Pay Policy

Everyone Matters Schools Trust
Central Policy

Policy Owner	Principal / Headteacher and Trustees
Scope of the Policy	This policy applies to all of the school community
Last reviewed by trustees	**September 2026**
Next review due	**September 2027**
Summary of key changes	No Significant Changes
Committee Responsible	Pay Committee

HEAD OFFICE
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1. SCOPE AND PURPOSE

1.1 It is the policy of Everyone Matters schools Trust ("the School") to conduct all School business in an honest and ethical manner. This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation and follows where necessary the requirements of the School Teachers' Pay and Conditions Document (STPCD).

1.2 In adopting this Pay Policy the aim is to:

- support the delivery of the School's strategic development plan and school improvement plans;
- support the recruitment and retention of a high quality workforce;
- enable the School to recognise and reward staff appropriately for their contribution to the School;
- ensure staff are well motivated and provide flexibility to recognise School staff performance linked to pay decisions;
- help to ensure that decisions on pay are managed in a fair, just and transparent way; and
- underpin the Schools Teacher and Support Staff Appraisal Policies.

1.3 Pay decisions for all employees at the School are ultimately made by the Governing Body.

1.4 This policy does not form part of any employee's contract of employment and it may be amended by the School at any time.

2. WHO IS COVERED BY THIS POLICY?

2.1 This policy covers all employees at all levels and grades, including senior managers, officers, employees, trainees, part-time and fixed-term employees (collectively referred to as employees in this policy). It does not apply to agency staff and self-employed contractors.

3. WHO IS RESPONSIBLE FOR THIS POLICY?

3.1 The School has overall responsibility for the effective operation of this policy. The School has delegated day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Principal / Headteacher / Headteacher.

3.2 The Senior Leadership Team has a specific responsibility to ensure the fair application of this policy and all employees are responsible for supporting colleagues and ensuring its success.

4. EQUALITITES LEGISLATION

4.1 The School will comply with relevant equalities legislation:

- Employment Relations Act 1999;

- Equality Act 2010;
- Employment Rights Act 1996;
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000;
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002;
- The Agency Workers Regulations 2010.

4.2 The School will promote equality in all aspects of work life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

5. EQUALITITES AND PERFORMANCE RELATED PAY

5.1 The School will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the employee's circumstances and the School's circumstances.

6. EMPLOYEE PAY REVIEWS

6.1 The Principal / Headteacher will ensure that each employee's salary is reviewed with effect from 1st September and no later than 31st October each year, and that all employees are given a written statement setting out their salary and any other financial benefits to which they are entitled.

6.2 The Governing Body will ensure that the Principal / Headteacher's salary is reviewed with effect from 1st September and no later than 30th November each year, and that the Principal / Headteacher is given a written statement setting out their salary and any other financial benefits to which they are entitled.

6.3 Reviews may take place at other times of the year, after consultation with the relevant employee, to reflect changes in circumstances or job descriptions that lead to a change in the basis for calculating an employee's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

6.4 Where a payment leads or may lead to the start of a period of safeguarding for a teacher as set out in paragraph 21, the School will give the required notification as soon as possible and no later than one month after the date of the determination.

7.0 BASIC PAY DETERMINATION ON APPOINTMENT OF TEACHING STAFF

7.1 The School will first calculate its group size as set out in the STPCD.

7.2 The School then has a discretion to increase its group size so that when the pay ranges are calculated in accordance with this document, there is the ability to pay more than the market rate (where there are specific contextual issues).

7.3 Following the above, the School will then determine the Individual School Range (ISR) in reference to the size of the School.

7.4 The School leadership pay scales and teaching staff pay scales are within Appendix 1. The salary for the Principal / Headteacher will be determined by the formula set out in the STPCD. The pay scales reflect nationally agreed pay scales for maintained schools as set out in the STPCD. These are reviewed annually and any change shall be implemented from 1st September. Advertisements for the posts will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

7.5 The School will honour pay portability in respect of Teachers transferring from another academy or maintained school. The offer letter will state the salary on appointment.

7.6 On the appointment of any other members of the senior leadership team the Governing Body, in consultation with the Principal / Headteacher, will determine the starting salary within that range to be offered to the successful candidate.

7.7 For all other members of teaching staff the Principal / Headteacher will determine the starting salary within that range to be offered to the successful candidate.

