

## LT2 Pay Policy

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## 1. Introduction

This policy sets out the framework for making pay decisions for all employees of this Trust. This policy does not form part of the terms and conditions of employees' employment with the Trust and is not intended to have contractual effect. The Trust reserves the right to amend or vary this policy at any time and will inform employees when the policy is updated.

The Trust will comply with current legislation and the requirements of TUPE.

The primary aims of this policy are to:

- Maximise the quality of teaching and learning at the school;
- Support the recruitment and retention of a high-quality workforce;
- Enable the Trust to recognise and reward employees appropriately for their contribution to the Trust;
- Ensure that decisions on pay are managed in a fair and transparent way.

Pay decisions are ultimately made by the Trust Board. However, the Trust Board delegates the determination of pay awards to the Headteacher to make recommendations to the Trust Board. The CEO determines pay awards for centrally appointed employees.

### 1.1 Schedule of Responsibilities

The CEO of Learning Today leading Tomorrow Trust (LT2) takes overall responsibility for the implementation of policies and procedures and to provide reports as appropriate to Trustees in relation to this policy.

Headteachers of LT2 schools and their Senior Leadership Teams will take active steps to promote good practice under this policy and review and monitor the management and implementation of this policy and practice in their Academy. They will identify training needs, ensuring competence in those staff who are responsible for and involved in the operation of this policy and associated guidance.

Teachers and other supervisory roles will, where required, conduct formal meetings, undertake relevant training in relation to this policy and ensure effective and competent operation of this policy.

All employees are required to cooperate fully and positively with the requirements of this Policy and to undertake any training recommended by their line manager.

The Trust's Head of HR is responsible for providing advice and guidance under this policy and reviewing and updating the policy as required; ensuring continuing compliance in line with any developments in employment legislation, good employment practice and other LT2 policies. The Trust's Head of HR may be requested to provide data for regular Trust Board HR reports where appropriate, providing confidential reports as required by the CEO and LT2 Trust Board on individual cases.

## 1.2 Principles and Objectives

This pay policy is not intended to duplicate the School Teachers' Pay and Conditions Document ("STPCD"), however, there are some sections within the Document which are discretionary. This Policy will indicate how the Trust will apply this.

The Trust recognises the need to manage pay equitably and will ensure through this policy that pay has a positive influence by undertaking to:

- Support the Trust's development including current priorities and targets;
- The Trust commit to being competitive within the industry in regards to pay and reward
- Demonstrate that all pay decisions are made consistently and fairly, in compliance with antidiscrimination legislation;
- Ensure that appropriate arrangements are made for staff to appeal against any pay decision affecting them personally, and for such appeals to be heard by a panel of Trustee's or Governors who have not been involved previously in the decision against which an appeal is made;
- To ensure that all staff have confidence that they are receiving fair and equal treatment;
- To inform staff of changes to their pay;
- To ensure that staff are aware of the procedures within which pay decisions are made and that any appeals arising from decisions on remuneration are addressed objectively, fairly and within agreed timescales.

All appointed teachers are paid according to the Trust's pay structures taking into account recommendations from the School Teachers' Pay and Conditions Document (STPCD) as updated from time to time. A copy of the latest version may be found from the Trust or on-line at <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

## 1.3 Equalities Legislation

This policy will be applied fairly and consistently to all employees regardless of gender, gender reassignment, race, religion or belief, ethnicity, national origin, age, marital status or civil partnership, disability, sexual orientation, pregnancy or maternity, part-time or fixed-term status.

All pay related decisions are taken in compliance with current employment legislation including:

- The Equality Act 2010,
- The Equal Pay Act 1970,
- The Employment Rights Act 1996,
- The Employment Relations Act 1999 and The Employment Act 2002,
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000,

- The Employment Act 2002 (Dispute Resolution) Regulations,
- The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Trust and local governing bodies will promote equality in all aspects of school life, particularly in relation to decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

#### 1.4 Confidentiality

All information regarding the pay of individual employees, whether verbal or written, must be treated as strictly confidential and not communicated to anyone who is not directly involved in the process. Breach of confidentiality may be treated as a disciplinary matter.

## 2. Pay Ranges and Pay Scales

The School Teachers Pay and Conditions Document gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Groups. The Board of Trustees determine the pay scales and for the Trust and will review them on an annual basis. The values of the pay scales mirrored by Learning Today Leading Tomorrow Multi-Academy Trust are shown in Appendix D of this policy.

