



The Athelstan Trust

Pay Policy Teachers Policy 2022-2023

Date of Review	Approved by	Date of Approval	Next Review Date	Website
Annual	Board	8 December 2022	December 2023	Y

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1. Aims

This policy aims to:

- Clearly explain how we will determine teachers' pay and clearly explain how decisions will be made based on the teacher's performance
- Set out a clear framework for pay and progression throughout the school

Adopting this policy will:

- Support the recruitment and retention of high-quality teachers
- Enable us to recognise and reward teachers for their contribution to the school
- Ensure that pay decisions are made in a fair and transparent way

This policy has been consulted on by staff and relevant trade unions.

2. Legislation and guidance

As a multi-academy Trust, we are free to determine our own approach to deciding teachers' pay. However, since all of our staff have a contract that specifically incorporates conditions from the School Teachers' Pay and Conditions Document (STPCD), these will continue to apply due to the [Transfer of Undertakings \(Protection of Employment\) \(TUPE\) Regulations 2006](#), which protect employees' terms and conditions when a maintained school becomes an academy.



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As such, this policy complies with the [STPCD](#). It is also based on the [model pay policy](#) created by the Department for Education (DfE).

This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The [Employment Relations Act 1999](#), which establishes a number of statutory work rights
- The [Part-time Workers \(Prevention of Less Favourable Treatment\) Regulations 2000](#) and the [Fixed-Term Employees \(Prevention of Less Favourable Treatment\) Regulations 2002](#), which require us to ensure part-time and fixed-term workers are treated fairly
- The [Equality Act 2010](#) which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The [Seven Principles of Public Life](#), which require those conducting the procedures to be objective, open and accountable

Our procedures for addressing grievances in relation to pay are based on the Acas grievance [code of practice](#) and are set out in our staff grievance procedures.

3. Definitions

- **Teacher** includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated
- **Teaching and learning responsibility** is a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable
- **Main and upper pay ranges** are the ranges on which a classroom teacher's salary will be set
- **Unqualified teacher pay range** is the range on which an unqualified teacher's salary will be set
- **Leadership group** comprises the headteacher, deputy headteacher and assistant headteacher

4. Roles and responsibilities

Line managers will make recommendations on a teacher's pay following the teacher's appraisal.

Final pay decisions are made by the governing board.

Responsibility for making pay decisions is delegated to the pay committee of the governing board and ratified by the full governing board.

5. How we will decide pay on appointment

The Leadership Team will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

To determine the salary, the governing board will take into account a range of factors, including:

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

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

5.1 Unqualified teachers



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Unqualified teachers will be paid on the unqualified teacher pay range. Where an unqualified teacher gains qualified teacher status (QTS) while in post, they will be transferred to a salary on the main pay range for teachers, which will be equal to or higher than their previous unqualified teacher salary and any other payable allowances.

In cases where an unqualified teacher gains QTS retrospectively, they will be paid a lump sum calculated as the difference (if any) between their unqualified teacher salary and the salary they would have been paid as a qualified teacher for the same period (not including any allowances). The lump sum will cover the period from which they obtained QTS to the date the lump sum is paid.

6. How we will decide on pay progression

6.1 Annual reviews

The Board will ensure that each teacher's salary is reviewed annually between 1 September and 30 November, in alignment with our annual appraisal period.

Pay progression will be decided based on their performance during the previous appraisal period. The salary will be decided with reference to the appraisal reports and the pay recommendation they contain.

When making decisions, the following will be taken into account:

- The performance of the teacher over the appraisal period, using evidence of their performance against their objectives collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget
- Double jumps will not be considered except in exceptional circumstances and with CEO's permission

The decision can be 'no pay progression' without triggering the capability policy.

6.2 Mid-year reviews

Reviews may take place at other times of the year if an individual's role or job description changes. Changes include going part-time and taking on or removing additional roles and responsibilities.

A written statement will be given after any review and will give information about why it was made.

7. Moving to the upper pay range

7.1 Making applications

All qualified teachers can apply to be paid on the upper pay range, and any application will be assessed in line with this policy.

Applications can be made at least once a year. Applications can be submitted by 31 October

Applications will be submitted in writing to the Headteacher and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the 2012 regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

7.2 Assessment

In order to be eligible to be paid on the upper pay range, the governing board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and



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- The teacher's achievements and contributions are substantial and sustained

For the purpose of this policy:

- **'Highly competent'** means:

Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

- **'Substantial'** means:

The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

- **'Sustained'** means:

The teacher's contributions have been maintained over a long period

7.3 The decision

The assessment will be made and the applicant notified within 20 working days after 30 November.

