

East Midlands Academy Trust

Pay Review Policy

'Every child deserves to be the best they can be'

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| Scope: EMAT and all academies within the Trust | |
| Version: V5 | Filename: EMAT PAY REVIEW POLICY |
| Approval: October 2024 This policy approved by the Trust Board | Next Review: October 2025 This policy will be reviewed annually by the FHRE committee and ratified by the Trust Board |
| Owner: EMAT People & Culture Team | |
| Related Policies Performance Development Guidance Upper Pay Scale Application Process | |
| Distribution: East Midlands Academy Trust Employees <i>Any printed copies should therefore be viewed as “uncontrolled” and as such, may not necessarily contain the latest updates and amendments.</i> | |

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| Policy type: | |
| Non-statutory | Replaces Trust’s current policy |

Revision History

| Revision Date | Revisor | Description of Revision |
|-------------------|------------|---|
| Oct 2024 v5 | V Donnelly | Reference to Performance Development guidance and UPS Application Process UPS application removed from policy |
| March 2024 - V4.1 | V Donnelly | LGS pay agreement included to align policy with all Trust Employees. Eligibility criteria provided for short service employees, those under notice and those under performance management. HR replaced with People & Culture. “Safeguarding” of salary replaced with “protected” throughout. |
| Oct 2023 – V4 | A Holton | Improved layout – no changes following review of STDPC 2023 |
| 25.10.2021–V3 | H Mahmood | Policy review – STDPC document updated in October 2021. Two main changes in Pay policy: <ul style="list-style-type: none"> TLR allowance awarded to teachers for tutoring. NQT now ECT – 2-year program. Qualified for pay progression at the end of first year if eligible. |
| 05.03.2020 – V2 | H Mahmood | Policy review – No Changes. |
| 20.02.2019 V1 | I Holden | New Pay Review Policy issued to all schools. |

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EMAT Pay Review Policy

1. General Policy Statement

- 1.1. East Midlands Academy Trust recognises the need to manage pay and performance fairly and in a way that motivates all employees to make a positive contribution to the Trust. All employees should be appropriately rewarded and valued for their contribution.
- 1.2. This policy sets out the framework for making decisions on teacher's pay in conjunction with the School Teachers Pay and Condition Document 2023 (STPCD), the Local Government Services pay agreement and Trust Guidelines. It has been developed to comply with current legislation and the requirements of the Trust. It covers pay arrangements for teachers who are being paid on the unqualified, main, upper pay scale and the Leadership scale, with the STPCD 2023.
- 1.3. This process will be managed through the Trust's performance development system, which will hold a record of individual targets and objectives linked to the overall targets of the appropriate academy / school as detailed in the respective School Development Plans.
- 1.4. In adopting this policy, it is the Trust's aim to:
 - achieve excellent outcomes for all students
 - support the recruitment and retention of high quality workforce
 - enable the Trust to recognise and reward teachers and support staff appropriately for their contribution
 - complement the delivery of statutory appraisal process and make robust decisions on teacher and leadership pay
 - help to ensure that decisions on pay are managed in a fair, just and transparent way
 - maximise the quality of teaching and learning at the school
 - ensure there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified.
- 1.5. The Board of Trustees will undertake to challenge and verify CEO recommendations to:
 - reward all Employees appropriately recognising their contribution as individuals and as valued members of the team
 - use the discretions and flexibility available within the various terms and conditions to recruit and retain the highest quality Employees according to need
 - communicate this policy and related procedures to all Employees ensuring that any appeal or other concerns are managed promptly, fairly and objectively.
- 1.6. The Headteacher/Department Head must ensure that every employee has an up-to-date job description that accurately reflects the accountabilities of the post.
- 1.7. In supporting pay decisions, People & Culture will only consider relevant evidence and/or achievements undertaken that impacts positively on the meeting of Trust objectives

1.8. However, where an individual is absent, for example on maternity leave or long-term sick leave then the pay decision may be deferred beyond the established timetable at the request of the employee so that the employee can participate fully in the pay review process.

2. Reference Documents

2.1. This policy refers to:

- School Teachers Pay and Conditions Document, including due regard to relevant guidance documents and accompanying circulars.
- Local Government Services pay agreement
- The Teachers Standards document produced by the DfE.
- Conditions of Employment for School Teachers in England and Wales
- Trust Guidelines

3. Review and Monitoring

3.1. The Trust will monitor the implementation and application of this policy and review it annually.

3.2. This policy is reviewed annually by East Midlands Academy Trust board of trustees.

4. Pay Reviews

4.1. The Trust will ensure that every eligible Employee receives a pay review annually subject to conditions set out below.

4.2. Employees will be eligible:

- If they have completed 12 months continuous service
- If they are not under notice of resignation or termination
- If they have not been previously advised that they will be withdrawn from a review due to them being monitored under a performance improvement plan.

4.3. For both teaching and support staff this will be with effect from 1st September and no later than the 31st October each year, and each individual will receive a written statement detailing their salary.

