

# ATLP Pay Policy



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## Contents

Document Control .....	2
Section A - General Introduction .....	4
Introduction.....	4
Monitoring the impact of the policy .....	4
Review of policy .....	4
Section B Determining Teachers' Pay.....	5
Basic pay determination on appointment.....	5
Pay reviews.....	5
Assessment of pay progression .....	5
Main pay range for teachers .....	6
Upper pay range for teachers .....	6
Pay ranges for leading practitioner posts.....	9
Teaching and Learning Responsibility (TLR) payments .....	10
Special Educational Needs (SEN) allowances .....	11
Early career teachers (ECTs) .....	11
Part time teachers .....	11
Short notice/supply teachers .....	11
Pay protection .....	11
Absence and pay progression .....	12
Section C - Determining Support Staff Pay.....	12
Pay reviews.....	12
Salary scales .....	12
Job descriptions.....	12
Basic pay determination on appointment.....	12
Incremental progressions .....	13
Honoraria .....	13
Appeals.....	14
Section D - Determining Executive Pay .....	16
Appendix 1 - Pay Assessment on appointment.....	17
Appendix 2 – Teachers Pay Scales .....	18

(Note: Where reference in this policy is to “Manager,” this will mean CEO, Director of Education, Executive Team Head of Service or Headteacher.)

## Section A - General Introduction

### Introduction

1. This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation<sup>1</sup>, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness, and accountability.
2. As part of the application of this policy, the Trust will collect, process and store personal data in accordance with the data protection policy. It will also comply with the requirements of Data Protection Legislation being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and the Workforce Privacy Notice sets out how the Trust will gather, process and hold personal data of individuals in relation to pay.
3. In adopting this pay policy, the aim is to:
  - achieve excellent outcomes for all students
  - support the recruitment and retention of a high-quality workforce
  - complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
  - complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
  - enable the Trust to recognise and reward staff appropriately for their contribution
  - help to ensure that decisions on pay are managed in a fair, just, and transparent way whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process
  - ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified
  - in applying STPCD, trustees reserve the right to make minor changes, in the interests of staff, to preserve as far as possible, a consistent and equitable realisation of pay and benefits, for example, preserving the indexation of pension benefits during a national pay freeze.

Pay decisions are made by the Pay Committee of the Trust Board based on evidence which will be linked to appraisal outcomes and other indicators.

### Monitoring the impact of the policy

4. The Trust Board will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff, e.g., gender pay gap, to assess its effect and the school's continued compliance with equalities legislation.

### Review of policy

5. This policy is reviewed annually by the Trust and shared with the recognised trade unions for their views. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

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<sup>1</sup> Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

## Section B Determining Teachers' Pay

### Basic pay determination on appointment

7. The Trust will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
8. In making such determinations, the Trust may take into account a range of factors, including:
  - a) the nature of the post
  - b) the level of qualifications, skills and experience required
  - c) market conditions
  - d) the wider School/Trust context and strategic priorities
9. The Trust will where possible ensure a teacher is paid at the same rate as they were being paid in a previous school subject to proof of salary and satisfactory service. The Trust will determine the appropriate rate of pay for a teacher joining the Trust, taking account of previous experience and skills (Refer to Appendix 1).

### Incentives for hard to fill roles

10. The Trust will, where necessary use the following incentives to recruit hard to fill roles currently defined as Design Technology, Modern Foreign Languages, SEND, Science, Maths and English. These incentives will also be used in schools where recruitment is challenging, for example due to the Ofsted grading of the school. Decisions to use this incentive is through discussion with Directors of Education, Strategic Leads and the HR Director. The incentive does not apply to staff currently in employment in these areas. A recruitment incentive of £10,000 spread over 3 years as follows.

£2,000 at the end of Year 1  
£2,000 at the end of Year 2  
£6,000 at the end of Year 3
11. Other recruitment and retention incentives as needed to attract and retain high quality staff through the payment of recruitment or retention incentives up to a maximum value of £3,000 per annum.