The decision will be made by Governing Body Pay Committee (on the recommendation of the Headteacher) who will also determine where the teacher will be placed on the upper pay range. Considerations will include the nature of the post, the responsibilities it entails, and the qualifications and skills of the teacher. If successful, applicants will move to the upper pay range from the start of the academic year. Pay will be backdated.

If unsuccessful, feedback will be provided by line managers in a one-to-one meeting, within 20 working days of the decision notification. The line manager will set out why the application was unsuccessful, and provide advice on how the teacher can improve when making another application in the future

Decisions will also be communicated in writing. Any appeals against decisions are covered by our staff grievance procedures.

8. Additional allowances

- **Part-time Teachers**

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Local Governing Body will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post. Any additional hours worked by agreement from time to time will be paid at the same rate.

Governing bodies are responsible for ensuring that part-time teachers have a clear statement of the sessions / hours they will be required to work.

Appendix A shows the arrangements for part time staff with regard to hours to be worked relating to the FTE.

- **Supply Teachers**

Teachers who work 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.

- **Teaching and Learning Responsibility Payments (TLRs)**



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TLRs will be awarded to the holders of the posts as assessed by the schools' leadership team and approved by the CEO or LGB and the Board of Trustees. TLR rates will be in line with **Appendix B**

A TLR is a payment integral to a post in the school's staffing structure and the Local Governing Body will therefore award the TLR integrated with this post to two or more people when job sharing that post.

Any teacher can apply for and be awarded a TLR. At the Headteacher's discretion, TLRs may be awarded to a part time teacher. The amount will be paid pro rata at the same proportion as the teacher's part time contract.

No more than two TLR 2a's will be awarded to the same member of staff and they will be awarded as a TLR2b. It will not be possible for holders of a TLR2b or higher to gain another permanent TLR post. TLR3's which are temporary are exempt from this limitation and can be awarded to any member of the teaching staff.

TLR3s may be awarded for a fixed term school improvement project or for a one-off externally driven responsibility(s).

- **Recruitment and Retention incentives and benefits**

The Trust will not award recruitment and retention points.

- **Special Educational Needs**

The Trust will not award SEN allowances .

- **Acting up Arrangements**

In the case of an acting Head teacher, Deputy Head teacher or Assistant Head teacher payment will be at the lowest point of the appropriate range if the duties of the post are to be carried out in full or where the teacher is already paid at a point on the range, at least one point higher than the teacher's substantive point.

The period of time for which the post is to be covered before a payment is made is 4 weeks. A payment will then be paid retrospectively from the beginning of the period of absence. Where the leadership member is not required to fulfil the full range of duties the Local Governing Body will review the salary of the teacher within 4 weeks of the duties being assigned to the teacher.

- **Additional Payments**

There will be no additional payment for out of school learning, Initial Teacher Training or CPD unless it meets the operational needs of the Academy and has been approved by the Pay Panel.

- **Honoraria**

The Trust will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher. There is no provision within the School Teachers' Pay and Conditions Document for the payment of honoraria. Any such award made to a teacher for their teaching work would be unlawful.

9. Leadership pay

Those on the leadership spine play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in



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others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to Learning.

To achieve progression, the School Teachers' Pay and Conditions Document (STPCD) requires individuals on the leadership spine to have demonstrated sustained high quality performance. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance review, as prescribed by the performance management regulations, will involve a performance management process of:

- performance objectives;
- classroom observation (where relevant);
- other evidence.

To ensure that there has been high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and, where relevant, teaching expertise.

10. Salary safeguarding arrangements

We will abide by the STPCD and safeguard teacher salaries if the post is revised or removed as a result of:

- Closure of the school or education establishment
- Organisational restructuring

Circumstances where higher pay is safeguarded include a removed or reduced:

- Teaching and learning responsibility (TLR) payment: TLR1 or TLR2
- Unqualified teacher's allowance
- Leadership pay range or leading practitioner pay range

We will follow the STPCD when applying and managing salary safeguarding.

11. Information to be included in pay statements

When pay is changed, teachers will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision.

