



The Arthur Terry Learning Partnership

Pay Policy

This policy was approved by the Trustees on 12/10/20

John Vickers..... Chair of Trustees

Adopted on 12/10/20

This policy will be reviewed annually on or before 31st October 2021

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

SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, 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.
- 1.2 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 (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018), and the Workforce Privacy Notice sets out how the Trust will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this pay policy, the aim is to:
- 1.3.1 achieve excellent outcomes for all students
 - 1.3.2 support the recruitment and retention of a high quality workforce
 - 1.3.3 complement the Trust's performance management and appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
 - 1.3.4 complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay
 - 1.3.5 enable the Trust to recognise and reward staff appropriately for their contribution
 - 1.3.6 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
 - 1.3.7 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
- 1.4 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.

¹ 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.

2 Monitoring the impact of the policy

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.

3 Review of policy

This policy is reviewed annually by the Trust in consultation with the recognised trade unions. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

SECTION B DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

- 1.1 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.
- 1.2 In making such determinations, the Trust may take into account a range of factors, including:
 - 1.2.1 the nature of the post
 - 1.2.2 the level of qualifications, skills and experience required
 - 1.2.3 market conditions
 - 1.2.4 the wider School/Trust context and strategic priorities
- 1.3 There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school. 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).

2 Pay reviews

- 2.1 The Trust will ensure that each teacher's salary is reviewed annually by no later than 31 October 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.
- 2.2 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.
- 2.3 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 safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

3 Assessment of pay progression

- 3.1 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 teachers appraisal are set out in the Appraisal Policy.
- 3.2 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.
- 3.3 Judgements of performance will be made in relation to how the teacher has met appraisal outcomes, their priorities/objectives and the Teachers' Standards (unless other standards apply for a particular post).

- 3.4 The evidence that will be used may include, but not be limited to appraisals, peer review, tracking pupil progress, lesson observations, the views of pupils and parents]. Objectives and performance management discussions will not be based on teacher generated data and predictions, or solely on the assessment data for a single group of pupils.
- 3.5 Teachers' appraisal reports will contain pay recommendations. These recommendations will be reviewed by the senior leadership team and Headteacher and will be moderated across the Trust by the Executive Team and Headteachers in all schools.
- 3.6 Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee of the Trust Board, having regard to the appraisal report containing the pay recommendation and the review/moderation exercise by the Executive Team and Headteachers.
- 3.7 Additional progression may be considered in accordance with the criteria set out in this policy.
- 3.8 It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 3.9 Where teaching, progress or compliance with the Teachers' Standards (where applicable) is not meeting expectations the Headteacher will determine support and if necessary the capability procedure will be used. In such situations there would be no pay progression during that year.
- 3.10 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.

4 Main pay range for teachers

- 4.1 The main pay range within the Trust are £25,714 - £36, 961, and have 6 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£25, 714
2	£27, 600
3	£29, 664
4	£31, 778
5	£34, 100
6	£36, 961

Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will be automatically considered for progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process and the criteria set out in this pay policy.
- 4.3 In accordance with the ATLP Appraisal Policy, main scale teachers will progress one point each year, until they reach the top of their range, unless there are concerns about achievement of performance management priorities/objectives or wider performance concerns during the appraisal year. Where concerns arise, the appraiser will discuss these with the teacher and a 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.

- 4.4 Pay progression may be refused without recourse to the capability procedure.
- 4.5 Additional progression may be considered for those teachers who in the professional judgement of the Headteacher can demonstrate that they and the Pay Committee is satisfied that there is evidence of:
 - 4.5.1 All priorities/objectives being met and exceeded
 - 4.5.2 The quality of teaching throughout the year being considered excellent/exceptional and exceeds expectations
 - 4.5.3 Progress targets being exceeded in the majority of groups or pupils
 - 4.5.4 Successful leadership of a whole school initiative where impact can be evidenced

5 Upper pay range for teachers

- 5.1 The upper pay range within the Trust is from £38, 690 - 41, 604 per annum and have 3 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (upper pay range minimum)	£38, 690
2	£40, 124
3 (upper pay range maximum)	£41, 604

Application to be paid on the upper pay range

- 5.2 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.
- 5.3 Applications may be made once a year by no later than 31st October.
- 5.4 Applications should contain evidence from the last 2 consecutive successful recent appraisals and should be made in writing using the standard ATLP form available from the relevant leadership team, on the staff intranet, or from HR, and be submitted to the Headteacher.

