

## Pay Policy

### Policy Monitoring, Evaluation and Review

This policy is effective for all academies within The Mead Educational Trust, the Teaching School, the SCITT and all other activities under the control of the Trust and reporting to the Trust Board.

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<b>Author:</b>	Lisa Cochrane
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### Revision History:

Version	Date	Author	Summary of Changes
7.0	December 2022	LCO	Detailed provisions now included for all staff re: pay progression, setting starting salaries and additional hours / allowances payments. Change to UPR process.
6.0	January 2022	SPK	New section 17.9 added (school-led tutoring)
5.0	December 2021	SPK	Updated pay scales only, in line with national agreement on teacher's pay, effective from 1.9.21. Levels of TLR payments inserted at section 9
4.0	November 2020	IDY	Reviewed and pay scales updated to reflect new teacher scales and amendment to Stage 2 Pay Appeal Panel membership (can now include TMET Executive Team Members and Trustees)
3.0	September 2019	DST	Reviewed and pay scales updated to reflect new teacher scales
2.0	September 2018	DST	Reviewed and pay scales updated to reflect new teacher scales
1.0	September 2017	DST	New Policy for Trust

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## 1. Introduction

1.1 This policy sets out the framework for making decisions on TMET employees' pay. It has been developed to comply with current legislation, the School Teacher's Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book"), any local pay agreements in place at the time that TMET was established, the spirit of the Burgundy Book and in accordance with the principles of public life- objectivity, openness, and accountability.

1.2 The aim of this pay policy is to:

- a) support the recruitment and retention of a high-quality workforce to achieve excellent outcomes for all children.
- b) complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively.
- c) enable us to reward staff appropriately for their contribution to the school and/or Trust.
- d) help to ensure that decisions on pay are managed in a fair, just, and transparent way; and
- e) ensure that there is no pay discrimination in decision making and that decisions are based on objective evidence and can be justified.

1.3 The aim of this pay policy is to set out:

- a) additional arrangements that the STPCD requires the Trust, as the relevant body to set out in their pay policy; and
- b) frameworks and procedures that TMET applies to ensure the aims set out at 1.2 are met.

1.4 Reward decisions at TMET are underpinned by the 7 principles of public life, as set out by Lord Nolan, which are:

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

1.5 This policy is reviewed annually by the Trust Board, in consultation with the recognised trade unions and ratified by the Trust Board.

## 2. Roles and Responsibilities

2.1 TMET is the relevant body for the purposes of STPCD.

2.2 The TMET Board are responsible for approving the annual pay policy and delegate the overseeing and application of the policy to the People and Culture Committee (P&CC) who have specific responsibility for approving annual pay progression recommendations for:

- TMET CEO
- Posts on spot ranges

2.3 The P&CC will be provided with oversight of all exceptions allowed under the pay policy and outcomes from any pay appeals.

2.4 Determination of pay structures, ranges, and all posts (including post titles) are the responsibility of the Chief People Officer (CPO) in conjunction with the CEO.

2.5 Line managers and principals are responsible for:

- Ensuring that they apply TMET's published grades/pay ranges and TMET job titles as published in TMET's relevant pay structures; or where new roles are being considered, they follow the process set out in this policy to determine the pay range/grade and title of any new post.
- Ensuring that all pay decisions are applied and implemented in line with this policy.

## 3. Pay Structures

### Teachers, Unqualified Teachers, and Leadership Posts (Teaching staff)

TMET applies the following Pay Ranges and Advisory pay points for teachers, unqualified teachers and leadership posts in line with STPCD.

Posts	Pay Range	Advisory Range Points
Qualified Teachers	Main Pay Range (MPR) for England (excluding the London area)	M1 – M6 <a href="#">here</a>
Qualified Teachers	Upper Pay Range (UPR) for England (excluding the London area)	U1 – U3 <a href="#">here</a>
Unqualified Teacher*	Unqualified Teacher Pay Range (UTPR) for England (excluding the London area)	U1 – U6 <a href="#">here</a>
Leadership Posts **	TMET Leadership Pay Ranges and posts on the LPR – are determined by the CEO and approved by Remuneration Committee	L1 – L43 <a href="#">here</a>

\*Unqualified teachers will only be employed on a temporary basis where it has proven impossible to recruit teachers with Qualified Teacher Status (QTS)

\*\* Principal leadership ranges are set in line with STPCD and consideration of the STPCD approach is given when setting other leadership ranges for posts in TMET's leadership pay structure found [here](#).

For teaching staff, TMET apply national pay settlements to pay ranges and points following the publication of an updated STPCD document. Any backdating of pay settlements will be applied to 1 September.