## 3. Teachers' Pay:

### 3.1 Initial Determination

The Trust will determine the likely pay band within the Trust's salary scale for a vacancy prior to advertising it. On appointment it will determine the starting salary within that band to be offered to the successful candidate.

In making such determinations, the Trust may take into account a range of factors, including but not limited to:

- The nature of the post;
- The level of qualifications, skills and experience required;
- The pay of current employees doing the same or a similar job; and
- Market conditions and the wider Trust context.

There is no expectation that an employee should be paid the same salary that they received in a different school or Trust.

### 3.2 Unqualified Teachers

The Trust will pay an unqualified teacher on one of the employment-based routes into teaching on the relevant band within the Trust's salary scale. The Trust may pay an additional allowance if it considers that the basic salary

is not adequate, having regard to the unqualified teacher's responsibilities, qualifications and experience. Such an allowance may be awarded where the teacher has taken on a sustained additional responsibility which is:

- Focused on teaching and learning; and
- Requires the exercise of a teacher's professional skills and judgement; or
- Qualifications or experience which bring added value to the role undertaken.

### 3.3 Leadership Pay

The Headteachers and any Deputy Headteachers and Assistant Headteachers in this Trust will each be assigned a pay band which falls within the Trust's salary scale.

The Headteachers' pay bands will be set by the Trust after taking into account the needs of the Trust and can be changed in order to attract or retain a Headteacher or when there have been significant changes in the responsibilities of the Headteacher.

The pay band for Deputy and Assistant Headteachers will be set by the Trust after taking into account the Headteacher's pay band and can be changed in order to attract or retain a Deputy or Assistant Headteacher or when there have been significant changes in the responsibilities of a serving Deputy or Assistant Headteacher.

All members of the Leadership Team must demonstrate sustained high quality of performance with particular regard to leadership, management and pupil progress at the Trust. There will be no automatic pay progression for members of the Leadership Team: progression (if any) within the Trust's salary scale will depend on performance in relation to agreed objectives. In addition, the Trust in its absolute discretion reserves the right to award bonus payments where there is evidence of exceptional achievement.

Headteachers must follow the agreed process for the purposes of attraction and retention to offer exceptional pay for further leadership roles across the Trust.

### 3.4 Part-Time Teachers

Teachers employed on an ongoing basis at the Trust but who work less than a full working week are deemed to be part-time. The Trust will provide them with 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 and by comparison with the Trust's timetabled teaching week for a fulltime teacher in an equivalent post.

### 3.5 Supply Teachers

Teachers employed on a day-to-day or other short notice basis will be paid based on the same terms as all other teachers and according to this policy. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days, and periods of employment for less than a day will be calculated on a pro-rata basis.

### 3.6 Pay Deductions

Where a day's pay is to be deducted because of unauthorised absence or approved unpaid leave, this will be calculated as 1/195 annual salary on the basis that there are 195 working days in a year. The calculation will be amended on a pro rata basis for a half day absence or for teachers who work part time hours.

### 3.7 Additional Allowances

Additional Allowances will be awarded to posts at the discretion of the Trust. An additional allowance is attached to a specific post and therefore may only be held by two or more people if they are job-sharing that post. Additional allowances to part-time teachers must be paid on a pro rata basis. Additional Allowances are reviewed annually to ensure the post holder is still performing the specific post. If an employee relinquishes an additional post they will also relinquish the additional allowance attached to the specific post.

### 3.8 Safeguarding

The Trust does not operate any system of "safeguarding" pay in respect of pay increases or allowances. The Trust reserves the right to remove additional allowances at its discretion.

### 3.9 Annual Reviews

The Trust will ensure that each teacher's salary is reviewed annually in line with the performance management procedure, by no later than 31<sup>st</sup> of October each year, and will be backdated to take effect from 1<sup>st</sup> September each year.

Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an individual's pay. A written statement will be provided if pay is changed following such a review and no later than one month after the review. The statement will set out the employee's salary and any financial benefits to which they are entitled.

### 3.10 Pay Progression Based on Performance

Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual performance management that recognises their strengths, informs plans for their future development, and helps

to enhance their professional practice. The arrangement for teachers' appraisal is set out in the Trust's performance management policy.