Where such evidence is not available, e.g. those returning from maternity or long term sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.
- 5.5 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.

“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. expected, established, 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 had two consecutive successful appraisal reports, and has achieved their priorities/objectives during this period. (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.

- 5.6 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 over a 2-year period:
 - 5.6.1 All priorities/objectives are met and exceeded
 - 5.6.2 Quality of teaching throughout the year is excellent/exceptional and consistently exceeds expectations
 - 5.6.3 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice
 - 5.6.4 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school
 - 5.6.5 Enhanced and demonstrable contribution to raising pupil standards
 - 5.6.6 A commitment to personal development and CPD focused on improving outcomes for students
 - 5.6.7 Highly competent in all areas of the Teachers’ Standards.
- 5.7 The application will initially be assessed by the Headteacher/Leadership Team. The applications will be moderated by the Director of Education/school Headteachers/HR. The Headteacher will then make recommendations to the Pay Committee who will make the final decision.
- 5.8 The assessment will usually be made by the end of November.
- 5.9 Successful applicants who apply by 31st October will move to the minimum of UPS1 back dated to the 1st September of the academic year relevant to the most recent performance management outcome (i.e. if an application is received by 31st October 2020, and is successful, the applicant will move to UPS1 backdated to 1st September 2020). Where an application is made at later times of the year, successful applicants will move to UPS on 1st September of the following year.
- 5.10 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:

5.10.1 the nature of the post and the responsibilities it entails

5.10.2 the level of qualifications, skills and experience of the teacher

5.10.3 market forces

5.11 If unsuccessful, feedback will be provided in writing by Headteacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

5.12 Once a teacher has moved on to the upper pay range, if eligible they will be automatically considered for further progression no more than once every two years and no application will be necessary. However, pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

5.13 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Pay Committee is satisfied that there is evidence from the required period of continuing to meet the criteria at 5.5.

5.14 Additional 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 5.5 and 5.6 and where all objectives have been exceeded.

6 Pay range for unqualified teachers

6.1 The unqualified teacher pay range within the Trust is from £18, 169 - £28, 735 per annum. Within this range there are six reference points which are as follows:

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£18, 169
2	£20, 282
3	£22, 394
4	£24, 507
5	£26, 622
6 (unqualified teacher pay range maximum)	£28, 735

Pay progression for unqualified teachers

6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the teacher's performance with reference to the appraisal process.

- 6.3 Judgements of performance will be made in relation to appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
 - 6.3.1 All objectives are met
 - 6.3.2 The quality of the teaching throughout the year is good
 - 6.3.3 Pupil progress targets achieved for all groups
- 6.4 Additional progression will be considered for unqualified teachers who demonstrate:
 - 6.4.1 All objectives are met and exceeded
 - 6.4.2 The quality of teaching throughout the year is considered excellent/exceptional and exceeds expectations
 - 6.4.3 Progress targets exceeded in the majority of groups or pupils

7 Pay ranges for leading practitioner posts

- 7.1 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 policies and practice in their workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:
 - 7.1.1 be an exemplar of teaching skills,
 - 7.1.2 lead the improvement of teaching skills in the Trust
 - 7.1.3 carry out the professional responsibilities of a teacher other than a Headteacher, including those responsibilities delegated by the Headteacher.
- 7.2 The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by STPCD.

