



Minerva
Learning Trust

Pay Policy 2020-21

Date First Published	October 2019
Version	2.0
Last Approved	September 2020
Review Cycle	Annual (September 2021)

Contents

Changes to this edition	1
1. Introduction	2
2. Scope	2
3. Pay Reviews.....	3
4. Pay Ranges and Grading Structure	4
5. Basic Pay Determination on Appointment.....	5
6. Pay Progression.....	7
7. Part time Employees and Short Notice/Supply	10
8. Allowances and other payments for Teachers.....	10
9. Temporary payments to Headteachers.....	13
10. Acting allowance/honorarium for support staff	14
11. Recruitment and retention incentives and benefits.....	15
12. Salary safeguarding/protection.....	16
13. Salary Sacrifice arrangements	16
14. Additional hours	17
15. Payment of salary.....	18
16. Other payments	19
17. Leave of absence	19
18. Monitoring of the policy	19
19. Appeals	20
Appendix 1: PROCEDURE FOR THE CONDUCT OF A PAY HEARING/APPEAL.....	22

Changes to this edition

- 1 Logo changed to new version
- 2 1.3 reference to external adviser removed
- 3 2.1 updated to state 'Trust Performance Management Handbook' following the production of a single document for all schools
- 4 5.1.2 updated to confirm the CEO range is seven points in line with Headteacher ranges
- 5 5.2.1 clarification that the starting salary will normally be the minimum point
- 6 7.3 updated to confirm the Headteacher is responsible for ensuring a statement is provided in line with the scheme of delegation
- 7 8.5.1 updated to reflect the decision of the Trust Board to make a payment for staff undertaking mentor duties for initial teacher training placements.
- 8 8.6 amended to Additional Payments to mirror STPCD and add clarification
- 9 8.6.1 updated to reflect the change in the STPCD regarding payment to those on leadership range and not just the Headteacher and clarity around the circumstances in which an additional payment will be made
- 10 8.6.2 updated to include reference to the calculation of the agreed rate and confirm the current value based on M6

1. Introduction

Minerva Learning Trust is a Multi Academy Trust (MAT) united around the vision of 'Outstanding Together, Working Together, Learning Together'. This is underpinned by our core values of Inclusion, Independence, Respect and Success. These values underpin all our actions and are integral to our pay policy.

- 1.1 This policy sets out the framework for making decisions on pay within Minerva Learning Trust and its schools. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD), national and local conditions of service for NJC Local Government Services employees and locally agreed arrangements for Trust employees. It has been consulted on with the recognised trade unions and a copy of the policy will be available for staff through the school internal systems.
- 1.2 In adopting this pay policy, the aim is to:
 - maximise the quality of teaching and learning within the Trust
 - support the recruitment and retention of a high-quality workforce
 - enable the Trust to recognise and reward employees appropriately for their contribution to the Trust and the school
 - help to ensure that decisions on pay are managed in a fair, just and transparent way
 - support the link between pay decisions and appraisal for teaching staff within the Trust
- 1.3 Pay progression decisions at the school for all employees are ratified by the Local Governing Body in accordance with the Scheme of Delegation for the Trust. The CEO/Headteacher will be involved in making recommendations to the Local Governing Body and will be supported by an External Adviser where appropriate. Governors who are employees of the school, related to employees of the school or have a pecuniary interest will not be involved in pay decisions. Pay decisions for central Trust employees will be made by the Trust Board based upon recommendations made by the CEO where appropriate.
- 1.4 The Trust expects all staff to progress through their pay scale, either as a teacher through performance management or through incremental progression for support staff and makes budget provision for this.
- 1.5 Any actions or decisions in relation to pay which are not covered by this policy will be made in accordance with the STPCD or terms and conditions for NJC Local Government employees or local agreements for support staff.

2. Scope

- 2.1 This policy is applicable to all Trust employees (including the Chief Executive Officer (CEO)/Headteachers) and should be read in conjunction with the Trust Performance Management Policy and the Trust Performance Management Handbook.

