



**Everychild
Partnership**
TRUST

PAY POLICY

Review Date: September 2024
Agreed by ATB: September 2023
Source: GGT/GGSS/GGHT
Trust/Cantium
LA for scales

1 Policy Statement

This policy sets out the framework for making pay decisions for all Employees of Everychild Partnership Trust.

Where employees have transferred to a school/Academy under TUPE legislation they will continue to benefit from the terms applicable pre-transfer whilst they remain in their current post. The school/academy may consult with staff to change these terms at a later date as long as the reason for making the change is not attributed to the transfer itself.

The Trust understands the importance of ensuring all Employees are appropriately recognised and rewarded for the contribution they make to the performance of the Trust and to outcomes for pupils. The Trust will endeavour to reward all staff appropriately within the budget available.

Pay determinations will be made within the framework set out in the:

- School Teachers' Pay and Conditions Document for Teachers
- NJC Scheme Conditions of Service for Support Staff in West Sussex schools
- Local Authority scheme for Support Staff in Surrey schools

The Trust may use the discretions and flexibilities available within these terms and conditions to recruit, reward and retain the highest quality Employees according to the needs of schools within the Trust.

The Trust will ensure that all Employees are treated fairly and equitably and that pay determinations are managed in an objective and transparent manner.

Pay on appointment will be determined with reference to the accountabilities of the role and the skills / knowledge required to fulfill the responsibilities of the post.

The Trust will review the pay of all eligible Employees on an annual basis. In making pay decisions, careful consideration will be given to recommendations regarding pay progression made by the Headteacher / Appraiser. Annual pay progression within the pay framework for all Employees will be subject to a performance related assessment (Growing Great Teachers or Growing Great Support Staff). Continued good performance as evidenced through the appraisal process should give an expectation of pay progression.

The criteria against which entitlement to pay progression will be assessed is set out in this policy. In applying these criteria the Trust will ensure there is a clear and robust link between evidence of performance, as demonstrated through appraisal, and pay determinations. Where an Employee is not meeting the performance expectations of the Trust, pay progression may be withheld.

All Employees have a responsibility to engage in the appraisal process and ensure there is appropriate evidence available from this on which pay decisions can be made.

The Trust will ensure that Employees are informed in a timely manner about any pay determination and will endeavour to ensure appeals against pay decisions are managed promptly, fairly and objectively.

This policy has been developed to comply with the provisions of the School Teachers' Pay and Conditions Documents 2022 (STPCD), NJC Scheme Conditions of Service, Surrey County Council Pay Terms & Conditions, The Education (School Teacher's Appraisal) (England) Regulations 2012 for Teachers and relevant equalities legislation (Employment Relations Act 1999, the Equality Act 2010, Part Time Workers (Prevention of Less Favourable Treatment Regulations) 2000 and the Fixed Term Employees (Prevention of Less Favourable Treatment Regulations) 2002).

This policy explains:

- The Trust's adopted pay framework for Teachers and Support Staff
- The criteria which will be considered when making pay decisions
- The process by which pay determinations / decisions will be made
- The role of the Trust, Local Governing Body, CEO, Headteachers with regards to pay decisions

2 Scope

This Policy applies to all current Employees of Everychild Partnership Trust.

3 Adoption Arrangements and Date

This policy was adopted by the ATB on September 2023 and supersedes any previous Pay Policy.

This policy will be reviewed by the ATB annually or earlier if there is a need. Where changes are proposed this will involve consultation with the recognised unions where there are material changes.

Part B – Framework for Pay Decisions

4 Delegation

The Trust Board has delegated pay decisions for all Employees, with the exception of the CEO and Senior Trust Executives.

Pay recommendations for main scale teachers and upper pay range teachers:

- The individual Employee's appraiser will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations.
- These are sent to the Headteacher for consideration and final recommendation.
- The Headteacher will submit their final recommendation to the CEO for approval.

Pay recommendations for school support staff:

- The individual Employee's appraiser will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations.
- These are sent to the Headteacher for consideration and approval.

Pay recommendations for trust support staff:

- The individual Employee's appraiser will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations.
- These are sent to the CEO for consideration and approval.

Pay recommendations for school leaders (with the exception of Headteachers):

- The individual Employee's appraiser (normally the Headteacher) will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations.
- The Headteacher will make the final recommendation to the CEO for approval.

Pay recommendations for Headteachers:

- The individual Employee's appraisers (normally including the Chair of the LGB) will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations to the CEO.
- The CEO will make the final recommendation to the Finance, Audit & Risk Committee for approval

Pay recommendations for senior trust executives (with exception of the CEO):

- The individual Employee's appraiser (normally the CEO) will use the "Appraiser Evaluation and Pay Recommendations Proforma" to make their recommendations.
- The CEO will make the final recommendation to the Finance, Audit & Risk Committee for approval.

Pay recommendations for the CEO:

- The individual Employee's appraisers (normally including the Chair of the Trust Board) will make their recommendations to the Finance, Audit & Risk Committee.
- The Finance, Audit & Risk Committee will make their final recommendation to the Trust Board for approval.

Pay appeals will be heard by a panel of one or more members of the Trust Board.

5 Annual Pay Review

5.1 Teachers

The Headteachers of the schools and the Trust CEO will determine annually the uplift to Teachers' salaries and allowances. Any increase will be made with reference to the minimum / maximum of each of the pay ranges published annually within the STPCD.