Pay progression for leading practitioners

- 7.3 Eligible leading practitioners will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leading practitioner's performance with reference to the appraisal process.
- 7.4 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:
 - 7.4.1 All priorities/objectives are met and exceeded
 - 7.4.2 The quality of teaching throughout the year is excellent/exceptional and exceeds expectations, and is an exemplar of teaching skills, which should impact significantly on pupil progress within school and the wider community, if relevant

- 7.4.3 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 staff and colleagues, including any specific elements of practice that have been highlighted as in need of improvement;
 - 7.4.4 A commitment to personal development and CPD focused on improving outcomes for students
 - 7.4.5 Highly competent in all areas of the Teachers' Standards
 - 7.4.6 Has shown strong leadership in developing, implementing and evaluating policies and practice in their workplace that contribute to school improvement.
- 7.5 Additional progression may be considered for leading practitioners where performance is judged to be exceptional taking in to account the criteria at 7.4 and where all objectives have been exceeded.

8 Pay ranges for members of the leadership group

- 8.1 Pay ranges for headteachers, deputy Headteachers and assistant Headteachers (including Associates in these roles) will be determined in line with STPCD for new appointments, where responsibilities significantly change, or if the Trust chooses to review pay of leadership posts in line with STPCD. The pay range will take into account all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations including the skills and competencies required. Pay ranges will allow appropriate scope for performance related progression over time.

Headteachers

- 8.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD. (Appendix 1)
- 8.3 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%.
- 8.4 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.
- 8.5 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.

Deputy headteachers and assistant headteachers

- 8.6 A pay range will be determined for any deputy headteacher and assistant headteacher, (including associates in these roles) considering how the role fits within the wider leadership structure of the school/Trust. 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

- 8.7 Eligible members of the leadership group will be automatically considered for further progression and no application will be necessary. However annual pay progression within the range is not automatic and decisions regarding pay progression will be clearly attributable to the leadership group member's performance with reference to the appraisal process.
- 8.8 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.
- 8.9 Additional 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 criteria at 8.8 and where all objectives have been exceeded. There must be evidence of sustained high quality of performance having regard to the results of the most recent appraisal and any recommendation. Performance must be 'highly competent', 'substantial' and 'sustained'.

9 Teaching and Learning Responsibility (TLR) payments

- 9.1 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.
- 9.2 Current values with effect from 1st September 2020 are as follows in accordance with the staffing structure:
- 9.3 **TLR1**
 - TLR 1a - £8291
 - TLR 1b - £10207
 - TLR 1c - £12,119
 - TLR 1d - £14,030
- TLR2**
 - TLR 2a - £2,873
 - TLR 2b - £4,786
 - TLR 2c - £6,696
- 9.4 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. The annual value of a TLR3 will be no less than £571 and no greater than £2,833. It will be set out in

writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply to TLR3 payment.

10 Special Educational Needs (SEN) allowances

An SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD, and will only be awarded in schools with a dedicated SEN resource base unit or designated special provision. Where a SEN allowance is to be paid, the spot value of between £2,270 and £4,479 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

11 Newly qualified teachers (NQTs)

In the case of NQTs pay decisions will be made by means of the statutory induction process.

12 Part time teachers

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. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to full time equivalent salary rates.

13 Short notice/supply teachers

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 195 days; 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.

14 Pay protection

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

15 Absence and pay progression

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

15.2 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 or two years 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.

16 Appeals

- 16.1 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.
- 16.2 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. The teacher should inform the chair of the appeals panel/clerk to governors who their chosen companion is, in good time before the hearing.