7.8 If the Principal / Headteacher believes that an appointment should be paid above the usual range for that post, then they must make an application to the Chair of the Governing Body/Chief Executive of the Trust for consideration.

7.9 In making such determinations in respect of these applications, Chair of the Governing Body/Chief Executive of the Trust, on behalf of the School, may take into account a range of factors including;

- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the specific needs of the School.

8. BASIC PAY DETERMINATION ON APPOINTMENT OF SUPPORT STAFF

8.1 Advertisements for support staff posts in schools and posts at central office will include the relevant pay band for the post from the range of bands determined by the School as appropriate for the post. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

8.2 Advertisements for vacant support staff posts in the School will be considered by the Principal / Headteacher of the school.

8.3 Advertisements for Chief Executive will be considered by the Trust Board who will undertake a benchmarking exercise to determine the level of pay.

8.4 Advertisements for Directors in the Central Office will be considered by the Chief Executive.

8.5 Advertisements for Support Staff in the Central Office will be considered by the Directors.

8.6 Advertisements for support staff will indicate the number of working hours and working weeks and will show the appropriate salary and grade (including spinal column points).

8.7 The School support staff pay scales reflect nationally agreed pay scales. These are reviewed annually and any change shall be implemented from 1st September.

8.8 All posts will be evaluated and graded within the appropriate range on the School scales. These reflect those of the NJC, and are based upon the agreed job description and person specification. Should a candidate have skills, expertise or experience which would reflect a higher grading, or should the market conditions require a higher grading to be offered, the Principal / Headteacher must contact the Governing Body providing the necessary evidence and the Chair of the Governing Body/Chief Executive of the Trust will make a decision.

8.9 Additional responsibilities undertaken on a temporary basis, whether for a particular task, or to cover for an absence or vacancy, may be rewarded by additional payment in accordance with the relevant pay scales having regard to the level of additional responsibility undertaken.

8.10 Pay progression for support staff will normally be based on their current length of service and they should progress up the relevant pay spine in accordance with the NJC terms and conditions.

9. PAY PROGRESSION: TEACHERS

9.1 In the School, all employees can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and where applicable, helps to enhance their professional practice. The arrangements are set out in the School's teacher and support staff appraisal policies.

9.2 Employees will progress up the main, leading practitioner, or leadership pay scales automatically, on an annual basis of one scale point, unless they are transitioning into to, or are subject to, the School capability procedure.

9.3 Employees on the upper scale will also progress automatically up the pay scale on a biennial basis subject to continuing to remain highly competent in all elements of the relevant standards and their achievements and contribution to an educational setting being substantial and sustained. Employees are still required to submit a formal application if they wish to be assessed on the upper pay scale.

9.4 Any recommendation for pay progression that exceeds one point must be referred to the Chair of the Governing BodyChief Executive of the Trust for a decision.

9.5 In the case of ECT's, whose appraisals are different, pay decisions will be made by means of the statutory induction process and in accordance with the Department for Education's guidanceon statutory induction for early career teachers.

10 UPPER PAY RANGE

10.1 Any qualified teacher can request to be paid on the Upper Pay Range and any such request must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to request to be paid on the Upper Pay Range.

10.2 One application may be made annually. The period for consideration of an application is normally the first half term each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave.

10.3 In order for the assessment to be robust and transparent, decisions relating to progression to the Upper Pay Range will evidence-based.

10.4 All applications for consideration must be made in writing to the Principal/Head Teacher.

10.5 The member of the Senior Leadership Team responsible for Appraisal will consider the two most recent appraisals at the School, including any recommendation on pay, against the Upper Threshold Criteria and make a recommendation to the Principal. Where such information is not applicable or available, the School may agree to adapt the process but it will always require a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria which must be submitted by the applicant. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a three year period before the date of application in support of their application. For those with less than two years employment within the School, evidence will be required from their previous employer.

10.6 The Principal/Head Teacher will make the final decision, on the recommendation of the relevant member of the Senior Leadership Team.

10.7 Teachers will receive written notification of the outcome of their application by 31 October. Where the application is unsuccessful, the written notification will include feedback on the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.

10.8 Successful applicants will move to the minimum of the Upper Pay Range on 1 September (backdated to the commencement of the academic year). Exceptional applicants may be placed further up the range.