The pay of eligible Teachers will be reviewed annually. (Teachers are eligible for a pay review if they have completed a year of service. This is defined as having been employed for a minimum of one session per week during 26 term time weeks in the preceding academic year up to 1st September. Periods of sick / maternity / paternity leave also qualify towards this service)

Pay reviews will be completed in a timely manner and individuals notified not later than one month after their pay decision. Pay decisions will be made by November.

Any pay determination will be backdated to 1st September.

5.2 Support Staff

Decisions relating to support staff eligible for salary progression will be made in accordance with the timescales and provisions set out in the Trusts locally agreed pay framework for support staff and within the timescales specified below:

1st April annually until the top of the band is reached. Any pay increases are backdated to 1st April.

6 Notification of pay determinations

The Headteacher and CEO will confirm in writing the pay determination of all teaching and support staff and notify the Trust's payroll /personnel provider of any salary increase. In the case of pay decisions relating to the Leadership Team, this will be the responsibility of the ATB and CEO.

As required by the STPCD the Trust will provide Teachers with a formal salary statement on an annual basis setting out the component elements of their salary.

7 Withholding Pay Progression

Pay progression may be withheld where performance, as evidenced through appraisal, does not meet the Trust's criteria to receive a pay increase (as set out in the Growing Great Teachers/Growing Great Support Staff guide).

Pay progression may be withheld even in cases where the Employee is not subject to the School's capability or disciplinary procedures.

Employees who are subject to the formal stages of the capability or disciplinary procedures will not receive pay progression.

To allow an Employee the opportunity to address performance concerns, the Trust will endeavour to have early conversations during the assessment period where performance may not warrant pay progression.

8 Appeals

An Employee may seek a review of any pay determination.

Prior to making an appeal an Employee is encouraged to speak informally to their appraiser / Headteacher about any concerns they have with regard to the pay recommendation which has been made.

Pay appeals will be heard by members of the Trust Board. The arrangements for pay appeals are set out in Appendix 7.

9 Equality Considerations

The Trust is committed to ensuring consistency of treatment and fairness and will give due regard to equality and equal pay considerations when making pay determinations.

Part C – Pay for Teachers

10 Teachers' Pay Ranges

The Trust has determined the pay framework for Teachers.

The Trust will review the pay framework annually with effect from 1st September to reflect any changes to the national pay framework as set out in the STPCD.

11 Pay on Appointment

The Headteacher, with approval from the Director of Operations, will determine the appropriate pay range for a teaching post prior to advertising. When determining the pay range consideration will be given to the responsibilities of the post and the need to ensure pay is fairly differentiated between roles across the school with differing levels of accountability.

For senior leadership posts, the Headteacher, with approval from the CEO, will determine the appropriate pay range for a senior leadership post prior to advertising. When determining the pay range consideration will be given to the responsibilities of the post and the need to ensure pay is fairly differentiated between roles across the school with differing levels of accountability.

On appointment the Headteacher, with approval from the Director of Operations, for teaching and support staff roles, or from the CEO for senior leadership roles, will determine the starting salary within the pay range to be offered to the successful candidate.

In determining the appropriate starting salary, the following factors will be taken into consideration:

- The nature and responsibilities of the post
- The qualifications, skills and experience required
- The market conditions
- The wider Trust context

Consideration will be given to ensuring that Teachers returning to the profession following a career break / time out to care for a family are not placed at a disadvantage in terms of pay offered on appointment.

The Trust will give every regard to the current salary of a Teacher who is appointed from another School. A Teacher may be paid a rate equivalent to their current salary, however there is no assumption that a Teacher will automatically be paid at the same level or on the same pay range as they were in their previous School.

11.1 Post Threshold Teachers

Where a Teacher has been paid on the upper pay range in a previous school or made a successful threshold application in a previous post there is no obligation for the Trust to honour this assessment as any decisions on awarding this pay applies only to

employment with the same school, however consideration may be given to this when determining the starting salary or range.

11.2 Early Career Teachers

Early Career Teachers in their first year of teaching will usually be appointed at the minimum of the main pay range, however the Headteacher, (with CEO approval) has the discretion to appoint at a higher salary in recognition of prior skills and experience.

Early Career Teachers who start employment with the Trust before receiving confirmation of their QTS status and completion of the basic skills test will initially be engaged as an Unqualified Teacher and paid within the Unqualified Teacher salary range.

11.3 Lead Practitioners

The Trust may determine the need to appoint Lead Practitioner posts within the school and the CEO will determine the pay range and starting salary.

11.4 Unqualified Teachers

Unqualified Teachers may be appointed by the school as trainees working towards qualified teacher status; as instructors with a particular skill, specialist qualification or experience; or, for a maximum of 4 years only, as an overseas trained teacher (trained outside of the EEA).

An Unqualified Teacher who gains QTS within this Trust will be appointed on a starting salary that equals or exceeds any previous salary and allowances they received as an Unqualified Teacher.

11.5 Pay on appointment in particular circumstances

Where a Teacher is engaged in 2 schools simultaneously there is no requirement for them to receive the same rate of pay for each employment.

Where a Teacher is appointed on a part time basis their salary, allowances and working time will be calculated in accordance with the pro rata principle.

Teachers engaged on a supply basis will receive a daily rate equivalent to 1/195 of the annual pay they would be entitled to if they were engaged on a regular contract. For the academic year 2022 / 23 this will be amended to 1/193 to reflect the 2 additional bank holiday days).

Supply Teachers who work less than a full day will receive a proportion of the daily rate pro rata'd to the hours for which they have been engaged.

12 Discretionary Allowances and Payments for Teachers

Allowances and additional payments will be determined in accordance with the provisions of the STPCD. The Headteacher, with the CEO's approval, may determine on appointment or at any point during employment whether any allowance or additional payment is to be made to a Teacher.