4.4. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and will give information about the basis on which it was made. However, no consideration will be given to changes in individual pay for those who submit late or incomplete progression applications.

5. Basic Pay Determination on Appointment

5.1. East Midlands Academy Trust will determine the pay range for a vacancy prior to advertising it. On appointment the Trust will determine the starting salary within that range to be offered to the successful candidate.

5.2. In making such determinations, the Trust may consider a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required.
- Market conditions
- The wider Trust context

5.3. There will be no assumption that any applicant will be paid at the same rate as they were being paid in a previous school or employment.

TEACHING STAFF

6. Basic Pay Determination on Appointment

- 6.1. Following changes to the STPCD in September 2019, all pay decisions are not automatic but will be linked to assessments of performance.
- 6.2. All teachers can expect to receive regular, constructive feedback on their performance and are subject to regular performance management that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.
- 6.3. The judgements of performance will be made against the extent to which teachers/ colleagues have met their individual objectives and the relevant standards and how they have contributed to the impact on pupil progress, their impact on wider outcomes for pupils, their impact on effectiveness of teachers or other employees and their wider contribution to the work of the school.
- 6.4. Decisions regarding pay progression will be made with reference to appraisal reports and the pay recommendations they contain. In the case of ECTs/NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 6.5. To be fair and transparent, assessments of performance will be properly rooted in evidence. We will ensure fairness by collecting information in an agreed format, share information with employees regarding their performance throughout the year and provide a route of appeal should any individual be unsatisfied with their performance appraisal.
- 6.6. The evidence will include assessment against agreed targets which are linked to the School Development Plan, tracking pupil progress, lesson observations and the contribution made to the academy/school.
- 6.7. Teachers' appraisal reports will be completed by line managers and will contain pay recommendations. Final decisions about whether to accept a pay recommendation will be made by the Headteacher to the CEO, having regard to the appraisal report and taking into account advice from the senior leadership team when required.
- 6.8. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.
- 6.9. 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.

7. Pay progression for main pay range teachers

- 7.1. Eligible main pay range teachers will be automatically considered for pay 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. The impact on the overall affordability of the increases as a whole will also be considered and does not (necessarily) relate to the performance of an individual
- 7.2. Teachers will progress by one point until they reach the top of their range if the professional judgement of the (Headteacher) they can demonstrate, and the Trust is satisfied there is evidence of:
 - All objectives being met
 - The quality of teaching throughout the year being good

- Pupil progress targets being achieved
- The Teachers' Standards being met in full

8. Movement to the Upper Pay Range

- 8.1. Any qualified teacher may apply, using the form appendix 1 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 they wish to apply to be paid on the upper pay range.
- 8.2. Applications may be made at least once a year between the 1st June and the 30th September for a decision to be considered by the Headteacher and CEO in October.
- 8.3. An application from a qualified teacher to progress on to the upper pay range will be considered where they can demonstrate and evidence 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.
- 8.4. To achieve progression to this upper pay range, the Trust 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 2 years:
 - All objectives as a minimum are met but ideally are exceeded
 - Quality of teaching throughout the year is exceptional and consistently exceeds expectations
 - Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice
 - Acting as a role model for Teaching and Learning, playing a critical role in the life of the school
 - Enhanced and demonstrable contribution to raising pupil standards
 - A commitment to personal development and CPD focused on improving outcomes for student
 - Highly competent in all areas of the Teachers' Standards.
 - Can demonstrate and evidence how they have actively contributed to the #EMATter culture and focus as set out in the trust improvement plan and the EMAT values and mission
- 8.5. The application will be initially assessed by the Headteacher who will moderate all applications. The Headteacher will then make recommendation to the CEO and Head of People & Culture who will present to the trustees who will ratify the final decision.
- 8.6. Applicants will be made aware of the decision as soon as practicable.
- 8.7. If successful, applicants will move to the upper pay range with effect from the 1st September and paid accordingly from this date.
- 8.8. If unsuccessful, feedback will be provided by the Headteacher verbally and will be followed with a written rationale. Part of the feedback will be to discuss ways to make a successful application in the future.
- 8.9. Should individuals no longer support the activities entailed for the upper pay range they will drop back to the main pay scale as soon as this is identified or practical to avoid over payment.

9. Pay progression for teachers within the upper pay range

- 9.1. Once a teacher has moved on to the upper pay range, if eligible they will be considered for further progression more than once every two years, however an application will be necessary.
- 9.2. 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.

- 9.3 Upper pay range teachers will progress by one point, until they reach the top of the range, if they can demonstrate and the Trust is satisfied that there is evidence from the required period of continuing to meet the criteria at 8.4.