10.9 Unsuccessful applicants can appeal the decision as set out in this policy.

11 LEADING PRACTITIONER ROLES

11.1 The **School** may also establish Leading Practitioner Roles. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the **School**.

11.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the **School**.

11.3 Each post will be paid at a fixed point within the minimum and maximum range contained within the School Teachers' Pay and Conditions Document.

11.4 The pay range and starting salary for Leading Practitioner Roles will be determined by the Principal/Head Teacher in consultation with the Chair of the Governing Body after taking into account the teacher's skills and experience.

12 PART-TIME EMPLOYEES

12.1 Teachers employed on an on-going basis at the School but who work less than a full working week are deemed to be part-time. The School 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 as stated in the STPCD and working time arrangements and by comparison with the School's timetabled teaching week for a full time teacher in an equivalent post.

12.2 Support staff including in the Central Office employed on an on-going basis at the **School** but who work less than a full working week are deemed to be part-time. The **School** 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 and working time arrangements.

13 SHORT NOTICE/SUPPLY TEACHER

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.

14 DIFFERENTIALS

Appropriate differentials will be created and maintained between posts within the School, recognising accountability and job weight, and the School's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

15 ADDITIONAL PAYMENTS FOR TEACHERS

15.1 In accordance with the provisions and calculations in the STPCD, the Principal/Head Teacher may make payments as they see fit to a teacher, in respect of:

15.1.1 continuing professional development undertaken outside the school day;

15.1.2 activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

15.1.3 participation in out-of-school hours learning activity agreed between the teacher and the Principal/Head Teacher;

15.1.4 additional responsibilities and activities due to, or in respect of, the provisions of services relating to the raising of educational standards to one or more additional schools.

15.2 Any payments that are over £5,000 must be referred to the Chair of the Governing Body /Chief Executive of the Trust for approval before being made.

16 ADDITIONAL PAYMENTS FOR MEMBERS OF A SENIOR LEADERSHIP TEAM

The School via the Governing Body/Trust may consider a discretionary payment not exceeding 25% of the salary for reasons which may include:

16.1 without such additional payment the School considers that the School would have substantial difficulty filling the vacant leadership post; or

16.2 to attract an appropriately qualified and experienced leadership candidate, e.g. location, specialism;

16.3 retaining them; or

16.4 in the case of the Principal/Head Teacher, they are appointed as a temporary Principal/Head Teacher of one or more additional Trust schools.

17 RECRUITMENT AND RETENTION INCENTIVE BENEFITS FOR TEACHERS

17.1 The School can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

17.2 The Principal/Head Teacher must make a recommendation supported by evidence for consideration by the Chair of the Governing Body /Chief Executive of the Trust.

17.3 The Chair of the Governing Body/Chief Executive of the Trust will consider using their discretion under this policy where they consider it is appropriate to do so in order to recruit or retain relevant staff. The Chair of the Governing Body/Chief Executive of the Trust will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

17.4 The School will, nevertheless, conduct an annual formal review of all such awards and report to the Chair of the Governing Body/Chief Executive of the Trust.

17.5 In relation to a Principal/Head Teacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Chair of the Governing Body/Chief Executive of the Trust chooses to use the 'wholly exceptional circumstances' discretion set out in the STPCD.

18 SAFEGUARDING ARRANGEMENTS FOR TEACHERS ONLY

Safeguarding will apply in accordance with the provisions of the STPCD (as amended) up to a maximum of three years whenever a teacher faces a reduction in salary through no fault of their own. If safeguarding applies, the School will give notice of any duties which are being given to the teacher as work commensurate with their safeguarded sum or sums. Any teacher in receipt of a safeguarded sum that exceeds £500 who unreasonably refuses to carry out such additional duties will cease to be paid the safeguarded sum. Any such determination will be subject to appeal in the usual way.

19 TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

19.1 Teaching and Learning Responsibility (**TLR**) payments will be awarded in accordance with the STPCD (as amended) to a teacher on the main scale or Upper Pay Range where a teacher is required to undertake a sustained additional responsibility within the School's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable i.e. where a post:

19.1.1 is focussed on teaching and learning;

19.1.2 requires the exercise of a teacher's professional skills and judgement;

19.1.3 requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

19.1.4 has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupil.

