. Leadership Pay Scale – Appendix B

14.1. The CEO, in consultation with the Directors of Education, will set the Headteachers' pay ranges taking into account the STPCD.

14.2. 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.

14.3. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including the skills and competencies required. Pay ranges will allow appropriate scope for progression over time.

14.4. 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.

14.5. Headteacher salary details will be shared annually with the Trust Board.

14.6. 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.

14.7. 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.

14.8. The pay range for any staff on the Leadership scale will not overlap the Headteacher's pay range, unless in exceptional circumstances.

15. Classroom Teacher Pay Scale – Appendix B

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 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.

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 – Appendix B

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 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 6 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 Scale 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. Pay Statements

18.1. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled by 31 December each year.

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 People Committee has total discretion as to whether to apply an increase to any intermediary points.

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

20.1. Teachers (main pay scale and unqualified) will progress annually within their pay scales unless they are, or have in the last 12 months, been in a formal capability process.

20.2. Teachers will normally progress by one point until they reach the top of their range. However, the rate of progression may be differentiated according to individual teacher performance.

20.3. All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least 26 weeks' (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary

will still take place, except that the outcome will be that they are not eligible for progression due to their length of service.

21. Pay Progression Based on Performance

21.1. Performance related pay applies to the CEO, members of the ELT and Headteachers (including Executive Headteachers and Heads of School).

21.2. 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.

21.3. 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.

21.4. 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.

21.5. 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.

22. Progression to Upper Pay Scale

22.1. 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.

22.2. 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.

22.3. 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.

22.4. 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.

22.5. 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.

22.6. 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 to the employee as soon as possible.

22.7. 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.

22.8. 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.

23. Progression on Upper Pay Scale

23.1. Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression no more than once every 2 years and no application will be necessary.

23.2. The rate of progression may be differentiated according to individual teacher performance.

23.3. 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.

23.4. The Performance Management reports will be reviewed by the Headteacher and relevant line managers.

24. Teaching and Learning Responsibility Payments (TLRs)

24.1. 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.

24.2. 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.

24.3. 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.

24.4. 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.

24.5. A TLR can be based on a job description that includes several different areas of significant responsibility.

24.6. TLR3 payments are awarded on a fixed term basis for clearly time-limited school improvement projects or one-off externally driven responsibilities.

24.7. 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.

24.8. The value of any TLR1 or TLR2 payment is based on the proportion of the TLR responsibility that the teacher is undertaking, i.e. the proportion of the full-time equivalent duties. The pro-rata principle (as set out in section 13) does not apply when determining the value of a TLR1 or TLR2 payment. We will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.

24.9. TLRs can only be issued to qualified teachers.

24.10. Members of staff on the Leadership Pay Range cannot hold a TLR.

25. Special Educational Needs Allowances (SEN)

25.1. 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.

25.2. 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.

25.3. To qualify for an increased award, the member of staff must have additional SEN responsibilities above those of a classroom teacher.

26. Acting Up Allowances

26.1. 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.

26.2. 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.

26.3. The teacher will receive an Acting Up allowance which is equal to the agreed range for that role.

27. Pay Deductions

27.1. 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.

28. Early Career Teachers (ECTs)

28.1. In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.

28.2. Eligible ECTs will be automatically considered for progression and no application will be necessary.

28.3. Eligible ECTs may be awarded pay progression at the end of the first year of their induction period, where eligible, in line with the service requirement set out at paragraph 3.2 of this policy.

29. Pay Protection

29.1. Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

30. Absence and pay progression

30.1. Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

30.2. The Trust will take into account the criteria set out in this policy but where a teacher has or will be absent for part or all of the appraisal year, it will take a flexible approach to conducting appraisal so that the teacher receives any pay increase that they would have received had it not been for the maternity leave or disability-related long-term absence. This will usually be either:

- Where possible and appropriate and where a long-term absence is known in advance, the appraisal will be conducted prior to the individual departing on leave, even if that is early in the appraisal cycle.
- If there is not sufficient time in the current cycle to make an informed assessment of performance, account will be taken of performance in previous appraisal cycles. Ordinarily, this will be the preceding year or 2 years.

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
- 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
- Director of Governance and Trust Development

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. Pay Decisions

33.1. 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.

33.2. 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.

33.3. 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.

34. Acting Up Allowances – Non-Teaching

34.1. 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'.

34.2. 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.

34.3. 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.

34.4. 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.

34.5. Employees are not paid temporary responsibility payments during periods of sick leave.

34.6. Payments for temporary responsibilities do not apply to Teaching Assistants undertaking cover supervision.

34.7. 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.

35. Honorarium Payments

35.1. 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.

35.2. 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.

35.3. 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.

35.4. Honorarium payments must be agreed in advance with the Headteacher or ELT.

35.5. 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.