### **Support Staff**

TMET applies a Support Staff Grading Structure as follows:

<b>Grades 1-15</b>	<b>Incremental points 1-54</b> <a href="#">here</a>
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3.1 As a minimum, TMET currently adopts national pay settlements in line with the outcomes of the national NJC employer and trade union consultation. Any backdating of pay settlements will be applied to 1 April.

3.2 Principals/line managers can request a regrade of a post on the Support Staff Grading Structure or can request a new post be considered. Principals/line managers will need to either submit a [new post](#) or [regrade](#) application form to the [HR@tmet.uk](mailto:HR@tmet.uk)

### **CEO, Directors and Deputy Directors**

3.3 TMET applies spot ranges to CEO, Directors and Deputy Director posts and other senior posts as determined by the CPO, in conjunction with the CEO.

3.4 Spot ranges for posts are informed by external benchmarking, which sets out Median Quartile Pay (MQP) to Upper Quartile Pay (UQP) and are determined by the CPO in conjunction with the CEO.

3.5 Post holders on a spot range are expected to progress from MQP to UQP, typically within 3 years, subject to performance and budgetary constraints.

3.6 Post holders on the LPR moving to a spot range, will remain on their existing LPR until they reach the maximum of that range, whereupon their salary will be deemed to fall within a spot range. Future pay increases shall not be less than the percentage pay settlements for leadership posts.

## **4. Appointments to Pay Structures**

It is expected that all appointments start at the bottom of the relevant pay range / grade point or in the case of spot ranges at the Median Quartile Pay.

### **4.1 Support Staff Grading Structure and Spot Ranges**

Any recommendation to appoint above the bottom of the Grade or Median Quartile Pay of the spot range will require prior written approval from HR, in advance of any verbal or written offer being

made. Support staff grading structure and spot ranges [approval form](#) should be completed and submitted to [HR@tmet.uk](mailto:HR@tmet.uk) In most circumstances requests will be approved where this is supported by objective evidence obtained through an external appointment process.

#### **4.2 Teachers (MPR &UPR), Unqualified Teachers (UTPR), Leadership (LPR) appointments**

It is recognised that when attracting experienced external staff, principals/line managers will need to consider a range of factors, to inform the starting point offered to new employees. Such factors include, but are not limited to:

- The nature of the post.
- The level of qualifications, skills and experience required.
- Market conditions.
- The wider school context and strategic priorities.
- Prospective applicants' current position on the relevant pay range.
- Pay portability, unless an employee requests for it not to apply.

#### **4.3 Promotion from MPR / UPR to Leadership Pay Range**

Where an internal or external candidate is being promoted to the LPR from the MPR or UPR, it is recognised that in some instances allowances applied under STPCD need to be considered when deciding where to appoint on the LPR. Taking into consideration the applicant's current total pay including allowances, principals/line managers will appoint to the nearest point within the applicable range for the role, which provides at least a 5% increase.

Any exception to the above arrangement requires prior written approval from HR, set out in advance of any verbal or written offer being made. Promotion from MPR / UPR to leadership pay range [approval form](#) should be completed and submitted to the [HR@tmet.uk](mailto:HR@tmet.uk) In most circumstances requests will be approved where this is supported by objective evidence obtained through an external appointment process or otherwise informed by market data.

#### **4.4 Moving from MPR to UPR**

With effect from 1 September 2022, TMET no longer require applications to progress to the UPR.

All teaching staff will progress to the UPR after 2 years' at M6, where they have consistently demonstrated through the TMET appraisal process that they have:

- a high level of competence in all elements of the relevant teachers' standards; and
- evidenced achievements and contribution to the school, which are substantial and sustained.

Teachers may opt not to progress to the UPR, but may opt back in at the start of any future academic year; provided that the above criteria continue to be met.

Teachers who are subject to either informal, or formal, performance improvement plans at 1 September, shall not progress to the UPR.

For those progressing to the UPR, performance expectations and wider-school impact expectations will be confirmed in writing.

For schools which join TMET during the academic year, special interim provisions shall apply:

a) Where the incoming school prior to transfer, followed the requirement for applications (as set out in STPCD), that process shall continue to apply for the first TMET pay review process, with executive principal/director of education oversight. Joining schools with such arrangements will transition to the process set out in this policy at the 2nd TMET pay review.

b) Where the incoming school has its own arrangements, outside of STPCD, the TMET approach shall apply, save for the first pay review, when any UPR decisions shall be ratified by an executive principal, or director of education.