### Pay reviews

12. The Trust will ensure that each teacher's salary is reviewed annually by no later than 30 November each year or by no later than 31 December each year for headteachers. Pay increases will be backdated to 1 September of the same academic year. These pay increases are distinct from cost-of-living increases.
13. Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in the Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
14. All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any salary safeguarding.

### Assessment of pay progression

15. The pay policy sets out how the Trust will recognise and reward performance to support continuous improvement. All teachers will receive regular feedback on their performance and are subject to an annual performance appraisal. The arrangements for teacher's appraisal are set out in the Appraisal Policy.
16. Decisions regarding pay progression will be made with reference to the appraisal process. A fair and transparent assessment process will be in place where decisions are based on evidence whilst being proportionate to be able to support robust decisions. Evidence should be readily available from day-to-day practice in school and be considered in the context of minimising bureaucracy.

17. Judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their priorities/objectives and contribution to the Trust (where the role requires) and the Teachers’ Standards, Support Staff Standards, or other relevant standards.
18. In line with the appraisal policy, an assumption of success will be made unless the teacher has been advised otherwise and has failed to improve with support. It is possible for a ‘no progression’ determination to be made without recourse to the capability procedure.
19. Where teaching, progress, or compliance with the Teachers’ Standards (where applicable) is not meeting expectations, and having been placed on an informal support plan, which has failed to bring about the required sustained improvement the capability procedure will be invoked. In such situations there would be no pay progression during that year.
20. The Trust Board will consider its approach in the light of the Trust’s budget and ensure that appropriate funding is allocated for pay progression at all levels.

## Main pay range for teachers

21. The main pay range within the Trust is £30,000 - £41,333 and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD 2023 as follows:

<b>Main Scale</b>	
M1	£30,000
M2	£31,737
M3	£33,814
M4	£36,051
M5	£38,330
M6	£41,333

## Pay progression

22. Eligible teachers (Main Pay Spine, Upper Pay Range, Lead Practitioner, Unqualified and members of the Leadership Team) will be automatically considered for progression and no application will be necessary. Annual pay progression within the relevant range is automatic. In accordance with the ATLP Appraisal Policy, they will progress one point each year, until they reach the top of their range, unless there are concerns about performance or conduct during the appraisal year that falls below the standard required in part two of the Teachers’ Standards or Headteachers’ Standards. Specific requirements for progression for each category are detailed below.
23. Where concerns arise, the appraiser will discuss these with the teacher and an informal support plan will be put in place in line with the Appraisal Policy. In cases where pay progression is not granted the teacher will receive confirmation of this, including the reasons and informing them of their right of appeal.
24. Pay progression may be refused without recourse to the capability procedure.
25. Accelerated progression may be considered for those teachers who in the professional judgement of the headteacher can demonstrate that they and the Pay Committee are satisfied that there is evidence of:
  - a) The quality of teaching throughout the year being considered excellent/exceptional and exceeds expectations for the level expected at their career stage.
  - b) Exceptional performance when moderated against other teachers paid at the same level across the Trust.
  - c) Part 2 of the Teachers’ Standards have been met.

## Upper pay range for teachers

26. The upper pay range within the Trust is from £40,625 – £43,685 per annum and have 3 pay points in line with the advisory points set out at Annex 3 of STPCD 2022 as follows:

### **Application to be paid on the upper pay range**

27. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this 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.
28. Applications may be made once a year by no later than 31<sup>st</sup> October.
29. Applications should be made in writing using the standard ATLP form. Those returning from maternity or long-term sickness absence, Will complete the form the same as other staff.
30. An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained. ATLP refers to highly competent as expert. For further detail refer to the ATLP Standards of Expertise document.

**“Highly competent”**: The teacher’s performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers’ Standards in the particular role they are fulfilling and the context in which they are working e.g., expert.