3. Pay Reviews

- 3.1 The Trust Board and Local Governing Bodies will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year and that all teachers are notified of the outcome by 30 November each year. All teachers will be provided with a written statement setting out their salary and any other financial benefits to which they are entitled.
- 3.2 Reviews may take place at other times of the year to reflect any changes in circumstances, such as maternity leave, sickness absence, curriculum changes or a new job description that leads to a change in the basis for calculating an individual's pay. A written statement will be provided after a review has taken place to confirm the change and the basis on which it was made.
- 3.3 Where a pay determination leads or may lead to the start of a period of salary safeguarding, the Trust Board or Local Governing Body will give the required notification as soon as possible and no later than one month after the date of the determination.
- 3.4 Support staff do not have performance related pay therefore they are not subject to annual pay reviews in the same way as teachers however the Trust Board will ensure that the pay structure for support staff is reviewed annually.

4. Pay Ranges and Grading Structure

- 4.1 The Trust Board, as the single employer, are responsible for determining the pay ranges and grading structures in operation across the schools.
- 4.2 The Trust Board have agreed to continue to adhere to the STPCD in respect of the employment and remuneration of Teachers and, as a minimum, will increase all pay ranges, spine points and allowances as approved by the Government from 1 September each year.
- 4.3 The Trust Board have agreed a grading structure for support staff based upon the structure determined by the NJC for Local Government Services and local agreement within Sheffield City Council.
The Trust Board have agreed to continue to adhere to the bargaining arrangements for NJC pay awards and will implement any agreed increase on 1 April each year.

Support staff grades are determined in accordance with the recognised job evaluation scheme, which is operated in partnership with the trade unions, taking into account the duties and responsibilities of the post.

5. Basic Pay Determination on Appointment

5.1 Leadership

- 5.1.1 The pay ranges for teachers in Leadership posts will be determined in accordance with the criteria specified in the STPCD.
- 5.1.2 The Trust Board has agreed a seven point range for the CEO position taking into account the latest pay ranges for leaders and teachers and operates STPCD in respect of the terms and conditions for this post. The range will be reviewed on 1 September or when a new appointment is made.
- 5.1.3 The Trust Board has adopted a seven point pay range for Headteacher posts and a five point pay range for all other Leadership posts.
- 5.1.4 The Trust Board has agreed a local extension to the grade structure for NJC Local Government Services employees to accommodate Trust senior leaders who are not on employed under STPCD.
- 5.1.5 The starting salary for a new appointment will normally be at the bottom of the range unless the Trust Board/CEO/Headteacher consider it is appropriate to set the salary above the minimum of the range.
- 5.1.6 The Trust Board will ensure that the maximum of the range for a Headteacher does not exceed the maximum of the headteacher group range however it is noted there is discretion to pay up to 25% above the top of the relevant pay band where this can be justified in exceptional circumstances. Where the Trust Board feels it necessary to exercise this discretion they will seek appropriate external independent advice and consider available benchmarking data. The Trust Board will record the reasons for exercising any such discretion in the minutes of the Trust Board meeting or relevant sub-committee where the decision was made.

5.2 Teachers/Unqualified teachers

- 5.2.1 The CEO/Headteacher will determine the pay range for a vacancy prior to advertising it and, on appointment, will determine the starting salary within that range to be offered to the successful candidate. This will normally be at the minimum of the pay range unless there is evidence to support a higher level.
- 5.2.2 The Trust will maintain teachers' pay in accordance with the principles of pay portability and will match the salary of new appointees to that paid in their previous school. In cases where an employee has worked in an organisation with a different pay structure to the Trust, the appointment will be offered on the nearest pay point to or above that already held.

5.2.3 In making salary determinations, the CEO/Headteacher will take into account a range of factors, including:

- the nature of the post
- the level of qualifications, skills and experience required
- market conditions
- the wider Trust/school context
- equal pay

5.3 Support Staff

5.3.1 The starting salary of a newly appointed employee will normally be the minimum of the advertised scale, with incremental progression within the range specified in the advertisement and job description.

5.3.2 The CEO/Headteacher may have discretion to place a new starter on a higher point than the minimum point of the scale in order to match an existing salary, prior earnings or recognise significant experience or expertise that the individual brings to the post however this will be no higher than the maximum point for the scale.

5.4 Apprentices

5.4.1 The Trust is a levy paying employer and is committed to utilising these funds to support the employment and development of young people and to develop the careers of existing employees.