12.1 Teaching Learning and Responsibility Payments (TLR)

TLR payments may be awarded to identified posts which require a Teacher to undertake a sustained additional responsibility for which they are accountable.

The Trust will make reference to the current criteria and provisions within the STPCD in determining which posts will warrant a TLR.

TLR 1 and 2 will be awarded for additional responsibilities undertaken on a permanent basis. A TLR 3 payment may be awarded on a temporary basis for clearly time limited School improvement projects or externally driven responsibilities. During the national pandemic use of TLR 3 payment for continued responsibility for pandemic catch up tutoring is permitted.

No safeguarding will be paid when a TLR3 payment ends.

The current values of TLR payments in this Trust are specified as an appendix further on in the document.

Where a TLR is awarded the reason, additional payment, and in the case of a temporary TLR3, duration / reason will be confirmed in writing to the Employee. TLR1 and TLR2 payments are made on a pro rata basis for part time staff. Full time and part time staff should receive the full value of a TLR3 and they should not be subject to pro rata calculations.

A Teacher cannot be in receipt of both a TLR1 and TLR2 but can receive a TLR1 or TLR2 in addition to a TLR3.

A member of the Leadership Group, Lead Practitioner or Unqualified Teacher cannot receive a TLR payment.

12.2 Recruitment and Retention Payments

Additional payments may be awarded as an incentive for the recruitment or retention of a Teacher in accordance with the criteria and provisions of the STPCD. Such payments may be made as a lump sum or as a periodic / recurring payment.

Other financial assistance may be awarded at the discretion of the Trust – for example full or partial reimbursement of travel / relocation costs.

When awarding such additional payments the reason / duration and end or review date will be confirmed in writing to the Employee.

Members of the Leadership Group and Unqualified Teachers may not receive a recruitment and retention payment with the exception of reasonable housing or relocation expenses incurred by the Leadership Group. See also paragraph 21.4

12.3 Special Educational Needs Payment (SEN)

SEN allowances will be awarded in accordance with the criteria and provisions set out in the STPCD.

Payment of SEN will be awarded to a Class Teacher taking into account the structure and the following factors:

- Whether any mandatory qualifications are required for the post and involves teaching pupils with SEN
- The qualifications or expertise of the teacher relevant to the post; and
- Relative demands of the post

A SEN allowance of no less than £2,384 and no more than £4,703 per annum is payable to a classroom teacher in accordance with the paragraph above.

A member of the Leadership Group, a Lead Practitioner or Unqualified Teacher cannot receive a SEN payment.

All payments will be made at the hourly or daily rate appropriate to their substantive salary.

12.4 Additional Payments

The CEO may make, at their discretion, additional payments to a Teacher in respect of the following activities:

- Continuing professional development undertaken outside of the School day
- Participation in out of School learning activities
- Additional responsibilities and activities related to the provision of services to raise the educational standards in other Schools
- Activities relating to the provision of initial Teacher training

12.5 Additional Payments to Unqualified Teachers

An Unqualified Teacher may receive an additional allowance where they have taken on sustained additional accountability focused on teaching and learning and requiring the application of a teacher's professional skills and judgement or possess qualifications or experience relevant to the role.

The value of any additional payment will be determined by the Headteacher, with approval from the CEO.

13 Pay Progression for Classroom Teachers

Decisions regarding pay progression will be made with reference to the Teacher's appraisal report (Growing Great Teachers) and the pay recommendations it contains.

Continued good performance as evidenced through the appraisal process should give the Teacher an expectation of progression to the top of their current pay range.

The Trust has determined the criteria for pay progression for each of the pay ranges. The criteria reflect the Teaching Standards and expectations appropriate to the career stage and seniority of the Teacher.

The Trust's criteria for pay progression is detailed in the Growing Great Teachers guide.

Where a Teacher paid on the main pay range is meeting the performance expectations in this school it is usual that they will receive pay progression annually.

In the case of Teachers paid on the upper pay range pay progression will usually be awarded every 2 years subject to meeting and sustaining the performance expectations for pay progression.

In the case of Early Career Teachers (ECT's) whose appraisal arrangements are different, pay decisions will be made with reference to evidence from the statutory induction process. A 2 year induction will have no adverse impact upon ECT's pay progression as they will still be able to progress on their pay scale both during and after induction.

The amount awarded in pay progression will be determined annually with reference to any pay uplift stated in the STPCD.

In circumstances where a teacher does not receive pay progression, appropriate feedback will be provided explaining the reasons for this decision and how any developmental issues can be addressed.

14 Upper Pay Range Applications

All qualified Teachers may apply to be paid on the upper pay range.

It is the responsibility of the Teacher to decide whether they wish to apply to be considered for progression to the upper pay range. All applications must be submitted to the Headteacher using the appropriate school process. All threshold applications will be assessed by the Headteacher and with approval of the CEO.

A Teacher may only submit one application in each academic year for progression to the upper pay range. The deadline for submitting an application is the last day in September.

In assessing the application the Headteacher will have regard to the outcome of the 2 most recent appraisal reviews. Teachers who have had significant period of absence from work may submit additional evidence from the 2 appraisal cycles immediately prior to their period of absence to demonstrate how they meet the criteria for progression.

Where a Teacher is simultaneously employed at another School(s), they are required to submit separate applications for each employment. The Trust will not be bound by any threshold progression decision made by another School.

14.1 Criteria for Progression to the Upper Pay Range

To progress to the Upper Pay Range a Teacher will be required to demonstrate that they have consistently made good progress towards their appraisal objectives over the 2 most recent appraisal cycles. Please refer to the Growing Great Teachers policy.