Informal discussion

- 16.3 As part of the normal salary review process, the Headteacher will inform the teacher of the pay decision. Upon receipt of written notification of the pay decision, if the teacher is dissatisfied they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification.
- 16.4 This discussion gives an opportunity for a teacher to discuss the decision on their pay, to gain an understanding of why the pay recommendation and decision were made and to 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 appraisal report will be updated to reflect the discussion.
- 16.5 If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage One

- 16.6 If, following discussion with the Headteacher, the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher to the committee who made the decision. The possible grounds for appeal are:
 - 16.6.1 incorrectly applied any provision of the STPCD;
 - 16.6.2 failed to have proper regard for statutory guidance;
 - 16.6.3 failed to take proper account of relevant evidence;
 - 16.6.4 took account of irrelevant or inaccurate evidence;
 - 16.6.5 was biased; or
 - 16.6.6 unlawfully discriminated against the teacher.
- 16.7 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 in accordance with 16.5 above.
- 16.8 The panel who made the decision (or a representative from) 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.

- 16.9 The teacher will have the opportunity to make representations to the Pay Committee panel or their representative and a school representative will also attend to present the management case. A note taker will also be present.
- 16.10 The panel or their representative will review their decision and will confirm the outcome in writing to the teacher within 5 working days.

Stage Two

- 16.11 If a teacher wishes to appeal against the decision made at Stage One, they may do within 5 working days of the written decision on the grounds that the committee who made the decision:
- 16.11.1 incorrectly applied any provision of the STPCD;
 - 16.11.2 failed to have proper regard for statutory guidance;
 - 16.11.3 failed to take proper account of relevant evidence;
 - 16.11.4 took account of irrelevant or inaccurate evidence;
 - 16.11.5 was biased; or
 - 16.11.6 unlawfully discriminated against the teacher.
- 16.12 Appeals against the decision at Stage One should be made in writing and addressed to the Appeals Committee of the Trust Board stating the grounds of their appeal in accordance with 16.10 above.
- 16.13 Upon receipt an appeals panel of 3 different governors who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably 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 hearing will be enclosed.
- 16.14 The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision making panel will also attend. A note taker will also be present.
- 16.15 The decision of the panel will be confirmed in writing to the teacher within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

SECTION C DETERMINING SUPPORT STAFF PAY

1 Pay reviews

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

2 Salary scales

The salary scales used will be in accordance with the Green Book pay scales.

3 Job descriptions

3.1 The Headteacher, in conjunction with the line manager of the role and HR, will ensure that an up to date job description is available for each post which identifies the appropriate duties.

3.2 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 the Headteacher/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.

4 Basic pay determination on appointment

4.1 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 liaise 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:

- 4.1.1 the nature of the post
- 4.1.2 the level of qualifications, skills and experience required
- 4.1.3 market conditions
- 4.1.4 the wider School/Trust context and strategic priorities

5 Incremental progression

5.1 Incremental progression is subject to satisfactory service and as such may be withheld where there are concerns about an employee's performance, such as achievement of priorities/objectives under the school's appraisal policy or wider performance concerns during the appraisal year. Where concerns arise, these will be discussed with the employee and a

support plan put in place. In cases where incremental progression is withheld, the employee will receive confirmation of this in writing including the reasons and informing them of their right of appeal. Pay progression may be refused without recourse to the capability procedure.

6 Honoraria

6.1 An honorarium may be paid on a temporary basis where an employee is offered and agrees to:

6.1.1 undertake higher level work in addition to their normal duties

6.1.2 'act up' for at least four weeks in to a higher graded post which has become temporarily vacant, for example, due to sick leave

6.2 The Headteacher/Manager , in consultation with HR, will determine the amount of this payment. 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.

6.3 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'.

6.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

7 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16) however the Green Book replaces STPCD at 16.6.1 and 16.11.1.

SECTION D DETERMINING EXECUTIVE PAY

Executive Pay

The remuneration package for the Executive Team will be determined by the Trust Board, taking in to account 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. (the Executive Team consists of the CEO, Directors of Education, Finance Director, Director of HR, Director of Operations and Estates).

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 second and subsequent appointments pay 1 point for each complete year of relevant teaching experience/employment, (excluding work on a casual supply basis), subject to evidence of successful performance management outcomes. 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>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 1 point for each complete year of directly relevant experience/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>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>