5.4.2 The Trust will pay the minimum wage rates for newly appointed apprentices in accordance with statutory requirements. For higher level apprenticeships, the Trust may consider paying salaries at one grade below the substantive grade for the post.

5.4.3 Existing employees who are undertaking an apprenticeship as part of their personal development and career progression will be paid at their current salary level.

6. Pay Progression

6.1 Leadership

- 6.1.1 The CEO and those on Leadership terms and conditions will be awarded a salary increase in accordance with the provisions of the STPCD where they have demonstrated sustained, high quality performance in respect of leadership and management and pupil progress.
- 6.1.2 The review will be carried out in accordance with the Trust Performance Management policy and procedure and will involve consideration of a written report detailing performance objectives, classroom observations (where relevant) and other appropriate evidence.
- 6.1.3 Annual pay progression is not automatic and will depend on the recommendation made during the performance management review. Progression may not be awarded where the following applies:
- failure to meet performance objectives or relevant standards
 - being subject to any disciplinary action during the review period
 - being subject to any action under the capability procedure

6.2 Main Pay Range Teachers

- 6.2.1 Teachers within the Trust will be eligible for pay progression on their relevant pay spine if they have a successful performance management review and have met the required standards in their role. In the case of NQT's, progression will be awarded on successful completion of the statutory induction process.
- 6.2.2 Arrangements for teachers' performance management reviews are set out in the Trust Performance Management Policy.
- 6.2.3 Teachers on the main pay range will be awarded pay progression on this range and regarded as having a successful performance management review where all objectives and Teachers Standards are met and all teaching being assessed as at least secure. Accelerated progression may be awarded for 'outstanding or exceptional performance' which means they exceed all their objectives, are assessed as fully meeting the relevant standards, all of their teaching is assessed as secure, they show strong commitment to the Trust and their school, acting as an exemplar for others and showing a commitment to improving their own performance and continuing professional development.

6.3 Upper Pay Range Teachers

6.3.1 Teachers on the Upper Pay Range will be awarded pay progression on the Upper Pay Range where they have had a successful performance review, met the Teachers' Standards and have also met the criteria for Upper Pay Range progression i.e. highly competent in all elements of the relevant standards and their achievements/contribution is substantial and sustained.

6.3.2 Within the Trust;

- 'highly competent' means performance which is not only secure, but also good enough to provide coaching and mentoring to other teachers, to give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their working practice. Competence requires a clear demonstration of the appropriate skills, knowledge and understanding for the role.
- 'substantial' means of real importance, validity or value to the school, play an important role in the life of the school, provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
- 'sustained' means maintained continuously over a period of two school years.

6.3.3 The Trust Performance Management Policy will be used as the basis for decisions relating to UPR progression.

6.3.4 Any qualified teachers on the main pay range may apply to be paid on the Upper Pay Range and any application will be assessed in line with the Trust Performance Management Policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Range.

6.3.5 Within the Trust, applications for upper pay range may be made once per year.

6.3.6 Where teachers wish to be assessed, they should notify their reviewer in writing. The teacher's application should be appended to their performance management review statement.

6.3.7 If a teacher is also employed at another school, they should submit separate applications if they wish to be paid on the upper pay range at that school. The Trust and its schools will not be bound by any pay decision made by another school regarding UPR progression.

6.3.8 In making a decision, the Local Governing Body will consider the two most recent performance management reviews.

6.3.9 The assessment of the UPR application will be made within 20 working days of receipt of the application or the conclusion of the performance management process whichever is the later. If successful, applicants will move to the Upper Pay Range on point 1 of the pay range and this will be backdated to 1 September of that academic year.

6.3.10 If the application is not being supported by the Headteacher, the teacher will be invited to an informal discussion where they will be given feedback in a supportive, positive manner and informed of their right to make representations to a Pay Committee. The process for this and a final appeal is outlined in section 19 and Appendix 1.

6.4 Unqualified Teachers

6.4.1 Unqualified classroom teachers will be awarded pay progression on their pay scale where they have had a successful performance management review. An unqualified teacher who becomes qualified will be transferred to the main pay range in accordance with the provisions of the STPCD.