**“substantial”**: the teacher’s achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues where appropriate.

**“sustained”**: for progression on the upper pay range, the teacher must have achieved their priorities/objectives during this period and have the capacity to remain at expert level. Adjustments will be made to take account of special circumstances, e.g., an absence on maternity or long-term sick leave. They will also be operating at expert level. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher’s circumstances and the school’s circumstances. Teachers will be expected to have shown that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

31. This means that to achieve progression to this pay range, the Pay Committee must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this is sustained performance
  - a) All priorities/objectives are met.
  - b) Quality of teaching throughout the year is consistently good to outstanding.
  - c) Evidence of coaching and supporting colleagues to achieve improved student outcomes, sharing of expertise.
  - d) Acting as a role model for Teaching & Learning, playing a critical role in the life of the school
  - e) Enhanced and demonstrable contribution to raising pupil standards
  - f) A commitment to personal development and CPD focused on improving outcomes for students
  - g) Highly competent in all areas of the Teachers’ Standards.
32. The application will initially be assessed by the headteacher. The applications will be moderated by the Director of Education/Strategic Leads/Trust Headteachers/HR. The Headteacher will meet with the teacher. The headteacher will then make recommendations to the Pay Committee who will make the final decision.
33. The assessments will be completed prior to the pay committee meeting, usually third week in November.
34. Successful applicants who apply by 31<sup>st</sup> October will move to the minimum of UPS1 back dated to the 1<sup>st</sup> September of the academic year (i.e., if an application is received by 31<sup>st</sup> October 2023, and is successful, the applicant will move to UPS1 backdated to 1<sup>st</sup> September 2023). In exceptional circumstances where an application is made at later times of the year, successful applicants will move to UPS on 1<sup>st</sup> September of the following year.
35. Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances the headteacher may recommend a higher salary based on:

- a) the level of qualifications, skills and experience of the teacher is exceptional when compared to others at the same level of pay across the Trust.
- b) where a teacher has previously been paid on a leadership scale, they can be placed on any point on the Upper Pay Range

36. If unsuccessful, feedback will be provided in writing by the headteacher along with confirmation of the process for informal appeal.
37. Accelerated progression up the range may be considered for upper pay range teachers where performance is judged to be exceptional taking into consideration the criteria at 25.

### Pay progression for Upper Pay Range

Upper Pay Scale	
UPR1	£43,266
UPR2	£44,870
UPR3	£46,525

38. Eligible Upper Pay Range teachers will be automatically considered for further progression and no application will be necessary.
39. Upper Pay Range teachers will progress by one point until they reach the top of their range, if they can demonstrate and the Pay Committee is satisfied that they continue to effectively carry out the purpose of the role and there is evidence of:
- a) The quality of teaching throughout the year is at least good to outstanding and should impact significantly on pupil progress within school and the Trust, if relevant
  - b) Evidence of coaching and supporting colleagues to achieve improved student outcomes, including acting as a role model for Teaching & Learning, making a substantial impact on the effectiveness of colleagues
  - c) A commitment to personal development and CPD focused on improving outcomes for students
  - d) Highly competent in all areas of the Teachers' Standards
  - e) Has shown strong leadership in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement
40. Accelerated progression up the range may be considered for Upper Pay Range teachers where performance is judged to be exceptional taking into consideration the criteria at 25.

### Pay range for unqualified teachers

41. The unqualified teacher pay range within this Trust is £20,598 - £32,134 per annum and has 6 pay points in line with the advisory points set out at Annex 4 of STPCD 2022 as follows:

Unqualified Teacher	
UNQ1	£20,598
UNQ2	£22,961
UNQ3	£25,323
UNQ4	£27,406
UNQ5	£29,772
UNQ6	£32,134

### Pay progression for Unqualified Teachers

42. Eligible Unqualified Teachers will be automatically considered for further progression and no application will be necessary.



43. Unqualified will progress by one point until they reach the top of their range, if they can demonstrate and the Pay Committee is satisfied that they continue to effectively carry out the purpose of the role as set out at 7.1 and there is evidence of:
- a) The quality of teaching is impacting significantly on pupil progress within school.
  - b) A commitment to personal development and CPD focused on improving outcomes for students
44. Accelerated progression up the range may be considered for Unqualified Teachers where performance is judged to be exceptional taking into consideration the criteria at 25.

### **Pay ranges for leading practitioner posts**

45. Leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. They will take a leadership role in developing, implementing, and evaluating pedagogy and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:
- a) be an exemplar of teaching skills,
  - b) lead the improvement of teaching skills in their school/school across the Trust
  - c) carry out the professional responsibilities of a teacher (other than a headteacher), including those responsibilities delegated by the headteacher.
46. The pay range for these posts are determined by the Trust, see Appendix 2. The individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD 2022.