In addition they will need to demonstrate that:

- they are highly competent in all elements of the professional standards
- their achievements and contributions to the School are substantial and sustained

14.2 Procedure for assessing Upper Pay Range Applications

The Headteacher will assess the Teacher's application against the Trust's criteria and advise them in writing whether the application has been successful.

Where the application is successful the Teacher will progress to the minimum value of the upper pay range from 1st September.

Where an application is unsuccessful the Teacher will receive feedback on the reasons for the decision from the Headteacher.

A Teacher may appeal against an unsuccessful application by following the Trust's pay appeal process.

15 Absence during the pay review cycle

Consideration will be given to adjusting the pay review process where a Teacher has had a significant period of absence due to maternity / family related leave, sick leave or disability related absence.

The length and impact of the absence on the Teacher's ability to achieve their objectives will be taken into consideration when making pay recommendations and determinations.

The end of year review meeting may be brought forward to enable performance to be reviewed prior to a planned period of absence. Any pay recommendation would still be considered in line with the Trust's usual timescales and pay progression awarded from 1st September.

Where a Teacher is not in work at the end of the appraisal cycle or has been absent for some or all of the assessment period, an assessment may be based on performance during any periods of attendance and/or prior performance. Evidence from the 2 appraisal cycles immediately prior to the period of absence may also be considered.

The precise nature of the adjustments will be determined on a case by case basis following discussion with the Teacher.

16 Other Pay Considerations for Teachers

16.1 Salary Safeguarding

Where a TLR 1 / TLR2 or other allowance is withdrawn as a result of organisational change, salary safeguarding will be paid for up to 3 years in accordance with the provisions of the STPCD.

The Headteacher may require a Teacher in receipt of safeguarding to undertake reasonable duties commensurate with the value of the safeguarded sum.

Part D – Pay for Leadership Teachers

17 Leadership Pay Range

The pay framework for Teachers paid on the Leadership Pay Range is detailed further on in this policy.

The CEO will review the pay framework for Leadership Teachers annually with effect from 1st September to reflect any changes to the national pay framework as set out in the STPCD.

18 Pay on Appointment

18.1 Headteacher and CEO

The Trust will review the Headteacher group size whenever it proposes to appoint a new Headteacher.

The Headteacher group size will be calculated in accordance with the provisions of the STPCD.

The Headteacher (or CEO) Recruitment Panel will identify a pay range within the group size for the School (or Trust) taking into consideration the permanent accountabilities of the post to which the Headteacher (or CEO) will be appointed.

In determining the pay range consideration will be given to:

- The specific requirements of the post
- The School (or Trust) context and challenge
- The complexity of the post
- The requirement to recruit and retain appropriate candidates
- Affordability and comparable salary benchmarking

However, the Trust Board may consider using its discretion to determine a range up to 25% greater in value than the maximum group size for the School (or Trust) should the circumstances warrant. When making these considerations, the Trust Board should take into account the long term financial sustainability of the school (or Trust) budget to maintain this salary.

Exceptionally the Trust Board may determine a pay range which exceeds the 25% ceiling but only after considering the full business case and seeking external independent advice. When making these considerations, the Trust Board should take into account the long term financial sustainability of the school (or Trust) budget to maintain this salary.

In determining the salary range for the Headteacher, the pay and ranges of other staff will also be taken into account to ensure appropriate differentials are maintained between posts of differing responsibility.

On appointment the Headteacher (or CEO) Recruitment Panel will determine the appropriate starting salary to be offered to the successful candidate. Consideration will

be given to ensuring there is appropriate scope within the range to allow for performance related pay progression over time.

18.2 Deputy and Assistant Headteachers

The Headteacher, with CEO approval, will determine the appropriate pay range for other Leadership posts within the School prior to advertising.

Consideration will be given to the accountabilities of the role, challenges of the post and any potential recruitment issues when determining the pay range.

The maximum of the Deputy or Assistant's range will not exceed the maximum of the Headteacher range and will only overlap that of the Headteacher in exceptional circumstances.

When determining the pay ranges of Leadership posts, consideration will also be given to the respective levels of accountability and the need to ensure pay is fairly differentiated between Leadership roles across the School and the Trust, with differing levels of responsibility and between teaching and Leadership posts.

On appointment the Headteacher, with CEO approval, will determine the starting salary to be offered within the identified pay range ensuring there is appropriate scope for performance related pay progression over time.

19 Pay Progression for Leadership Teachers

Decisions regarding the pay progression of Leadership Teachers will be made with reference to their appraisal report and the recommendations it contains.

Sustained performance as evidenced through the appraisal process should give the Leadership Teacher the expectation of progression through the range.

The Trust has determined the criteria for pay progression for Teachers paid on the Leadership pay range, as set out in the Growing Great Teachers policy. The criteria reflect expectations appropriate to the career stage and seniority of the Teacher.

The amount awarded in pay progression will be determined annually with reference to any pay uplift stated in the STPCD.

20 Absence during the pay review cycle

Please refer to paragraph 15 above.

21 Other considerations regarding the pay of Leadership Teachers

21.1 Redetermination of Leadership Ranges

The Trust may redetermine the pay range of any Leadership Teacher in post should it be considered necessary where there has been a significant change in the permanent accountabilities of the post.

This may include circumstances where post holders take on additional accountabilities for more than one School on a permanent basis.

21.2 Temporary Payments to a Headteacher

The Trust may determine that an additional temporary payment be made to a Headteacher for time limited responsibilities / duties additional to the substantive post for which their salary has been determined. This may include circumstances in which a Headteacher is temporarily accountable for the Leadership of another School.