The statement will be issued by the CEO

For all teachers, statements will include:

- Payments or other financial benefits awarded
- Any safeguarded sums
- Information on where the teacher can access a copy of the school's staffing structure and pay policy

Statements for members of the leadership group and teachers paid as leading practitioners will also include:

- The basis on which the salary has been determined
- The criteria on which their salary will be reviewed in future

Statements for teachers appointed to the leadership group or paid as a leading practitioner for a fixed period or under a fixed-term contract will also include:

- The date that the fixed period or the contract will end, or the circumstances that will lead to the contract ending

Statements for classroom teachers or unqualified teachers who are paid and eligible for allowances as a qualified teacher will also include:



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- The teacher's position within the pay ranges
- The nature and value of any allowance received
- The value of any teaching and learning responsibility (TLR) payment awarded and details of what it was awarded for
- Where a TLR was awarded to cover a teacher's absence, the end date of circumstances in which it will end
- For TLR3s, the letter should also include a statement that the payment will not be safeguarded

Statements for unqualified teachers will also include:

- The teacher's position within the unqualified teachers' pay range
- The value of any unqualified teacher's allowance awarded and the additional responsibility, qualifications or experience in respect of which the allowance was awarded

12. Appealing a decision on pay progression

Where any teacher feels that a decision made over their pay is unfair, they have the right to appeal.

Teachers should attempt to resolve the matter informally at first, by speaking to the Headteacher.

If the teacher wishes to lodge a formal grievance, they should set out their reasons for appealing in a letter to the governing body within 10 working days of the pay statement being issued. Reasons may include:

- The pay policy was incorrectly applied
- The decision contravenes the STPCD the teacher is employed under
- The decision contravenes equality legislation
- Relevant evidence was not taken into account
- The decision was biased

The rest of the grievance procedure is set out in our staff grievance procedures, which is based on the [Acas Code of Practice](#) for addressing grievances.

If the appeal is upheld by the Board of Trustee Standards Committee, the governing body will re-issue the pay statement with the correct information.

13. Further sections

The Scheme of Delegation sets out how pay decisions are delegated within the Athelstan Trust

14. Monitoring arrangements

This policy will be reviewed annually and approved by the Board of trustees

The Board will consider the outcomes and impact of the policy, including trends in progression across specific groups of teachers, to ensure it complies with equalities legislation.

15. Links with other policies

This policy links with our policies on:

- Staff grievance procedures
- Appraisal Policy



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Annex A- Part-time teaching contracts and number of 'days' worked

Introduction

The school will need to deploy part-time staff to provide the best possible timetables for students. This means that it is not always possible to restrict the number of days that a part-time teacher is required in school to cover their timetable commitment. The school, however, recognizes that there should be limits on the flexible arrangements that part-time staff are asked to make. Given the number of part-time staff the school employs, the policy below has been drawn up linking the full-time equivalent (fte) contract with the number of days that a member of staff may be required to attend to complete their contractual obligations. The school will not normally employ part-time staff for less than a 0.3fte contract.

Policy

Full Time Equivalent (fte)	Maximum number of days required 'in school'
Up to 0.3	2
0.3-0.49	3
0.5-0.7	4
Above 0.7	5

The Local Governing Body has adopted the following method of calculating part-time pay:

General Principles

- I. Part-time staff need to be available for registration on days when they teach or have PPA time period 1.
- II. Teachers are not expected to attend meetings on days (or ½ days) when they do not work. The teacher must take reasonable steps to ensure that they are familiar with the matters discussed at meetings that are relevant to them. Part-time staff who do not work on days when there are parents evenings must make other arrangements to meet parents of classes they teach on a day that they do work.
- III. When there are periods in the middle of the day, that are not taught time or PPA, staff will be given the choice of having them 'BLANKED' or being available for cover or other duties allocated by the Headteacher. Cover will be marked on the timetable.
- IV. Staff who undertake INSET (that has been approved by the Assistant Headteacher, staffing) on days when they are not paid, will be able to claim time off in lieu at a time when there is minimal impact on student learning (usually in the second half of the summer term).