6.5 Support Staff

6.5.1 Support staff are entitled to automatic incremental progression through the salary range for the post until the maximum of the scale is reached. Incremental progression is payable annually on 1 April unless an employee has been appointed to the grade between 1 October and 31 March. In these circumstances, the first increment will be paid following six months of service in post and then annually on 1 April thereafter until the maximum of the scale is reached.

6.6 General

6.6.1 The Headteacher will ensure staff have access to and are familiar with the Trust Performance Management Handbook. The Handbook sets out the detailed arrangements for performance management within the school and career stage expectations for teachers.

6.6.2 Where staff work across more than one school in the Trust, agreement will be reached between the Headteachers, in consultation with the CEO, with regards to objective setting, monitoring of performance, evidence gathering and review.

6.6.3 Where staff are seconded to work in another school within the Trust for the academic year, the school in which they are temporarily based will set their performance objectives for the period of the secondment and liaise with their substantive school to contribute to the review at the end of the performance cycle.

7. Part time Employees and Short Notice/Supply

- 7.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. They are eligible for performance pay progression in the same way as full time teachers.
- 7.2 The salaries/allowances paid to a part-time teacher must be calculated in accordance with the pro-rata principles set out in the STPCD.
- 7.3 The Headteacher will ensure that part-time teachers have a clear statement of the sessions and hours they are required to work as calculated in accordance with the statutory provisions and guidance in the STPCD.
- 7.4 Teachers employed on a day to day or short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro-rata.
- 7.5 The standard full time working week for support staff is 37 hours per week. A full time working year is 52 weeks. Employees who work less than full time will be paid in accordance with the relevant part-time formula for support staff as set out in their terms and conditions of employment.
- 7.6 Support staff who are employed on a supply basis will be paid the appropriate hourly rate for the grade for the post.

8. Allowances and other payments for Teachers

8.1 Teaching and Learning Responsibility (TLR) Payments

- 8.1.1 The Trust will be pay TLR1, TLR2 and TLR3 payments to teachers in accordance with the STPCD. Before awarding such a payment, there should be a discussion between the CEO and Headteacher to ensure there is consistency across the Trust.
- 8.1.2 The Trust Board has determined the pay ranges for TLR payments in accordance with the STPCD and will review these ranges on 1 September as set out at 4.2.
- 8.1.3 When awarding any TLR1 or TLR2 payment, the CEO/Headteacher will be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers or expected of a teacher on the Upper Pay Range and:
 - 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 pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

8.1.4 In addition, before awarding a TLR1 payment, the CEO/Headteacher will be satisfied that the teacher's line management responsibility is for a 'significant number of people'.

8.1.5 A teacher cannot be in receipt of both a TLR1 and a TLR2 but may be awarded a TLR3 in addition to either of these allowances.

8.1.6 Where a TLR1 or TLR2 payment is to be shared, this will be on a part-time or job-share basis and payment will be made pro-rata accordingly. If the role is not shared, the expectations and duties will be reduced commensurate with the reduced hours.

8.1.7 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate TLR1 or TLR2 payment.

8.1.8 The CEO/Headteacher will award a fixed term TLR3 payment in accordance with the STPCD for 'clearly time-limited school improvement projects or one-off externally driven responsibilities. There will be clear criteria for the award, level and duration of these payments and should normally be for a period no longer than two years.

8.2 Special educational needs (SEN) allowances

8.2.1 The Trust Board has determined the value of SEN allowances which will operate within the Trust in accordance with the STPCD.

8.2.2 The CEO/Headteacher will award an SEN allowance where appropriate and will identify the relevant value of the allowance, taking into account:

- any mandatory qualifications for the post
- the qualifications or expertise of the teacher relevant to the post
- the relative demands of the post

8.3 Acting allowances

8.3.1 The Trust Board will pay an allowance in accordance with the STPCD, where a teacher is required to carry out the duties of a Headteacher, Deputy Headteacher or Assistant Headteacher.

8.3.2 The decision to pay an allowance will be reached within four weeks of the duties being undertaken and will backdate it to the first day of the additional responsibility commencing.

8.3.3 There is no provision within the STPCD or this pay policy for the payment of bonuses or honorarium of any kind to teachers.