### **Pay progression for leading practitioners**

47. Eligible leading practitioners will be automatically considered for further progression and no application will be necessary.
48. Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Pay Committee is satisfied that they continue to effectively carry out the purpose of the role as set out at 7.1 and there is evidence of:
- a) The quality of teaching throughout the year is outstanding and is an exemplar of teaching skills, which should impact significantly on pupil progress within school and the Trust, where relevant
  - b) Evidence of coaching and supporting colleagues to achieve improved student outcomes, including acting as a role model for Teaching & Learning, making a substantial impact on the effectiveness of colleagues
  - c) A commitment to personal development and CPD focused on improving outcomes for students
  - d) Highly competent in all areas of the Teachers' Standards
  - e) Has shown strong leadership in developing, implementing, and evaluating policies and practice in their workplace that contribute to school improvement.
49. Accelerated progression up the range may be considered for Lead Practitioner where performance is judged to be exceptional taking into consideration the criteria at 25.

### **Pay ranges for members of the leadership group**

50. Pay ranges for Headteachers, Heads of School, Deputy Headteachers, Assistant Headteachers and Associate Assistant Headteachers will be determined in line with STPCD 2022 for new appointments, where responsibilities significantly change, and in line with the recommended ranges adopted by the Trust in Appendix 2. The pay range will take into account the Trust pay range structure, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

### **Headteachers**

51. The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD 2022. (Appendix 1)

52. A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
53. Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 8.1-8.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
54. In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, calculated at 8.2, by more than 25%. Where this, or exceeding the limits set out at 8.3 and 8.4 are being considered by the Pay committee of the Trust Board, there must be wholly exceptional circumstances and that committee must make a business case to the full Trust Board who will seek external independent advice.

### **Heads of School, Deputy headteachers, Assistant and Associate Assistant Headteachers**

55. A pay range will be determined for all of these roles referencing the Trust pay range structure. The pay range will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

### **Pay progression for members of the leadership group**

56. Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. Annual pay progression within the range is automatic. In accordance with the ATLP Appraisal Policy, leadership roles will progress one point each year, until they reach the top of their range, unless there are concerns about performance or conduct that falls below the standard required in the Headteachers Teachers' Standards. Where concerns arise, the appraiser will discuss these with the member of staff and an informal support plan will be put in place in line with the Appraisal Policy. In cases where pay progression is not granted the member of staff will receive confirmation of this, including the reasons and informing them of their right of appeal.
57. Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Pay Committee is satisfied that there is evidence of sustained high quality of performance in school leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.
58. Accelerated progression of up to two points, may be considered for members of the leadership group where performance is judged to be exceptional taking in to account the following.
- a) performance of others in the same size schools across the Trust,
  - b) Strong tangible evidence of promoting and embodying the One Trust Vision
  - c) the criteria at 25.

### **Teaching and Learning Responsibility (TLR) payments**

59. The Trust pays TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of its staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
60. Current values are as follows in accordance with the staffing structure:

TLR1 £9,272-£15,690 per annum; and

TLR2 £3,214-£7,847 per annum.

61. In addition, the Trust may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day, to provide catch-up support on learning lost to the Covid-19 pandemic. The annual value of a TLR3 will be no less than £639 and no greater

than £3169. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except where the responsibility relates to tutoring as set out above.

## Special Educational Needs (SEN) allowances

62. An SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD 2022. Where a SEN allowance is to be paid, the spot value of between £2,539 and £5,009 will be determined based on the structure of the SEN provision, mandatory qualifications required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

## Early career teachers (ECTs)

63. In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
64. Eligible ECTs will be automatically considered for progression and no application will be necessary. Annual pay progression within the range is automatic and decisions regarding pay progression will be clearly attributable to the ECT's performance with reference to the statutory induction process including the outcome of the formal assessments.
65. Eligible ECT's will be awarded pay progression at the end of the first year of their induction period.
66. ECT's who have been employed as Associate Teachers on the Arthur Terry Teaching School Hub – North Birmingham will be awarded an additional point upon appointment in recognition of their year of work within the Teaching School Hub if they choose to work at a school within the Trust.