## **5. Pay progression**

### **All employees other than those on spot ranges:**

5.1 All employees on the teachers' MPR, LPR and support staff grading structure will automatically increment annually by one point until they reach the top of their range/scale; employees on the UPR, will increment every 2 years; subject to the criteria below:

- For teaching staff only, incremental progression is subject to meeting annual appraisal objectives and for teachers, maintaining teacher's standards.
- Incremental progression is applied on the 1 April for support staff and 1 September for teaching staff and for employee on spot ranges.
- Incremental progression will be withheld where an employee is subject to TMET's formal capability policy.
- Incremental progression will also be withheld where a support staff employee has:
  - less than 6 months' service at TMET on 1 April; or
  - where an existing TMET employee has changed role and has less than 6 months service in the new role on 1 April; or
  - had their probation period extended.
- Teachers that join TMET at the beginning of the academic year will be appointed to a point on the range that considers any increment that would have been applied to them should they have not changed employer.
- Teachers that join during the academic year will be considered for progression at the next teacher increment date – 1 September.

5.2 In exceptional circumstances, where an employee's performance significantly exceeds their performance objectives (and / or teacher's standards) this may warrant a 'double increment'. All recommendations for a 'double increment' on any pay range must be submitted to [HR@tmet.uk](mailto:HR@tmet.uk). Recommendations should be received by 31 October and will be subject to review by the CEO who will either recommend to the P&CC, or decline. Employees requesting a 'double point' increment that is declined should follow the appeal process set out in section 14.

5.3 Under no circumstances should pay progression (increments) be applied in any other circumstances.

**For Employees on spot ranges (progression from MQP to UQP)**

5.4 Pay progression decisions for all employees on spot ranges are recommended by the CEO for approval by the P&CC.

5.5 Recommendations will be based on a combination of external benchmarking, market movements, performance, position in the pay range and affordability.

5.6 Pay progression will be withheld where an employee is subject to TMET's formal capability policy.

5.7 Pay progression will also be withheld where an employee on a spot range has:

- less than 6 months' service at TMET on 1 September.
- or where an existing TMET employee has changed role and has less than 6 months service in the new role on 1 September; or
- had their probation period extended.

5.8 Under no circumstances should pay progression be applied in any other circumstance.

5.9 In exceptional circumstances, where an employee has reached the UQP and where their performance significantly exceeds their appraisal objectives (and teacher's standards where relevant) this may warrant a non-consolidated performance related payment, which will be subject to approval by the P&CC, based on a recommendation by the CEO.

**Pay statements**

5.10 All employees will be notified in writing of any decision relating to pay progression, setting out their salary and position within the appropriate range/grade.

- In most circumstances pay decisions on teachers' pay progression are made by 31 October and pay statements will be issued by 30 November; in exceptional circumstances by mutual agreement a pay decision might be delayed. Where this is the case the pay statement will be issued within one month of the date of the decision.
- All pay decisions for leadership staff and those employees on spot ranges will be made by the P&CC. Pay statements will be issued with 1 month of the date of the P&CC meeting in any year.
- Pay progression decisions for support staff, effective from 1 April, will be made no later than 28 February and pay statements will be issued no later than 31 March.

5.11 The letter will include any payments or other financial benefits awarded, any safeguarding sums to which the employee is entitled and detail where a copy of the staffing structure and pay policy may be inspected.



## 6. Teaching and Learning Responsibility (TLR) Payments

- 6.1 TLR's can be applied to a qualified teacher for undertaking sustained additional responsibilities in the context of their school staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.
- 6.2 The award is payable whilst the teacher remains in the same post, or occupies another post in the absence of a post-holder who was in receipt of a TLR, unless the TLR duties are re-assigned, or are no longer required.
- 6.3 Holders of a TLR will be performance managed based on the quality and impact of their teaching and the impact and effectiveness of their leadership in respect of the TLR.
- 6.4 Principals have the flexibility to use these responsibility payments to meet the individual needs of their school, pupils, teachers career development and community needs. The individual nature of TLR responsibilities together with the different hierarchies/leadership structures and school improvement priorities and needs within schools means that TLR payments will never be directly comparable.
- 6.5 In line with STPCD the TLR ranges are set as follows:

TMET have set out TLR payment levels for teaching staff as follows:

Level	Band	£
TLR 1	A	£8,706
	B	£10,711
	C	£12,720
	D	£14,732
TLR 2	A	£3,017
	B	£5,022
	C	£7,368

*Note: A teacher cannot hold a TLR1 and a TLR2 concurrently*

### TLR 3

- 6.6 Principals may award a fixed-term TLR 3 to a classroom teacher for clearly time-limited school improvement projects, or one-off externally driven responsibilities.
- 6.7 The annual value of an individual TLR3 must be no less than £600 and no greater than £2,975.
- 6.8 The duration of the fixed-term TLR3 must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term.
- 6.9 A teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3.