8.4 Continuing Professional Development (CPD) Outside Directed Time

8.4.1 The Trust does not make additional payments to teachers who participate in CPD outside of the school day however time in lieu may be negotiated if they agree to attend a training event or activity at a time when they would not normally be at work.

8.5 Initial Teacher Training (ITT) Activities

8.5.1 The Trust does not make payments for ITT activities as part of the ordinary conduct of the school however, where a teacher voluntarily agrees to undertake the role of Mentor for a trainee, an additional payment will be made. This payment will be equivalent to a TLR3a for the period the trainee is allocated to the member of staff, normally one year however it may be shorter depending on the placement. The following categories of staff are expected to provide additional support as part of their role:

- teacher coaches and Lead Practitioners
- members of the leadership team
- staff on UPR
- members of a department hosting trainees who have classes taught by the trainee

8.6 Additional Payments

8.6.1 The Trust may make additional payments to teachers (other than the Headteacher) who agree to undertake such activities where these are outside of normal school hours and not included within the role of the teacher. This includes continuous professional development outside of the school day, activities relating to the provision of initial teacher training as part of the ordinary conduct of the school, participation in out-of-school hours learning activity or additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

8.6.2 Additional payments will be calculated at a daily or hourly rate with reference to the teacher's actual pay spine position, or where appropriate, at an agreed rate which is determined prior to the work being undertaken. The agreed rate will be calculated by reference to the value for M6 on the teacher pay scale, currently £36961 annually, therefore the hourly rate will be £30 per hour.

8.6.3 Supervising or participating in off-site or residential activities, which are deemed to be voluntary, will not attract payment however employees will be reimbursed for any costs such as travel and accommodation.

8.7 Staff in Residential Settings

8.7.1 The Trust will make payments in respect of residential duties in accordance with the Joint National Council for Teachers in Residential Establishments national agreement where applicable.

9. Temporary payments to Headteachers

- 9.1 The Trust Board may award a temporary payment to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined.
- 9.2 The reasons for the allowance will be recorded in a letter to the employee and reviewed on an annual basis or an earlier date if the basis for the temporary payment ends.
- 9.3 Any allowance in addition to the salary will not exceed 25% of the annual salary unless in 'wholly exceptional circumstances and conditions' and this will be approved by the Trust Board following appropriate advice and consideration of the guidance in the STPCD.

10. Acting allowance/honorarium for support staff

- 10.1 The CEO/Headteacher may award a 'Temporary Additional Responsibilities Allowance' (TARA) to support staff who provide cover when a supervisor, manager or other more senior colleague is absent due to sickness or annual leave for periods over one calendar month or where the employee is undertaking duties and responsibilities beyond their substantive role/grade. Before awarding a TARA the Headteacher should discuss this with the CEO.
- 10.2 Where an employee provides cover for the full range of duties, they will receive a TARA that equates to the difference between their current point on the salary scale and the minimum spinal point of the grade of the person whose duties they are covering. The CEO/Headteacher or Local Governing Body have discretion to calculate this at a higher point depending on the current salary level of the employee providing cover to ensure there is a differential with their substantive role.
- 10.3 Where the employee is carrying out duties and responsibilities above their substantive role, the CEO/Headteacher or Local Governing Body have discretion to determine the value of the TARA in these circumstances however they should be mindful of the job evaluation scheme and differentials with other colleagues.
- 10.4 A TARA should normally be for a time-limited period, normally a maximum of 12 months, and should not be used to supplement an employee's salary on a long term basis. In the case of cover for absence, where the TARA continues for a long period of time, incremental progression should apply or the value of the TARA reviewed appropriately. Where an employee is carrying out duties above their current grade for a long period of time, the role should be reviewed and evaluated under the Trust job evaluation scheme.