10. Pay progression for unqualified teachers

- 10.1. 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.
- 10.2. Judgements of performance will be made in relation to the appraisal outcomes and meeting objectives. The minimum expectation to achieve pay progression is:
- All objectives are met
 - The quality of teaching throughout the year is good
 - Pupil progress targets achieved for all groups.
 - Demonstrate and evidence active participation in the #EMATter culture and the values and mission of EMAT

11. Pay progression for leading practitioners

- 11.1. Leading practitioner posts have the primary purpose of modelling and leading improvements of teaching skills. Within EMAT they will take a leadership role in developing, implementing, and evaluating policies and practices in the workplace that contributes to school improvement. To be appointed to a leading practitioner role, the teacher must:
- be an exemplar of teaching skills
 - lead the improvement of teaching skills in the school
 - carry out the professional responsibilities of a teacher other than a headteacher, including those responsibilities delegated by the headteacher.
- 11.2. 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 with the overall minimum and maximum of the pay range set by STPCD.
- 11.3. 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.
- 11.4. Leading practitioners will progress by one point until they reach the top of their range, if they can demonstrate and the Trust is satisfied that they continue to effectively carry out the purpose of the role as set out at 11 and there is evidence of:
- All objectives are met and exceeded
 - The quality of teaching throughout the year is exceptional and exceeds expectations
 - Evidence of coaching and supporting colleagues to achieve improved student outcomes
 - Acting as a role model for Teaching and Learning
 - A commitment to personal development and CPD focused on improving outcomes for students

- Highly competent in all areas of the Teachers' Standards
- Demonstrate and evidence active participation in the #EMATter culture and the values and mission of EMAT

12. Pay ranges for members of the leadership group

- 12.1 Pay range for headteachers, deputy headteacher and assistant headteacher 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 consider 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.

13. Headteachers

- 13.1 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.
- 13.2 A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless specific exceptional circumstances or candidate warrant it.

14. Deputy Headteachers and Assistant Headteachers

- 14.1 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the Trust. The pay range will not exceed the maximum of the headteacher group for the school.

15. Pay progression for members of the leadership group

- 15.1 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.
- 15.2 Leadership group members will progress by one point until they reach the top of their range if they can demonstrate and the Trust is satisfied that there is evidence of sustained high quality of performance in the school leadership and management and pupil progress, clearly linked to school improvement priorities and outcomes.

16. Teaching and Learning Responsibility (TLR) payments

- 16.1 The Trust pay TLR1 or TLR2 payments to a classroom teacher for undertaking a sustained additional responsibility in the context of our 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.
- 16.2 In addition, we may award a fixed-term TLR3 to a teacher for a 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.

17. Special Educational Needs (SEN) allowances

- 17.1 A SEN allowance will be paid to qualified teachers who meet the criteria set out in STPCD. Where a SEN allowance is to be paid this 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.

18. Early Career Teachers (ECTs)

- 18.1 In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.
- 18.2 Eligible ECTs 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 ECT'S performance with reference to the statutory induction process including the outcome of the formal assessments.
- 18.3 Eligible ECT's may be awarded pay progression at the end of the first year of their induction period.

19. Salary Protection for Teachers

- 19.1 In circumstances where a teachers' salary is reduced through no fault of their own, including the removal of a TLR which is not replaced with an equivalent or higher level of TLR then the Trust will consider safeguarding the teacher's original salary. This will be for a period of up to three years. The TLR will not be safeguarded and how this is applied is at the discretion of the trust.
- 19.2 The individual will be notified of the details of any such protection at the earliest opportunity and in any event within one month of the decision being made.
- 19.3 In these circumstances the individual may undertake such reasonable duties to the value of the cash sum protected taking due account of the teacher's skills and experience. If such duties are reasonably assigned and the individual declines to undertake them then the individual will be issued with one month's notice to terminate the salary protection.

SUPPORT STAFF

20. Pay Progression and Additional Awards

- 20.1 East Midlands Academy Trust will ensure that suitable arrangements are in place to assess the total contribution of all support staff and will use this assessment to determine annual pay decisions in accordance with the Trust Scheme.
- 20.2 Performance will be measured via the Trust appraisal system and annual pay changes will be effective from 1st September and no later than the 31st October each year, and each employee will receive a written statement detailing their salary.
- 20.3 The Trust may make use of any merit award or other reward system, both cash and non-cash to recognise the performance and contribution of employees in a positive and flexible way.

21. Payments for Additional Hours

- 21.1. The Trust will make appropriate payments to Support Employees undertaking additional hours, for example providing Out of School Learning Activities in accordance with the EMAT Terms and Conditions if these are not already paid as part of the contract.

22. Acting Up Allowance

- 22.1. Where an employee is asked to “act-up” into a higher role, there is no general expectation that the salary offered will be identical to the substantive post-holder. Each role will be reviewed individually and a salary determined by the Chief Executive Officer, Finance Director and the Head of People & Culture, based upon the skills and experience of the employee being requested to “act-up”.

23. Appeals

- 23.1. Any Employee may seek a review of any determination in relation to their pay. Appeals should be made in writing within 28 days of notification of decision, initially to the Headteacher or line manager, presenting the reasons for the appeal and evidence to support the appeal.
- 23.2. The outcome of the appeal will be communicated in writing. Once this has been issued there are no further routes of appeal