## 7. Recruitment and Retention Allowances (RRA's)

- 7.1 TMET may make such payments, or provide such other financial assistance, support, or benefits to an employee as it considers necessary as an aid to the recruitment and the retention of the employee where their recruitment or retention is critical to support and/or maintain the delivery of school improvement or SEND or safeguarding provision.
- 7.2 TMET HR will conduct a regular formal review of all such awards, and this will be reviewed annually by the TMET executive. TMET will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.
- 7.3 Principals, Vice Principals and Assistant Principals may not be awarded RRA's other than as reimbursement for reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to a Principal, Vice Principal or Assistant Principal – including non-monetary benefits – must be considered when determining the pay range.
- 7.4 Principals/ line managers must submit their request for an RRA to [HR@tmet.uk](mailto:HR@tmet.uk) using the form provided at [here](#). Requests will be initially reviewed by HR and the proposal then sent to the CEO who will provide the final decision.
- 7.5 This allowance will be pensionable.

## 8. Special Educational Needs (SEN) Payments

- 8.1 A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid, the spot value will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.
- 8.2 TMET have set out SEN payment levels as follows:

Level	Amount Per Annum
SEN 1	£2,384
SEN 2	£4,703

## 9. Additional Responsibility Allowances (ARA's)

- 9.1 It is recognised that there are occasions where an employee is requested to temporarily undertake additional responsibilities in addition to those set out in their job description to support the successful operation of the Trust and/or to deliver school improvement priorities.
- 9.2 Principals/ line managers can submit their request for an ARA to be paid to a staff member, to [HR@tmet.uk](mailto:HR@tmet.uk) using the [here](#). Requests will be initially reviewed by HR and the proposal then sent to the CEO who will make the final decision.

9.3 Employees already in receipt of one or more TLR's will not be eligible to receive an ARA.

9.4 TMET's HR team will review the additional duties/responsibilities and will advise on the appropriate level of ARA, considering internal relativities and external benchmarking data where this is available. In most cases the level of ARA will typically be no less than 5% and not exceed 15% of basic pay. The allowance will be pensionable.

9.5 TMET HR will conduct a regular formal review of all such allowances, and this will be reviewed annually by the TMET executive. TMET will make clear at the outset the expected duration of any such allowance, and the review date after which they may be withdrawn.

## **10. Acting Up Arrangements – Temporary Arrangements**

10.1 Where an employee is requested to undertake the full duties of a higher-level vacant post for a temporary period, they will receive a temporary uplift to the bottom of the grade/pay range of the higher level vacant post.

10.2 Where an employee is required to act up for part of their normal working week, they will receive a temporary uplift to the bottom of the grade/pay range, pro-rated for the hours that they work at the higher level.

10.3 Support staff below Grade 5 on the support staff grading structure who cover classes on an ad hoc basis will be paid the difference between their hourly rate and the bottom of Grade 5.

## **11. Local Agreement**

### **Additional Hours – Staff on Support Staff Grading Structure**

11.1 On occasion and by agreement contractual hours can be adjusted to respond to the needs of the school and or the Trust

11.2 Additional hours are subject to agreement by both parties and this section details the relevant payment levels in the Trust for support staff.

11.3 Staff will only be paid or provided with time off in lieu for additional hours where the prior approval or their line manager or principal has been obtained

11.4 Staff contracted or required to work more than 6 hours per day must, have at least a 30-minute unpaid break daily.

<b>Where additional hours are worked in the employee's current post</b>	<b>Rate of Pay / Time</b>
Normal working days (Mon – Fri)	Plain time or time off in lieu
Weekends, bank holidays, fixed rest days or during the hours 12 midnight to 8am	Time and a third or time off in lieu
Public and Extra Statutory Holidays	Time and a third and a whole day's leave in lieu  If you work less than half the normal working hours on a public holiday, you will receive half a day off in lieu  If you work more than half the normal working hours on a public holiday, you will receive a full day off in lieu

### **After school clubs/summer school clubs**

11.5 It is recognised that many support staff will volunteer to support the school with after school clubs and summer clubs. This work is done on a volunteer basis under a casual contract and staff will be paid a minimum of 2 hours pay at an hourly rate of £13.45, inclusive of holiday pay per session.

### **Call Out Payments**

11.6 Staff who are called out will receive the appropriate additional hours rate (set out in section 11.4) for all hours worked with a minimum of 2 hours payment for the first call-out in any 24-hour period.