11. Recruitment and retention incentives and benefits

- 11.1 The Trust may approve the payment of recruitment and retention payments to teachers (other than those paid on leadership ranges) in accordance with the STPCD where it would:
- provide an incentive for the recruitment of new teachers
 - retain the service of existing teachers with specialist skills or in shortage areas
 - enable the Trust to secure the services of a teacher for the school based on market forces
- 11.2 The level of allowance will be reviewed on an annual basis and there will be no entitlement to a payment beyond the review date. The allowance may be paid as part of normal monthly salary payments or as a lump sum to be paid at an agreed time.
- 11.3 Any award of allowance will be confirmed in writing to the employee and explain clearly the purpose, nature of the payment, basis on which it will be paid, terms for repayment if the employee does not fulfil their obligation and the date for review.
- 11.4 Those paid on the leadership ranges may not be awarded payments under 11.1 other than reimbursement of reasonably incurred housing or relocation costs. The Trust will discuss any such arrangement during recruitment and reach agreement before any costs are incurred by the employee.
- 11.5 Recruitment and retention payments are not payable to support staff however the Trust may consider the payment of a 'market supplement' in exceptional cases where there is evidence that the salary level may not be sufficient to recruit a suitable candidate to the post. The Trust Board will determine the level of supplement based on the recommendation of the Director of HR following an assessment of the evidence available.
- 11.6 All decisions to award a recruitment and retention payment, market supplement or reimburse housing or relocation costs will be recorded centrally by the Trust HR team and reviewed by the Trust Board on a regular basis.

12. Salary safeguarding/protection

- 12.1 The Trust will operate salary safeguarding arrangements for teachers in accordance with the provisions of the STPCD.
- 12.2 The CEO/Headteacher may allocate duties and responsibilities to teachers in receipt of salary safeguarding which are commensurate with the level of protection.
- 12.3 The Trust will operate appropriate salary protection for support staff who are redeployed into a lower graded post in accordance with the following arrangements:
- red-circling for two years' at the top point of one grade higher than the top point of the grade of the lower level post to which they are appointed with effect from the date of redeployment
 - annual cost of living increase will not apply to the level of red-circling
 - employees in receipt of protection may be expected to undertake work commensurate with the level of safeguarding in place
- 12.4 There is no agreement in respect of teachers being redeployed into a support staff role therefore in these circumstances, the Trust may agree a period of safeguarding for no more than one year on a red-circle basis either on the actual salary or equivalent value to one grade above whichever is the greater.

13. Salary Sacrifice arrangements

- 13.1 The term 'salary sacrifice arrangement' means any arrangement under which the employee gives up the right to receive part of the employee's gross salary in return for the employer's agreement to provide a benefit-in-kind under any of the following schemes:
- a child care voucher or other child care benefit scheme or
 - a cycle or cyclist's safety equipment scheme and that benefit-in-kind is exempt from income tax, where specified conditions under tax legislation are met.
- Or other schemes as may be determined by the Trust at any time.
- 13.2 The decision to offer such a scheme rests with the Trust Board and is not a contractual entitlement therefore under TUPE there is no entitlement to transfer.
- 13.3 Where a scheme is offered, the employee may participate in such an arrangement and the employee's salary will be reduced accordingly for the duration of the participation. Salary sacrifice has no effect upon the determination of any safeguarded sum or salary protection which an employee may be entitled to under the provisions in section 12.

14. Additional hours

- 14.1 Teachers are expected to be available for work for 1265 hours over 195 days as per STPCD. Part-time teachers who work additional hours will be paid 1/1265th of the appropriate full time pay for each hour of additional working time in accordance with the STPCD unless alternative arrangements for time in lieu are agreed with the employee concerned.
Each school will produce a breakdown of the allocation of directed time alongside the new school calendar for the academic year and share this with trade union representatives in school.
- 14.2 In addition to the hours a teacher is required to be available for work under 14.1, a teacher must work such reasonable additional hours as may be necessary to enable the effective discharge of the teacher's professional duties, including in particular planning and preparing courses and lessons; and assessing, monitoring, recording and reporting on the learning needs, progress and achievements of assigned pupils. Schools should be mindful of the requirement for employees to have a reasonable work-life balance and encourage staff well-being.
- 14.3 Support staff contractual hours may be increased by negotiation and a change in the contract terms, subject to the agreement of the employee and the CEO/Headteacher, up to a maximum of 37 hours per week. Temporary additional hours for a specific task may be approved and paid for or time off in lieu agreed. Agreement about the arrangement for this should be reached between the Trust/School and the employee before any additional hours are worked.
- 14.4 Overtime payments for support staff will be paid in accordance with the local terms and conditions for support staff and must be agreed before work is undertaken.