## Part time teachers

67. Teachers who work less than a standard working week are deemed to be part time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD 2023. Part-time teachers will receive a written statement which sets out expectations regarding the deployment of working time, including timetabled teaching time, leadership, and management time (where applicable), and directed time beyond the school day. The pay of part time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher and any increase in pay will be paid pro rata to full time equivalent salary rates.
68. Where TLR's are awarded to part-time teachers they must be paid pro rata at the same proportion as the teacher's part-time contract unless in certain circumstances and through agreement with the teacher, they take on the full responsibility of the TLR, in which case the full value of the TLR will be paid. TLR's may be shared.

## Short notice/supply teachers

69. Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of a maximum of 190 days for the school year beginning in 2023. periods of employment for less than a day being calculated pro-rata. They will be paid the agreed rate for the job and are not subject to the appraisal process. This includes staff employed as supply teachers in the Trust supply pool.

## Pay protection

70. Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD 2023.

## Absence and pay progression

70. Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are eligible to be considered for pay progression.
71. The Trust will take into account the criteria set out in this policy but use the period of time prior to the employee commencing their period of absence. In most cases this will be the preceding year for progression on to the upper pay range. If there is sufficient time for assessment in the current cycle, that period may also be considered.

## Section C - Determining Support Staff Pay

### Pay reviews

72. The Trust Board will ensure that each member of support staff's salary is reviewed annually with effect from 1 September if eligible.

### Salary scales

73. The salary scales used will be in accordance with the Green Book pay values and ATLP pay scales for each local authority. The ATLP pays full time employees a minimum annual leave entitlement of 26 days, with 4 concessionary days.
74. Support staff who work [39 weeks] per year are deemed to be term-time only. Some support staff who work a reduced number of weeks during the year than an all-year-round employee but work extra weeks during school holidays depending on the requirements of the role, are deemed to be term-time plus.
75. An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement in line with the model calculation, which are added to the number of weeks the employee is required to work and paid in twelve equal monthly instalments.
76. The ATLP calculates pay for employees who work term time only or term time plus [in accordance with the advisory model calculation set out in the Green Book] and the working weeks and number of weeks holiday individuals are entitled to will be set out in their contracts of employment.

### Job descriptions

77. The headteacher, in conjunction with HR, will ensure that a job description is available for each post which identifies the appropriate duties.
78. The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by through advice from HR. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

### Basic pay determination on appointment

79. The HR team, on behalf of the Trust, will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the headteacher/manager, will consult with HR to determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade) (refer to Appendix 1). However, in making such determinations, this may take in to account a range of factors, including:
- a) the level of qualifications, skills, and experience in a same or similar role required

- b) market conditions
- c) the wider School/Trust context and strategic priorities

80. There is no assumption that the support member of staff will be paid at the same rate as they were being paid in a previous school/role however where possible the Trust will endeavour to do this. The Trust will determine the appropriate rate of pay for a support staff member joining the Trust, taking account of previous experience and skills (Refer to Appendix 1).

## Incremental progressions

81. Eligible members of the support staff will be automatically considered for further progression and no application will be necessary. Annual pay progression within the range is automatic. In accordance with the ATLP Appraisal Policy, support staff will progress one point each year, until they reach the top of their range, unless there are concerns about performance or conduct that falls below the standard required in the Support Staff Standards. Where concerns arise, the appraiser will discuss these with the member of staff and an informal support plan will be put in place in line with the Appraisal Policy. In cases where pay progression is not granted the member of staff will receive confirmation of this, including the reasons and informing them of their right of appeal.
82. If the employee has more than 6 months' service in their role on 1 September, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 September until the employee reaches the top of their scale.
83. If the employee has less than 6 months' service in their role on 1 September, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 September in line with this policy.
84. Pay progression may be refused without recourse to the capability procedure.
85. Accelerated progression, of up to two points, may be considered where performance is judged to be exceptional taking in to account the following.
- a) the level of qualifications, skills and experience is exceptional when compared to others at the same level of pay across the Trust.
  - b) Meeting all of the support staff standards including Part 2 professional standards