### **All staff on duty lunch**

11.7 If, at the request of the principal, staff are required on an ad hoc basis to be on duty during lunch, they will receive a lunch provided by the school. Staff scheduled to cover lunch as part of their normal working pattern/arrangements will not receive a lunch provided by the school. Staff will still be required to take any statutory breaks. Teaching staff may provide lunchtime cover, but on a voluntary basis only.

### **School Trips (effective from 2023 academic year)**

11.8 Where teaching and / or support staff volunteer to support a residential trip, they will be provided with 1 day off time off in lieu where they are away for up to 3 nights and for residential trips over 3 nights with 2 days' time off in lieu. The time off in lieu will be scheduled by the principal to ensure the successful operation of the school.

### **Summer schools - Teachers and Support Staff on Term Time Only Contracts**

11.9 Suitably qualified and experienced staff who volunteer to lead sessions during a summer school will receive £30 per hour inclusive of holiday pay.

11.10 Suitably qualified and experienced staff who volunteer to support sessions during a summer

school will receive £20 per hour inclusive of holiday pay.

## 12. Revision Classes and Tuition Payments – QTS and NTP Trained Staff

12.1 For examination revision classes and 1 to 1 tuition outside normal contracted hours, teachers will be paid a uniform rate of £25.10 per hour Main Scale3

### Tuition Payments – Teachers and NTP Trained Staff

12.2 All QTS qualified or NTP trained staff who carry out tuition outside of normal school hours, under the government funding arrangements to address the impact of the pandemic on pupils (school-led tutoring programme - DfE guidance 2021), all QTS qualified or NTP trained staff will be paid £40 per hour. This rate will be applied equally to both teaching and support staff and will be pensionable. Staff may be expected on occasion to tutor small groups, but this will be limited to a maximum of 3 pupils. Undertaking this work is purely voluntary and staff who express a formal interest have no obligation to undertake such work that may be offered. Similarly, the Trust is under no obligation to provide such work for staff who have expressed a formal interest. Such duties shall not form part of the member of staff's performance management objectives and will not form part of their contract of employment or affect their substantive job description.

## 13. Executive Principal Allowances

<b>Executive Principal Allowance (EPA)</b>	<b>% of salary</b>	<b>Additional Responsibilities in addition to a principal post</b>
EPA Level 1	0-5%	Line management of one or more principal(s) in good or improving school(s)
EPA Level 2	5 - 10%	Trust wide responsibilities
EPA Level 3	10-15%	Principal of a school in a category with line management of one other good or improving school

## 14. Pay Appeals

All appeals relating to pay decisions will be dealt with in accordance with the pay appeals process as outlined below and not the Trust's Grievance procedure.

### Informal discussion

14.1 As part of the normal salary review process, the principal/line manager will inform the staff member of the pay decision. Upon receipt of written notification of the pay decision, if the staff member is dissatisfied, they should first discuss the decision with the principal/line manager within 5 working days of receipt of the notification.

14.2 This discussion gives an opportunity for the staff member to discuss the decision on their pay, to gain an understanding of why the pay recommendation and/or decision were made and to resolve issues quickly and informally. If this does not resolve an issue, a staff member may

follow the formal procedure set out below.

### **Formal pay appeal procedure**

14.3 If, following informal discussion with the principal/line manager, the staff member remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion to HR or, where relevant, to the chair of the P&CC who made the decision. The possible grounds for appeal include, but are not limited to the following:

- Incorrect application of any provision of the nationally agreed terms adopted by the Trust or set out in this pay policy.
- Failure to adhere to statutory guidance.
- Failure to take proper account of relevant evidence.
- Account taken of irrelevant or inaccurate or biased evidence.

14.4 Appeals against pay decisions should be made in writing stating the grounds of appeal.

14.5 Appeals will be heard by an independent panel made up of at least 3 members who are more senior than the decision maker; and have not been previously involved. Where the decision was made by the P&CC, 3 independent Trustees will form the panel. The panel will be supported by a HR advisor and a note taker.

14.6 The pay appeal hearing will be arranged as soon as is practically possible.

14.7 Staff may be represented by a recognised trade union or a current work colleague at the pay appeal hearing. The staff member is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The staff member should inform the chair of the appeals panel/convenor who their chosen companion is, in good time before the hearing.

14.8 The staff member will be invited to an appeal hearing in writing, giving a minimum of 5 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.

14.9 The staff member and their companion will have the opportunity to make representations at the appeal hearing.

14.10 The decision of the panel will normally be confirmed in writing to the staff member within 5 working days of the pay appeal hearing, unless further investigation is deemed necessary. The pay appeal panel's decision is final and there is no further right of appeal under any other policy.