36. Annual Reviews and Progression Inflationary Pay Increases

36.1. 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.

36.2. 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.

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

36.4. The Performance Management and pay cycle is April to April for non-education staff.

37. Casual Staff

37.1. 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.

38. Pay Progression Non-Teaching Staff

38.1. 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.

38.2. Incremental pay progression is awarded annually on 1 April each year until the highest scale within the grade is reached.

38.3. 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.

38.4. 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. Pay Protection

39.1. 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.

39.2. Pay protection periods, where applicable, last for 12 months.

40. Pay Decision Appeal

40.1. 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.

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

41.2. Long service awards will be confirmed in writing.

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 school/Central HR Administrator with the following information:

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

41.5. The HR Administrator 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. TOIL for teaching staff is only available in exceptional circumstances and requires approval from a Director of Education or CEO.

44.2. 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.

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 Headteacher/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 Headteacher 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.
- Providing additional support to another CIT school.

44.7. For any additional hours to count towards TOIL, they must be agreed by the Headteacher/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 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.

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 Headteacher/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 Headteacher.

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 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.

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 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.

44.21. Line managers have the right to refuse a TOIL request where it conflicts with the provision of an adequate service 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 Trust.

45.2. Requests for overtime must be made at least one week in advance of the requested date.

Teachers:

45.3. 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.

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

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

- FTE salary/1,265

Support Staff:

45.6. 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

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

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

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

46. Residential Trips

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

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

47. Car Allowance

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

47.2. 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.

47.3. The Trust Board are responsible for reviewing, awarding and approving any car allowance payment to the CEO.

48. Review and Monitoring

48.1. The Trust Board's 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 2026/2027

Main Pay Scale

Band		Salary
Min	MPS1	£34,069
	MPS2	£36,042
	MPS3	£38,400
	MPS4	£40,941
	MPS5	£43,529
Max	MPS6	£46,940

Upper Pay Scale

Band		Salary
Min	1	£49,134
	2	£50,956
Max	3	£52,835

Unqualified Teacher Pay Scale

Band	Salary
1	£23,732
2	£26,075
3	£28,758
4	£31,124
5	£33,811
6	£36,494

Allowances

	TLR1	TLR2	TLR3	SEN
Min	£10,531	£3,651	£727	£2,885
Max	£17,819	£8,913	£3,600	£5,690

Leadership Group Pay Range

Level	Salary
1	£53,586
2	£54,927
3	£56,298
4	£57,699
5	£59,137
6	£60,619
7	£62,251
8	£63,688
9	£65,278
10	£66,956
11	£68,691
12	£70,275
13	£72,032
14	£73,827
15	£75,664
16	£77,676
17	£79,460
18	£81,457
19	£83,478
20	£85,547
21	£87,664
22	£89,842
23	£92,065
24	£94,349
25	£96,694
26	£99,086
27	£101,540
28	£104,059
29	£106,637
30	£109,291
31	£111,990
32	£114,774
33	£117,624
34	£120,532
35	£123,528
36	£126,587
37	£129,733
38	£132,943
39	£136,184
40	£139,581
41	£143,069
42	£146,653
43	£148,829

Appendix C

CIT Support Pay Grades 2026/2027

Grade	Scale Point	Pay Scales 26/27
1	2	£25,023
	3	£25,219
2	3	£25,219
	4	£25,371
	5	£25,471
	6	£25,614
3	6	£25,614
	7	£26,009
	8	£26,450
	9	£26,846
4	9	£26,846
	10	£26,887
	11	£27,621
	12	£28,153
5	12	£28,153
	13	£29,051
	14	£30,035
	15	£31,015
6	15	£31,015
	16	£31,874
	17	£32,731
	18	£33,672
7	18	£33,672
	19	£34,534
	20	£35,558
	21	£36,582
8	21	£36,582
	22	£37,934
	23	£39,163
	24	£40,444
9	24	£40,444
	25	£41,722
	26	£42,985
	27	£44,253
10	27	£44,253
	28	£45,747
	29	£47,243
	30	£48,738
11	30	£48,738
	31	£50,540
	32	£52,340
	33	£54,143
12	33	£54,143
	34	£56,677

	35	£59,354
	36	£62,032
13	36	£62,032
	37	£64,039
	38	£66,046
	39	£68,052
14	39	£68,052
	40	£70,059
	41	£72,068
	42	£74,075
15	42	£74,075
	43	£76,080
	44	£78,088
	45	£80,095
16	45	£80,095
	46	£82,102
	47	£84,108
	48	£86,117
17	48	£86,117
	49	£88,124
	50	£90,130
	51	£92,137
18	51	£92,137
	52	£94,145
	53	£96,152
	54	£98,158
19	54	£98,158
	55	£100,165
	56	£102,172
	57	£104,179
20	57	£104,179
	58	£106,185
	59	£108,192
	60	£110,199

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