## Honoraria

86. An honorarium may be paid on a temporary basis where an employee is offered and agrees to:
- a) undertake higher level work but not equivalent to a higher graded post, in addition to their normal duties
  - b) 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave
87. The headteacher/manager, in consultation with HR, will determine the amount of this payment in line with ATLP honoraria. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.
88. The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up.'
89. This should usually only be a temporary solution and the headteacher/manager should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

## Appeals

90. The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.
91. Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. Appeals against pay decisions should be made in writing and addressed to the Pay Committee of the Trust Board stating the grounds of their appeal and who their chosen companion is.

### Informal discussion

92. As part of the normal salary review process for progression to the Upper Pay Range or a request for accelerated progression the Headteacher will inform the member of staff of the pay decision. For Upper Pay Range applications, this feedback will include feedback about their application, including for those not recommended for progression details of what support will be made available to help them to become expert/highly competent, an understanding of why the pay recommendation and decision were made and notification of the right to an informal appeal.
93. Upon receipt of written<sup>1</sup> notification of the Headteachers recommendation, if the member of staff is still dissatisfied, they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification. This is known as an informal appeal.
94. This discussion gives an opportunity for a member of staff to ask any questions that they did not ask at the initial meeting, request additional support, and provide further evidence they wish to be considered and to help resolve issues quickly and informally. As this discussion is informal at this stage, representation (on either side) is not necessary, nor would it be appropriate. At the conclusion of any further discussion, the pay recommendation may be adjusted, or it may remain the same; the application form will be updated to reflect the discussion.
95. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

### Stage One Appeal

96. If, following discussion with the Headteacher, the member of staff remains dissatisfied, and believes that an incorrect pay decision has been made they can make a formal appeal in writing within 5 working days of receipt of the outcome of the Pay and Appraisal Committee decision. The possible grounds for appeal, which will need to be substantiated with evidence by the teacher are:
  - a) incorrectly applied any provision of the STPCD/Green Book/Pay Policy
  - b) failed to take proper account of relevant evidence.
  - c) took account of irrelevant or inaccurate evidence.
  - d) was biased; or
  - e) unlawfully discriminated against the member of staff.
97. Appeals against pay decisions should be made in writing and addressed to the Governance & Compliance Manager, Katherine Thomas ([katherine.thomas@atlp.org.uk](mailto:katherine.thomas@atlp.org.uk)) stating the grounds of their appeal in accordance with 16.5 above.
98. The Stage 1 Pay Appeal Committee shall include at least one trustee member of the Pay & Appraisal Committee who made the decision, with HR in attendance. The committee will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.
99. The member of staff or their representative will have the opportunity to make representations to the Pay Committee panel and a school representative will attend to present the management case. A note taker will also be present. HR will be in attendance.

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<sup>1</sup> The yearly guidance issued regarding salary statements including applications for progression to Upper Pay Range will include information about where employees can access their written notification of outcome and/or salary statement.

100. The panel or their representative will review their decision and will confirm the outcome in writing to the member of staff within 5 working days.

### **Stage Two Appeal**

101. If a teacher wishes to appeal against the decision made at Stage One, they may do so within 5 working days of the written decision on the grounds that the committee who made the decision:
- a) incorrectly applied any provision of the STPCD/Green Book/Pay Policy
  - b) failed to take proper account of relevant evidence.
  - c) took account of irrelevant or inaccurate evidence.
  - d) was biased; or
  - e) unlawfully discriminated against the teacher.
102. The member of staff will need to include evidence to substantiate their grounds of appeal.
103. Appeals against the decision at Stage Two should be made in writing and addressed to the Governance & Compliance Manager, Katherine Thomas ([katherine.thomas@atlp.org.uk](mailto:katherine.thomas@atlp.org.uk)) stating the grounds of their appeal in accordance with 16.10 above.
104. Upon receipt an appeals panel of 3 different trustees who were not involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. A representative from HR shall be in attendance. The employee will be invited in writing, giving a minimum of 5 working days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
105. The member of staff will have the opportunity to make representations to the appeals panel. A representative of the original decision-making panel will also attend to explain why the decision at Stage One was made. A note taker will also be present.
106. The decision of the panel will be confirmed in writing to the employee within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

## Section D - Determining Executive Pay

### Executive Pay

107. The remuneration package for the Executive Team will be determined by the Trust Board, considering all the permanent responsibilities of the roles, any challenges that are specific and all other relevant considerations. Please refer to ATLP Executive Team Pay and Appraisal Policy.
108. The Executive Team consists of the CEO, Directors of Education, Chief Finance and Operations Officer, Deputy Chief Finance Officer, HR Director and the Operations and Estates Director.