Any such payment should not exceed 25% of the Headteacher's annual salary. The total of all discretionary payments in any one year should not be more than 25% above the ceiling of the Headteacher group size for the School.

21.3 Acting Allowances

An Acting Allowance may be payable to individuals who are assigned to carry out the duties of a Headteacher, Deputy or Assistant Headteacher on a longer term basis (i.e. over 4 weeks).

Payment of an acting allowance will be at the discretion of the CEO. Consideration as to whether to pay an acting allowance will be made within 4 weeks of the start of the additional duties.

Where it is determined that an acting allowance should be paid this will be at a rate no less than the minimum of the pay range of the substantive post holder and will be backdated to the start of the additional duties.

21.4 Discretionary Allowances for Leadership Teachers

Leadership Teachers appointed after 1st September 2014 or who had their pay redetermined after this date, may not receive a recruitment and retention payment – any payments with regards to recruitment and retention should be taken into consideration when determining the individual's substantive pay range and salary at the time of appointment.

The Trust may at its discretion consider reimbursing housing or relocation costs.

21.5 Salary Safeguarding

Where the pay range of a Leadership Teacher is reduced as a result of organisational change, salary safeguarding may be paid for up to 3 years in accordance with the provisions of the STPCD.

A Teacher in receipt of safeguarding which exceeds £500 is expected to undertake reasonable duties commensurate with the value of the safeguarded sum.

Part E – Pay for Support Staff

22 Support Staff Pay Range

Support staff will be appointed in accordance with a locally determined pay framework known as NJC for West Sussex schools, and Surrey Local Authority for Surrey schools.

23 Pay On Appointment

The Headteacher, with approval from the Director of Operations, will determine the grade of a support staff post, in line with Local Authority job evaluation, prior to advertising.

In determining the grade for the post, consideration will be given to the scope and accountabilities of the role.

On appointment, the Headteacher, with approval from the Director of Operations, will determine the starting salary to be offered within the pay range. New starters will normally be appointed at the minimum of the main pay range for the grade. However the Headteacher, with approval from the Director of Operations, has discretion to pay above the minimum in recognition of prior skills, qualifications and experience.

Where a member of support staff joins the Trust from a different school post externally, there is no obligation for the Trust to match their current grade or salary.

Where a member of support staff moves within the Trust, their current grade or salary would be maintained or improved where appropriate.

Where an Employee works part time, their salary will be pro rata to the hours and weeks worked. Employees engaged on a term time only basis will receive a payment in respect of their annual leave entitlement incorporated within their annual salary.

24 Pay Progression for Support Staff

Annual pay progression will take place on the 1st April, subject to continued good performance until the staff member has reached the top of their band as outlined in the Local Authority guidance.

Continued good performance should give the Employee the expectation of pay progression to the top of their grade.

In assessing an employee's contribution, the following will be taken into consideration:

- Performance against the accountabilities of the job role and individual Appraisal Objectives
- Values and behaviours demonstrated
- Wider contribution to the School
- Application and impact of any personal development undertaken
- Working Better – evidence of actions the Employee takes which leads to continuous improvement

25 Annual Pay Determination

The performance related increase to be applied to the Employee's current salary will be determined annually in accordance with their assessed contribution level as determined by the National Joint Council Pay Awards/Surrey Local Authority and associated unions.

26 Absence during the pay cycle

Employees who have been absent for a period of time will be considered for salary progression.

A 'successful' rating will be given to any employee who is on maternity leave or who has been on maternity* leave during the period being reviewed unless there is evidence from before or after their period of absence which suggests an alternative rating might be more appropriate.

(*also includes employees on adoption / shared parental leave)

A 'successful' rating will be given to any employee who is on extended sick leave at the time the assessment is due/who has had several periods of sickness absence unless there is evidence which indicates a different rating is more appropriate.

In instances where performance before or after a period of absence has not met the expectations of the Trust, pay progression may be withheld.

27 New Employees and staff changing roles during the pay cycle

New starters or those who changed roles during the pay cycle due to secondment or promotion will normally have a review at the time it is due.

The review may be deferred where there is insufficient evidence to make a judgement about an employee's performance. If a review is deferred, the Trust will ensure that a review is carried out at such time they judge there to be evidence available. This will usually be within 6 months from the date of the deferral. Any increase in pay will be backdated to 1st April.

28 Discretionary Allowances and Additional Payments for Support Staff

28.1 Allowances

The following allowances may be paid to eligible staff:

- First Aid Allowance – payable to Employees undertaking regular first aid duties who are qualified and have an appropriate recognised first aid at work qualification.

28.2 Overtime

West Sussex:

Overtime for Employees graded NJC8 or less who work in excess of 37 hours in any week will be paid as follows:

Monday to Friday	Saturday / Sunday	Public Holidays
1.33	X 1.5	X 2

Overtime should only be worked with the prior approval of the Headteacher/Director of Finance and all claims must be appropriately authorised.

Extra time of less than half an hour each day will not constitute overtime. Overtime is aggregated for each calendar month and paid in complete half hours. Where less than half an hour overtime is worked in a month this will be paid at plain time.

Overtime will not be paid to staff Graded NJC9 or above. Time off with lieu may be granted with the prior agreement of the Headteacher/Director of Finance.

Surrey:

Overtime should only be worked with the prior approval of the Headteacher/Operations Director. Overtime is paid at time for staff working in excess of 36 hours in any week.