15. Payment of salary

- 15.1 Employees will be paid calendar monthly on the 30th day of the month. If the 30th falls on a weekend or a public holiday, the pay date will be the last banking working day before. In February, it is the 28th or 29th of the month. The Trust may bring forward the December and January pay dates to assist with administration of the payroll during the Christmas period and support employees during this time of year however this will be reviewed on an annual basis.
- 15.2 Salary is paid in twelve equal instalments by credit transfer to the employee's bank or building society account.
- 15.3 All employees will have the right to access their own salary records and the Trust operates e-payslips to assist this process. Employees are able to ask for a printed copy if required.
- 15.4 The Trust, through its payroll provider, will make every effort to ensure that accurate salary and other payments/deductions are made on the due date however should an over or underpayment occur the Trust will seek to recover/refund the amount at the earliest opportunity through agreement with the employee.
- 15.5 In the case of overpayment, the employee will be notified in writing of the full amount of the overpayment and proposed recovery before the deduction is made. In the event of an on-going overpayment, a reasonable recovery schedule will be considered and agreement sought with the employee. In the absence of agreement, a schedule will be implemented by the Trust based on the level of overpayment and deductions should not normally exceed 5% of monthly gross pay.
- 15.6 Where an employee resigns from their employment in the Trust, any outstanding monies will be recovered in full from their final salary payment.
- 15.7 Overpayments will be pursued in the case of ex-employees.

16. Other payments

- 16.1 The Trust will pay appropriate travel and subsistence expenses to staff in accordance with the Trust staff expenses policy.
- 16.2 Payment for sickness absence, maternity leave, adoption leave, paternity leave or maternity support will be made in accordance with the terms and conditions of employment for the employment group and the relevant Trust absence policy.
- 16.3 The Trust is committed to the payment of the Living Wage and believes the current pay structure meets this commitment fully however this will be kept under review and, where necessary, a supplement considered.

17. Leave of absence

- 17.1 The Trust has an agreed policy for leave of absence and decisions are delegated to the CEO/Headteacher under this policy. The CEO will make decisions in respect of Trust central employees and the Headteacher in respect of school employees.
- 17.2 Leave of absence may be approved with or without pay under the policy and deductions will be made from salary in accordance with these arrangements.

18. Monitoring of the policy

- 18.1 The Trust Board and Local Governing Body will monitor the outcomes and impact of this policy on a regular basis and consider decisions taken, equality impact and any trends in progression across specific groups.
- 18.2 The Trust Board has a statutory obligation to report on the Gender Pay Gap and takes this responsibility seriously. The annual report will be published in accordance with these requirements and considered during the review of the workforce plan for the Trust.
- 18.3 The Trust Board will share information and consult employees through the Trust JNC in respect of the monitoring of the policy and compliance with equalities legislation.

19. Appeals

- 19.1 Teachers have the right to make representations against a pay recommendation under the Trust Performance Management Policy. All hearings under the procedure should normally take no longer than two hours.
- 19.2 A teacher who is unhappy with a pay recommendation has the opportunity to discuss this informally with the CEO/Headteacher as appropriate before the recommendation is considered by the appropriate Committee and confirmation of the pay decision by the Trust/School.
- 19.3 Where the teacher remains unhappy after the discussion with the CEO/Headteacher, they may make a representation to the committee making the decision. To begin this process, the teacher should submit a formal written statement to the Chair of the appropriate committee, setting down in writing the grounds of their disagreement with the pay recommendation. This should be within ten working days of the confirmation of the pay determination from the appropriate Committee.
- 19.4 The usual reasons for seeking a review of a pay recommendation are:
- the pay policy has been incorrectly applied
 - a provision of the STPCD has been incorrectly applied
 - there has been a failure to have proper regard for statutory guidance
 - there has been a failure to take proper account of relevant evidence
 - irrelevant or inaccurate evidence has been taken into account
 - the review was biased or unlawfully discriminated against the teacher
- 19.5 A formal meeting of the Committee will be arranged and 10 working days' notice given of the date unless an earlier date is agreed with the teacher and their representative. The teacher may be accompanied by a trade union representative or other employee of the Trust. The teacher will be given the opportunity to make representations including presenting evidence and asking questions at the committee hearing. Following this meeting the committee will confirm their determination on pay and notify the employee of the outcome in writing within five working days of the hearing.
- 19.6 The CEO/Headteacher and appropriate committee may be supported in their decision making by an external adviser or HR representative who can ask questions or provide evidence as required.