19.2 The School has determined that TLR payments are reviewed annually and the scales are as set out in **Error! Reference source not found.** to this report. The Principal/Head Teacher will make the decision about the value of a TLR payment awarded for those responsibilities with reference to the School's scale.

19.3 The Principal/Head Teacher may award a temporary fixed term TLR3 payment for clearly time-limited School improvement projects or one off externally driven responsibilities.

The Principal/Head Teacher decides who the TLR payment is awarded to.

20 ACTING UP ALLOWANCE FOR TEACHING STAFF

20.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered by the Principal/Head Teacher for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

20.2 The Principal/Head Teacher will consider if an acting up allowance is due and decide about the allowance to be awarded for those responsibilities of the post of a higher grade in line with the School s pay scales.

21 HANDLING GRIEVANCES AND APPEALS

If an employee believes that the final pay decision falls short of their expectations they may wish to appeal against the decision, using the Appeal Hearing Procedure.

22 APPEAL HEARING PROCEDURE

22.1 It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially:

22.1.1 when an employee feels that a pay decision is incorrect or unjust; they may appeal against that decision, especially when there is new evidence to consider;

22.1.2 employees should put their appeal in writing to either the Principal/Head Teacher, or, in the case of the Principal/Head Teacher or the Central Office staff, to the Chair of the Governing Body/ /Chief Executive of the Trust. All appeals should include sufficient details of its basis;

22.1.3 for Principal/Head Teacher or the Central Office staff the Appeal will be heard by the Chair of the Governing Body/Chief Executive of the Trust or an alternative Trustee delegated by him/her. For other employees the Appeal will be heard by a member of staff appointed by the Principal/Head Teacher who have not been previously involved in the original pay decision (Appeal Officer).In order to ensure independence and an appropriate level of seniority if the Principal/Head Teacher made the initial pay decision, a member of the Governing Body/Trust may hear the appeal.

22.2 Appeals should be heard without unreasonable delay and at an agreed date, time and place.

22.3 Employees have a statutory right to be accompanied at any stage of an Appeal hearing by a companion who may be either a work colleague or a trade union representative.

22.4 The Appeal will be heard no later than 20 (school) working days of the date on which the written appeal was received.

22.5 The Appeal Officer will invite the employee to set out their case. The Appraiser and the Principal/Head Teacher in the case of a school and a Director of the Central Office in respect of the Central Office staff, will also be asked to take the Appeal Officer through the procedures that were observed in their part of the pay policy determination process.

22.6 Following the conclusion of representations by all relevant parties, the Appeal Officer will then consider all the evidence in private and reach a decision. The Appeal Officer will write to the employee notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Officer is final.

23 THE MODIFIED PROCEDURE

23.1 There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the employee has left the employment of the School.

23.2 Where an employee has, whilst employed by the Trust, lodged an Appeal against a pay decision but has then subsequently left the Trust's employment before any Appeal hearing is held, the following steps will be observed:

23.2.1 the employee must have set out details of their Appeal in writing;

23.2.2 the employee must have sent a copy of their Appeal to the Principal/Head Teacher / or Chair of the Governing Body/Chief Executive of the Trust] (as above);

23.2.3 the Principal/Head Teacher or in the case of Central Team staff the Chief Executive will consult with relevant personnel and provide the employee with an appropriate written response on behalf of the School.

24 MONITORING, EVALUATION AND REVIEW

24.1 The policy will be promoted and implemented throughout School.

24.2 The School will monitor the operation and effectiveness of arrangements referred to in this policy.

24.3 The School will review this policy annually in consultation with the Unions under the Recognition and Collective Agreement.

Appendix 1: Upper Pay Range Assessment

Name of Teacher		**Senior Leader**		**Year of Assessment**	

Standard	**Description**	**Standard Met/Partially Met/Not Met**	**Evidence (including year)**
P1	Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.		
P2	Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.		
P3	Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examination and qualification.		
P4	Have an extensive knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.		
P5	Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.		

Standard	Description	Standard Met/Partially Met/Not Met	Evidence (including year)
P6	Have sufficient depth of knowledge and experience to be able to give advice on the development and wellbeing of children and young people.		
P7	Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate developments, including those relating to subject/curriculum knowledge.		
P8	Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.		
P9	Promote collaboration and work effectively as a team member.		
P10	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.		

Recommendation		**Signed (Senior Leader)**		**Date**	
Determination		**Signed (Principal / Headteacher)**		**Date**	