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Annex B - The Athelstan Trust Teachers' Pay Scales

Effective 1 September 2022/23

Main Pay Range

1	28,000
2	29,800
3	31,750
4	33,850
5	35,989
6	38,810

Upper Pay Range

1	40,625
2	42,130
3	43,685

Unqualified Teachers Pay Range

1	19,340
2	21,559
3	23,776
4	25,732
5	27,953
6	30,172

TLRS

1A	8,706
1B	10,710
1C	12,717
2A	3,017
2B	5,020
2C	7,029
3	1,000



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Leadership Pay Range

Effective 1 September 2022/23

1	44,305
2	45,414
3	46,548
4	47,706
5	48,894
6	50,122
7	51,470
8	52,659
9	53,972
10	55,359
11	56,796
12	58,105
13	59,557
14	61,042
15	62,560
16	64,224
17	65,699
18	67,350
19	69,022
20	70,732
21	72,483
22	74,282
23	76,122
24	78,010
25	79,948
26	81,926
27	83,956
28	86,039
29	88,170
30	90,364
31	92,596
32	94,898
33	97,255
34	99,660
35	102,137
36	104,665
37	107,267
38	109,921
39	112,601
40	115,410
41	118,293
42	121,257



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43	123,057
44	125,511
45	128,160
46	130,723
47	132,816
48	135,363
49	138,070
50	140,831
51	143,648
52	146,521
53	149,451
54	152,440

Annex C

Payments for Additional Hours

1. Hours worked above a member of staffs' contracted hours must be agreed in advance with their line manager and the finance manager. It is expected that the person's manager would request that additional hours are worked.
2. Hours must be needed to meet operational requirements.
3. Payments will be at the flat hourly rate until the standard 37 hours per week are worked. Hours over 37 will be paid at time and a half.
4. Claims forms must be submitted at the end of the month that the work has been carried out and must be signed by an authorised signatory (generally the person's line manager).



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Annex D

General Guidance with regard to Special Paid and Unpaid Leave of Absence

Requests for absence during term time will be considered taking into account the needs of the school, a request form must be completed and submitted giving as much notice as possible. The decision on whether an absence is paid/unpaid, granted/refused will be at the absolute discretion of the Headteacher.

There is an expectation that routine appointments, such as a visit to the dentist will be made outside of working hours/term time. Further information on absence is contained in the staff handbook, this list is for guidance purposes only. *Any absence in term time is a cost to the school, even when that absence is unpaid.*

For the purposes of this guidance, 'near relative' includes: mother, father, daughter, son, partner, sister, brother, grandparents, mother/father in law, daughter/son in law, step son/daughter.

Care for near relative during serious illness	up to 5 days	Paid
Death of near relative	up to 5 days	Paid
Attendance at any other funeral	maximum one day	Paid
Wedding of a near relative	1 day	Paid
All other weddings are discretionary		Unpaid
Sick child	3 days per year Additional days	Paid Unpaid
Moving House	1 day	Paid
Graduation of child	1 day	Paid
Holidays in term time are discretionary		Unpaid
Time off for essential meetings if a governor at another school		Paid
Time off if elected member of a local Council	Max 208 hours	Paid
To seek another appointment (account will be taken of the post applied for)	one day up to a Max of 5 days	Paid
Approved vocational examinations	duration of exam	Paid
Approved vocational training		Paid



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Annex E – Template Letter for Training Fee Agreement

Agreement for Refund of Training Fees

The purpose of this Agreement is to allow you to undertake agreed training which is of direct benefit to the School and yourself, and which the School is prepared to fund subject to your commitment to refunding the School in the event of your employment terminating within a given period of time.

The School will pay on your behalf (or reimburse you for) fees in respect of the following course(s):

XXXXXX Training which will be pursued from **XXXX** to **XXXXX**

The amount to be paid by the School is **XXXXX** (excluding the cost of travel and accommodation).

If you do not complete the course (for whatever reason through no fault of the School) or your employment with the School ceases during the period of the course, you will refund the full amount to the School. (The School may, at its sole discretion, waive the repayment of some or all of the amount if the course is not completed with its consent).

If your employment with the School terminates after the completion of the course, then the whole or part of the amount paid in respect of training fees shall become due immediately and repayable to the School by way of deduction from pay, or otherwise, in accordance with the following schedule:

Termination of Employment	Portion of Course Fees Repayable
Up to 1 year after payment of course	100% (£XXX)
Between 1 year and 2 years after payment of course	75% (£XXX)
Between 2 years and 3 years after payment of course	50% (£XXX)
Over 3 years after payment of course	Nil

Declaration:

I have read, understand and accept the conditions set out in this Agreement.

I hereby authorise the School to make any deductions due under this Agreement from my pay (including any final pay due) or any other monies due from the School. If any balance remains outstanding after such deduction(s), I undertake to reimburse the School immediately.

Signed Date
(Employee)

Name (print)

Signed Date
(On behalf of The Athelstan Trust)

Name (print)