## Appendix 1 - Pay Assessment on appointment

### Teachers

Area of Experience	Criterion for salary point(s) on the main pay scale for classroom teachers
<i>Teaching Experience</i>	<p>For a first appointment with no previous experience place on the minimum of the scale.</p> <p>For teachers who are appointed directly from the Arthur Terry Teaching School Hub, one point for their year of experience on the SCITT programme.</p> <p>For second and subsequent appointments pay one point for each complete year of relevant teaching experience (excluding work on a casual supply basis), subject to evidence of successful performance. This will include teaching as an unqualified teacher in a recognised teaching establishment. Evidence will be required.</p> <p>The ATLP will recognise all teaching employment during periods of leave of absence, of sick pay, maternity, and paternity purposes. The discretion to discount a previous year of employment for unsatisfactory service may be exercised.</p> <p>Recognise pay portability for main scale or upper pay range roles in education/local authority where pay increments have been awarded based on successful years of service.</p> <p>Teaching experience cannot be combined with other experience in determining salaries.</p> <p>Previous experience in non-relevant roles will not be eligible in determining salaries</p>

### Support Staff

Area of Experience	Criterion for salary point(s) within the nominated grade for support staff.
<i>Previous Experience</i>	<p>For a first appointment with no previous experience place on the minimum of the scale.</p> <p>For second and subsequent appointments pay one point for each complete year of directly relevant employment, in the same or significantly similar role, (excluding work on a casual supply basis), subject to evidence of successful performance management outcomes. Evidence will be required.</p> <p>Recognise pay portability for service in education/local authority establishments where pay increments have been awarded based on successful years of service.</p> <p>The ATLP will recognise all directly relevant employment during periods of leave of absence, of sick pay, maternity, and paternity purposes. The discretion to discount a previous year of employment for unsatisfactory service may be exercised.</p> <p>Previous experience in non-relevant roles will not be eligible in determining salaries</p>

## Appendix 2 – Teachers Pay Scales

Unqualified Teacher	
UNQ1	£19340
UNQ2	£21559
UNQ3	£23776
UNQ4	£25732
UNQ5	£27953
UNQ6	£30172

Main Scale	
M1	£28000
M2	£29800
M3	£31750
M4	£33850
M5	£35990
M6	£38810

Upper Pay Scale	
UPR1	£40625
UPR2	£42131
UPR3	£43685

TLR	
T3	£600 - 2975
T2a	£3017
T2b	£5024
T2c	£7030
T1a	£8706
T1b	£10716
T1c	£12724
T1d	£14732
SEN	£2384- 4703

Out of Hours Rate
£30.68 ph
M6/1265

Leadership	
L1	£44305
L2	£45414
L3	£46548
L4	£47706
L5	£48894
L6	£50122
L7	£51470
L8	£52659
L9	£53972
L10	£55359
L11	£56796
L12	£58105
L13	£59557
L14	£61042
L15	£62560
L16	£64224
L17	£65699
L18	£67350
L19	£69022
L20	£70732
L21	£72483
L22	£74282
L23	£76122
L24	£78010
L25	£79948
L26	£81926
L27	£83956
L28	£86039
L29	£88170
L30	£90364
L31	£92596
L32	£94898
L33	£97255
L34	£99660
L35	£102137
L36	£104665
L37	£107267
L38	£109921
L39	£112601
L40	£115410