- 19.7 Where the teacher does not agree with the determination of the committee, they may submit an appeal to an Appeal Panel within five working days of receipt of the determination. The teacher will be given 10 working days' notice of the date of the appeal panel unless an earlier date is agreed with the teacher and their representative. The Appeal Panel will be Trust Board members in the case of central employees or Local Governing Body members in the case of school employees. The Appeal Panel may comprise Trust Board or Local Governing Body members from across the Trust to consider the appeal but will not involve anyone who has had prior involvement in the pay determination.
- 19.8 The employee may be accompanied by a trade union representative or Trust employee and will be given the opportunity to make representations, including presentation of evidence and asking questions at a formal meeting of the Appeals Panel. The employee should submit their written statement (no more than two sides of A4) two working days prior to the hearing.
- 19.9 The CEO/Headteacher and Chair will have the opportunity to present their response and ask questions. They may be supported by an external adviser or HR representative who can ask questions or provide evidence as required.
- 19.10 The Appeals Panel will consider the cases presented, advised by HR, and will communicate the outcome to the teacher, in writing, within five working days of the hearing. The written outcome will set out the rationale for their decision and confirm that there is no further right of appeal.
- 19.11 The hearing with the appropriate committee and the Appeals Panel will take place in accordance with the procedure set out in Appendix 1.
- 19.12 Where a member of staff wishes to raise a concern regarding their salary or a decision made under this pay policy they should firstly speak informally with the CEO/Headteacher, as appropriate, to seek to resolve this. In the event this is not resolved or appropriate, the Trust Grievance Policy should be used to raise issues.

Appendix 1: PROCEDURE FOR THE CONDUCT OF A PAY HEARING/APPEAL

1 Conduct of a Pay Hearing

- 1 The Chair of the Committee introduces all parties and confirms the purpose of the hearing
- 2 The CEO/Headteacher confirms the information and evidence presented to the Committee in respect of the pay recommendation
- 3 The Chair confirms the basis on which the pay determination was made
- 4 The employee and their representative are offered the opportunity to ask questions of the CEO/Headteacher and/or Chair of the Committee
- 5 The employee and their representative present the information and evidence they wish to submit in respect of the employee's challenge of the pay determination
- 6 The CEO/Headteacher is offered the opportunity to ask questions of the employee
- 7 The Committee are offered the opportunity to ask questions of the employee
- 8 The CEO/Headteacher and employee both have the opportunity to sum up their position, with the CEO/Headteacher going first.
- 9 The Committee adjourn to consider the representations made and evidence available. All other parties leave the room.
- 10 The Committee will confirm their decision in writing to the employee within five working days of the hearing and share the outcome with the CEO/Headteacher to enable implementation of the outcome.

2 Conduct of the Appeal Hearing

- 1 The Chair of the Appeal Panel introduces all parties and confirms the purpose of the hearing
- 2 The employee and their representative present the basis on which the appeal is being made, setting out the grounds for the appeal and evidence they wish to be considered.
- 3 The CEO/Headteacher is offered the opportunity to ask questions of the employee
- 4 The Appeal Panel are offered the opportunity to ask questions of the employee
- 5 The CEO/Headteacher and Chair of Pay Committee present the information in their statement confirming the basis of the original pay decision and their response to the employee's appeal.
- 6 The employee and their representative have the opportunity to ask questions of the CEO/Headteacher and Chair of the Pay Committee.
- 7 The Appeals Panel have the opportunity to ask questions of the CEO/Headteacher and Chair of the Pay Committee.

- 8 Both sides have the opportunity to sum up with the management side proceeding first.
- 9 The Appeals Panel adjourn to consider the representations made and evidence available together with their adviser. All other parties leave the room.
- 10 The Appeals Panel will confirm their decision in writing to the employee within five working days of the hearing and share the outcome with the CEO/Headteacher to enable implementation of the outcome.