28.3 Cash Awards

The Trust may at its discretion make a cash award to recognise members of support staff who have undertaken a specific task or project up to the value of £500.00.

29 Other Pay Considerations for Support Staff

29.1 Acting up arrangements

Where a member of staff takes on additional accountabilities on a temporary basis the Trust may determine whether they should move to a higher grade commensurate with the additional responsibilities for a time limited period.

An Employee may also be seconded to a higher graded post to cover the temporary absence of the substantive post holder.

Where an Employee is on secondment or acting up they will receive their pay progression on their temporary role. When they revert to their substantive post any percentage increase received in their temporary role will be applied to their substantive pay.

29.2 Redetermination of Grade

Where the Headteacher, with approval of the Director of Operations, determines that there has been a permanent change in the accountabilities of a post, a role may be re-graded. Written notification will be provided of any change in salary or grade.

Any redetermination will be made with reference to provisions of the relevant conditions of service for support staff.

Salary changes as a result of a regrading will take effect from the beginning of the month in which the assessment took place. Where an individual is upgraded, they will normally be placed at the bottom of the new grade.

29.3 Salary Protection (West Sussex)

Pay protection is payable in certain circumstances, eg during school re-organisation. This is currently paid as follows:

Year 1 – 100%

Year 2 – 60%

Year 3 – 40%

The maximum amount of protection will not exceed 15% of the top of the scale of the new job offered (rounded to the spinal column point above 15%).

Changes in hours / weeks worked will not attract salary protection.

29.4 Salary Protection (Surrey)

Employees are eligible to receive salary protection for a period of up to one year if they are redeployed into a lower-graded post, with the amount of protection depending on the difference between the grades of their former role and new role.

If the new post is graded up to one grade below the redundant post, the annual pay protection payment will be the difference between the employee's contractual salary in the redundant post and the new post. Where no clear grade comparison can be made, one grade should be taken as a 10% difference in salary.

Appendix 1: Teacher Pay scales

Pay framework in line with Teachers Pay & Conditions:

Note: West Sussex Schools are determined using “Rest of England” and Surrey schools are determined using “London Fringe”

Teachers Pay Scales effective from the 1st September 2022

(2023 pay scales not yet published by DfE)

Spine Point	Rest of England (£)	London Fringe (£)	Outer London (£)	Inner London (£)
M1 (MPR minimum)	28,000	29,344	32,407	34,502
M2	29,800	31,126	34,103	36,141
M3	31,750	33,055	35,886	37,857
M4	33,850	35,151	37,763	39,655
M5	35,990	37,264	40,050	41,892
M6 (MPR maximum)	38,810	40,083	43,193	44,756
U1 (UPR minimum)	40,625	41,858	44,687	49,320
U2	42,131	43,360	46,340	51,743
U3 (UPR maximum)	43,685	44,919	48,055	53,482

Unqualified Teacher Pay Range 2022 – Annual Salary

(2023 pay scales not yet published by DfE)

Spine Point	Rest of England (£)	London Fringe (£)	Outer London (£)	Inner London (£)
U1 (UTPR minimum)	19,340	20,594	22,924	24,254
U2	21,559	22,810	25,144	26,473
U3	23,777	25,029	27,362	28,692
U4	25,733	26,984	29,323	30,647
U5	27,954	29,203	31,539	32,863
U6 (UTPR maximum)	30,172	31,421	33,759	35,081

TLR Payment

(2023 pay scales not yet published by DfE)

20.2. Having decided to award a TLR, the relevant body must determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with its pay policy, provided that:

- a) the annual value of a TLR1 must be no less than £8,706 and no greater than £14,732;
- b) the annual value of a TLR2 must be no less than £3,017 and no greater than £7,368.

Lead Practitioner Pay Range

Lead Practitioner Pay Range 2022 – Annual Salary

(2023 pay scales not yet published by DfE)

	England (excluding the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Minimum	44,523	52,936	48,055	45,749
Maximum	67,685	76,104	71,220	68,913

Headteacher Group Size

Annual Pay Ranges for Headteacher 2022

(2023 pay scales not yet published by DfE)

Annual pay ranges for headteachers 2022

	England (excluding the London Area) £	Inner London Area £	Outer London Area £	Fringe Area £
Group 1	50,122 – 66,684	58,501 – 74,982	53,637 – 70,169	51,347 – 67,897
Group 2	52,659 – 71,765	61,039 – 80,062	56,174 – 75,250	53,880 – 72,985
Group 3	56,796 – 77,237	65,170 – 85,535	60,308 – 80,718	58,017 – 78,454
Group 4	61,042 – 83,126	69,420 – 91,416	64,553 – 86,604	62,268 – 84,336
Group 5	67,351 – 91,679	75,732 – 99,977	70,871 – 95,164	68,576 – 92,896
Group 6	72,483 – 101,126	80,862 – 109,422	76,003 – 104,606	73,715 – 102,342
Group 7	78,010 – 111,485	86,391 – 119,778	81,526 – 114,964	79,240 – 112,695
Group 8	86,040 – 123,057	94,415 – 131,353	89,555 – 126,539	87,261 – 124,274