L41	£118293
L42	£121257
L43	£123057

### Appendix 3 Support Staff Pay Scales – Birmingham – effective 1 April 2022

GR1	Salary	GR2	Salary	GR3	Salary	GR4	Salary	GR5	Salary	GR6	Salary	Gr7	Salary
	£		£ p.a.		£ p.a.		£ p.a.		£ p.a.		£ p.a.		£ p.a.
1	20258	3	20812	9	23194	23	30151	32	38296	41	47573	50	60635
2	20441	4	21189	10	23620	24	31099	33	39493	42	48587	51	62307
3	20812	4	21189	11	24054	25	32020	34	40478	43	49590	52	64262
		5	21575	12	24496	26	32909	35	41496	44	51127	53	66294
		5	21575	13	24948	27	33820	36	42503	45	52676	54	68396

	6	21968	14	25409	28	34723	37	43516	46	54223	55	70570
	6	21968	15	25878	29	35411	38	44539	47	55781	56	72828
	7	22369	16	26357	30	36298	39	45495	48	57322	57	75160
	8	22777	17	26845	31	37261	40	46549	49	58981	58	78123
			18	27344								
			19	27852								
			20	28371								
			21	28900								
			22	29439								

Allowance	
ALW	Value
Hon1	715
Hon2	1190
Hon3	1668
Hon4	2145
Hon5	2621
Hon6	3098
Hon7	3574

## Appendix 4 Support Staff Pay Scales – Staffordshire – effective 1 April 2022

SCP		Grades and Points	
£ per annum		Grade 1	Grade 2
1	£20,258		
2	£20,441	Grade 3	Grade 4

3	£20,812
4	£21,189
5	£21,575
6	£21,968
7	£22,369
8	£22,777
9	£23,194
10	£23,620
11	£24,054
12	£24,496
13	£24,948
14	£25,409
15	£25,878
16	£26,357
17	£26,845
18	£27,344
19	£27,852
20	£28,371
21	£28,900
22	£29,439
23	£30,151
24	£31,099
25	£32,020
26	£32,909
27	£33,820
28	£34,723
29	£35,411
30	£36,298
31	£37,261
32	£38,296
33	£39,493
34	£40,478
35	£41,496
36	£42,503
37	£43,516
38	£44,539
39	£45,495
40	£46,549
41	£47,573

Grade 11

42	£48,587		
43	£49,590		
44	£51,127		Grade 12
45	£52,676		
46	£54,223		
47	£55,781		
48	£57,322		
49	£58,981	Grade 13	
50	£60,635		
51	£62,307		
52	£64,262		
53	£66,294		

## Appendix 5 Support Staff Pay Scales – Warwickshire – effective 1 April 2022

SCP					
	Grade A	Grade B			
1					£20,258
1			Grade C		
2				£20,441	
2			Grade D		£20,441
3					£20,812
3				Grade E	£20,812
4					£21,189
4					£21,189
5					£21,575
5					£21,575

6			£21,968
6		Grade F	£21,968
7			£22,369
8			£22,777
9			£23,194
10			£23,620
11			£24,054
12	Grade G		£24,496
13			£24,948
14			£25,409
15			£25,878
16			£26,357
17			£26,845
18	Grade H		£27,344
19			£27,852
20			£28,371
21			£28,900
22			£29,439
23			£30,151
24	Grade I		£31,099
25			£32,020
26			£32,909
27	Grade J		£33,820
28			£34,723
29			£35,411
30	Grade K		£36,298
31			£37,261
32			£38,296
33	Grade M	Grade L	£39,493
34			£40,478
35	Grade O	Grade N	£41,496
36			£42,503
37			£43,516
38	Grade Q		£44,539
39			£45,495
40			£46,549
41	Grade Q	Grade P	£47,573
42			£48,587
43			£49,590

## Appendix 6 Support Staff Pay Scales – Coventry – effective 1 April 2022

Sp Point	£ pa	G1	G2	G3	G4	G5	G6	G7	G8	G9	G10
49	54927										
48	54022										
47	53127										
46	52239										
45	51320										
44	50410										
43	49590										
42	48587										
41	47573										
40	46549										
39	45495										
38	44539										
37	43516										
36	42503										
35	41496										
34	40478										
33	39493										
32	38296										
31	37261										
30	36298										
29	35411										
28	34723										