Appendix 5: Pay scales for Support Staff April 2022 – West Sussex

SCP	2021 Annual	2021 Hourly	2022 Pay Offer	2022 Annual	2022 Hourly	% increase
1	£18,332.66	£9.50	£1,925.00	£20,257.66	£10.50	10.50%
2	£18,516.47	£9.60	£1,925.00	£20,441.47	£10.60	10.40%
3	£18,886.84	£9.79	£1,925.00	£20,811.84	£10.79	10.19%
4	£19,264.33	£9.98	£1,925.00	£21,189.33	£10.98	9.99%
5	£19,649.96	£10.19	£1,925.00	£21,574.96	£11.18	9.80%
6	£20,042.72	£10.39	£1,925.00	£21,967.72	£11.39	9.60%
7	£20,443.61	£10.59	£1,925.00	£22,368.61	£11.59	9.42%
8	£20,851.63	£10.81	£1,925.00	£22,776.63	£11.81	9.23%
9	£21,268.80	£11.02	£1,925.00	£23,193.80	£12.02	9.05%
10	£21,695.14	£11.24	£1,925.00	£23,620.14	£12.24	8.87%
11	£22,128.59	£11.47	£1,925.00	£24,053.59	£12.47	8.70%
12	£22,571.20	£11.70	£1,925.00	£24,496.20	£12.70	8.53%
13	£23,022.97	£11.94	£1,925.00	£24,947.97	£12.93	8.36%
14	£23,483.90	£12.17	£1,925.00	£25,408.90	£13.17	8.20%
15	£23,952.97	£12.41	£1,925.00	£25,877.97	£13.41	8.04%
16	£24,432.21	£12.67	£1,925.00	£26,357.21	£13.66	7.88%
17	£24,919.59	£12.91	£1,925.00	£26,844.59	£13.91	7.72%
18	£25,419.19	£13.18	£1,925.00	£27,344.19	£14.17	7.57%
19	£25,926.92	£13.44	£1,925.00	£27,851.92	£14.44	7.42%
20	£26,445.84	£13.71	£1,925.00	£28,370.84	£14.71	7.28%
21	£26,974.94	£13.98	£1,925.00	£28,899.94	£14.98	7.14%
22	£27,514.22	£14.27	£1,925.00	£29,439.22	£15.26	7.00%
23	£28,226.47	£14.63	£1,925.00	£30,151.47	£15.63	6.82%
24	£29,173.76	£15.12	£1,925.00	£31,098.76	£16.12	6.60%
25	£30,094.60	£15.60	£1,925.00	£32,019.60	£16.60	6.40%
26	£30,983.89	£16.06	£1,925.00	£32,908.89	£17.06	6.21%
27	£31,894.56	£16.53	£1,925.00	£33,819.56	£17.53	6.04%
28	£32,798.10	£17.00	£1,925.00	£34,723.10	£18.00	5.87%
29	£33,485.93	£17.36	£1,925.00	£35,410.93	£18.35	5.75%
30	£34,373.19	£17.82	£1,925.00	£36,298.19	£18.81	5.60%
31	£35,335.74	£18.32	£1,925.00	£37,260.74	£19.31	5.45%
32	£36,370.54	£18.85	£1,925.00	£38,295.54	£19.85	5.29%
33	£37,568.14	£19.47	£1,925.00	£39,493.14	£20.47	5.12%
34	£38,553.08	£19.98	£1,925.00	£40,478.08	£20.98	4.99%
35	£39,570.58	£20.51	£1,925.00	£41,495.58	£21.51	4.86%
36	£40,577.90	£21.03	£1,925.00	£42,502.90	£22.03	4.74%
37	£41,591.33	£21.56	£1,925.00	£43,516.33	£22.56	4.63%
38	£42,613.92	£22.09	£1,925.00	£44,538.92	£23.09	4.52%
39	£43,570.37	£22.59	£1,925.00	£45,495.37	£23.58	4.42%
40	£44,624.50	£23.13	£1,925.00	£46,549.50	£24.13	4.31%
41	£45,648.10	£23.66	£1,925.00	£47,573.10	£24.66	4.22%
42	£46,661.53	£24.19	£1,925.00	£48,586.53	£25.18	4.13%
43	£47,664.79	£24.70	£1,925.00	£49,589.79	£25.70	4.04%

Appendix 5- Surrey Support Scales

1 April 2023 - 31 March 2024							
Pay Model	Grade Name	Pay Scale					
		Point 1	Point 2	Point 3	Point 4	Point 5	Point 6
Job Family Pay Model	PS1/2	£20,733					
	PS3	£20,764	£21,269	£21,776			
	PS4	£22,069	£22,475	£22,890	£23,312	£23,743	£24,193
	PS5	£24,521	£24,977	£25,441	£25,915	£26,399	£26,886
	PS6	£27,384	£27,897	£28,420	£28,955	£29,499	£30,048
	PS7	£30,682	£31,262	£31,852	£32,455	£32,702	£33,321
	PS8	£33,701	£34,356	£35,024	£35,706	£36,402	£37,101
	PS9	£38,005	£38,746	£39,502	£40,273	£41,060	£42,053
	PS10	£43,081	£43,923	£44,783	£45,659	£46,554	£47,681
	PS11	£48,849	£50,047	£51,275	£52,533	£53,823	£55,125
	PS12	£56,479	£57,868	£59,291	£60,750	£62,245	£63,755
	PS13	£65,169	£66,774	£68,420	£70,108	£71,836	£73,583
	PS14	£75,399	£77,260	£79,168	£81,123	£83,129	£85,153
Leadership Pay Model	PS15	£85,561					£96,431
	PS16	£96,432					£119,552
	PS17	£119,553					£143,464
	PS18	£143,465					£172,157
	CEX	£223,822					£248,017

Appendix 6: Pay progression Criteria for Support Staff not currently using Growing Great Support Staff Guidance

Contribution Level	Summary of Definition
Not Assessed	<p>Assessment was not made because of</p> <ul style="list-style-type: none"> the employee's performance is being monitored and reviewed within the School's formal capability procedure or there is insufficient evidence of performance and the TCP assessment will be deferred
Performance Improvement Required	<p>Employee did not achieve the standards expected in the job. This may be due to one or a combination of:</p> <ul style="list-style-type: none"> one or more performance management objectives not being met without adequate explanation evidence of behaviour or conduct contrary to that expected in the role a less than satisfactory attendance or punctuality record compared to the normal standards across the School <p>overall standards of performance in the job are less than expected</p>
Successful - Performance meets expectations all of the time	<p>The Employee has achieved all the performance objectives or if this is not the case there is an understandable and acceptable reason for this.</p> <p>Additionally performance generally is consistently sound across all key areas of the role and the behaviours demonstrated by the Employee are consistently positive.</p> <p>In common terms an Employee with this assessment would be regarded as sound, positive, reliable and doing a 'good job' all round and there will be a range of evidence to substantiate this.</p>
Excellent: Performance exceeds expectations some of the time	<p>Employees at this level will be those whose performance clearly stands out as above the norm. Their work will be seen to be consistently of a high calibre with a sense of pride in the quality of their work. Performance objectives will have been met and exceeded in some way unless the objectives were regarded as 'stretch' targets or particularly challenging in some way.</p> <p>There will be evidence of using own initiative and taking personal responsibility to seek out new tasks or responsibilities that are desirable, appropriate and have a positive impact on children and/or colleagues.</p> <p>Typically attendance would be expected to be very high.</p> <p>The Employee will also consistently demonstrate very positive behaviours towards their work, children and colleagues with clear evidence of effective outcomes.</p>

<p>Outstanding: Performance exceeds expectations most of the time</p>	<p><i>Performance objectives will be delivered to an exceptionally high standard. The quality of work throughout the year will be regarded as first class and impressive in terms of what is achieved and how it is delivered.</i></p> <p><i>Employees at this level will be regarded by others as 'exceptional' in their role and they demonstrate exceptionally positive behaviours towards children, parents (if appropriate to role) and colleagues.</i></p> <p><i>There will be clear evidence of often going the 'extra mile', of doing things over and above expectation on a regular basis and constantly demonstrating behaviours consistent with the values, principles and ethos of this School.</i></p>
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Sources of Evidence

Guidance Note: Schools may wish to set out examples of the range of evidence which may be considered

- Appraisal Objectives
- Lesson Observations (where relevant)
- Training / CPD Records

Appendix 7: Pay Appeals

Prior to making an appeal an Employee is encouraged to speak informally to their appraiser / Headteacher about any concerns they have about their pay recommendation which has been made.

An Employee may register a formal appeal against a decision regarding their pay. Appeals should be made in writing to the CEO within 10 working days of receipt of written confirmation of the pay decision.

An appeal may be made on the following grounds – that the Trust has:

- incorrectly applied the Trust's pay policy
- incorrectly applied any provision of the national or local terms and conditions of service
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- taken account of irrelevant or inaccurate evidence
- was biased
- unlawfully discriminated against the teacher

The letter of appeal should include full details of the reasons why the Employee is making an appeal on the stated grounds.

The Employee must submit to the Chair of the Appeal Committee any documentation in support of their appeal together with a summary of their case at least five working days prior to the Appeal Hearing.

Appeals will be considered by a panel of one or more trustees within 20 working days of the receipt of the appeal. Should the CEO appeal, the panel will seek the advice of an independent advisor.

Hearings may take place either in person or virtually, or a combination of both.

The admittance to the hearing of any late submission of evidence by either party is at the discretion of the Chair of the panel.

The role of the panel is to review the original pay decision on the basis of the grounds of appeal presented by the Employee.

The outcome may be to:

- To uphold the original pay decision
- To uphold the Employee's appeal
- To refer the matter for reassessment by those who made the original pay decision or to seek the advice of an additional independent advisor

The Employee will be advised of the outcome of the appeal hearing, including reasons for the decision, usually within 5 working days of the Committee's decision being made. There is no further right of appeal.

The Employee is entitled to be accompanied at the Appeal Hearing by a workplace colleague or trade union / professional association representative. A postponement of up to 5 working days may be requested to allow the Employee's trade union or workplace colleague of choice to attend.

Procedure for an Appeal Meeting

- The chair of the appeal panel will introduce those present and their roles, explain the case to be considered, the procedure to be followed and the format of the meeting.
- The Employee or their representative shall put the case in support of the grounds for appeal. This may include referring to written submissions and evidence. The Trust's representative and panel and their respective advisors may ask questions of the Employee and their representative.
- The Trust's representative (Headteacher / CEO/ Chair of Remuneration Committee) presents the case for upholding the original pay decision and refers to written documentation. The Employee, their representative and the panel may ask questions of the Trust's representative.
- The panel will invite both parties to sum up their cases, with the Employee or his/her representative having the final word. The hearing will then be adjourned whilst the panel deliberates over the evidence.
- Adjournments may be requested by both parties or by the panel during the appeal hearing. If new evidence is presented the appeal may need to be adjourned while this is investigated.
- The appeal hearing will then be adjourned whilst the panel deliberates over the evidence. If further clarity is required both parties may be recalled and the hearing reconvened so that all parties may hear any additional evidence.
- The appeal hearing is reconvened and the outcome is communicated verbally to the Employee. This should also be confirmed in writing.
- On occasion it may not be possible for the panel to reach a decision on the day of the hearing in which case the panel will reconvene at the earliest opportunity to make a decision and the outcome communicated in writing within 5 working days of the decision being made.

This procedure performs the function of the grievance procedure and therefore pay decisions should not be reopened under the general grievance procedures.