Subject to the Trust's performance management procedure, teachers will be eligible for pay progression if they meet all their objectives, have evidence of meeting the relevant career stage expectations, and all their teaching and learning is assessed as being at least good. The rate of progression may be differentiated according to individual teacher performance.

In the event that a teacher is unlikely to meet the criteria for pay progression they can expect to be alerted to this and given support to improve their performance.

Newly qualified teachers will usually be appointed at the appropriate band of the Trust's salary scale and recommended for pay progression if they successfully complete their induction year (as part of the statutory inductions process). It will be possible for a 'no progression' determination to be made in the event that your induction year is extended in agreement with the Academy specific NQT assessment body eg Warwickshire LA.

To be fair and transparent, assessments of performance will be properly rooted in evidence whilst being proportionate to be able to support robust decisions. 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.

The evidence we will use will be proportionate and may include but is not limited to;

- Feedback from colleagues, parents, pupils, external agencies and leaders
- Observations and learning walks
- Pupil achievement
- Examples of undertaken and delivered CPD
- Support for colleagues across school and Trust
- Subject leadership monitoring and evaluation
- Wider school involvement

Where a teacher is absent due to long term sickness during the academic year or at the time of a salary review, decisions will be contingent upon individual circumstances and based on the employee's performance during relevant periods of attendance. Where a teacher is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

Final decisions about whether or not to accept a pay recommendation will be made by the Trust through the Audit Committee, having regard to the performance management report and taking into account advice from the Headteacher.

### 3.11 Movement to T4+ and Beyond

Any qualified teacher paid at the upper end of the T3 bracket may apply to be paid at T4+ and beyond 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 these higher pay ranges.

Applications may be made at least once a year to the Headteacher. You should express your wish to progress onto a higher pay range one week prior to your performance management review and should bring evidence, relevant to the level you are applying for, as demonstrated in the Careers Expectations Document.

If it is deemed that further evidence is required, you will be allowed to submit this within one week prior to a decision being made.

### 3.12 Determination of Pay

The assessment and determination of the pay committee will be made by 31<sup>st</sup> October and applicants will receive a response within 10 working days of the date of the determination

If successful, applicants will move to the upper pay range from the start of the academic year. Successful candidates will be placed on the minimum of the upper pay range except in cases where an individual's position justifies being placed further up the upper pay range. This will be based on considerations including;

- The nature of the post and the responsibilities it entails;
- The level of qualifications, skills and experience of the teacher

If unsuccessful, feedback will be provided by a member of the Trust senior leadership team within 10 working days of the date of the determination and will be confirmed in writing.

Any appeal against a decision not to move the teacher to the upper pay range should be made through the appeals process below.

### 3.13 Discretionary Bonuses

As a Trust that invests in people we appreciate the importance of recognising contributions that are outstanding. The Headteachers have discretion to make recommendations to the CEO for discretionary bonuses for individuals. Any discretionary bonuses received will be subject to Tax, National Insurance and Pension deductions.

## 4. Support Staff Pay:

### 4.1 Initial Determination

All support staff at the Trust are paid on the appropriate band on the Trust's salary scale (see Appendix C). The Trust's support staff includes but is not limited to employees performing the following roles:

- Classroom support staff such as teaching assistants;
- Clerical, administrative, financial, bursars and business managers;
- Technical staff supporting science, design and technology, food, IT, art etc;
- Pastoral staff including learning mentors;

The Trust may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable for example - bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for casual staff will depend on the qualifications required for the post.

The Trust has full discretion to determine the bands of newly appointed support staff and the point of entry onto the band within the Trust's salary scale. The point of entry on the band will usually be at the minimum point but the Trust may pay at a higher incremental point if this is justified by a new employee's skills or experience.

The Trust has discretion to temporarily re-band staff who are covering for absent colleagues at a higher band. Consideration can be given to the payment of an additional allowance once a member of the support staff has been covering the duties of an absent colleague for more than four weeks and may be backdated to the start of the acting up period. If the relevant duties and responsibilities are being shared, then consideration may be given to paying an honorarium.

The Trust may consider payment of an honorarium in other situations, with the amount depending on the circumstances of each case. In general, this is likely to be considered when an employee performs duties beyond his/her normal role for a specific task or over an extended period or where the additional duties and responsibilities are exceptionally onerous and required by the Headteacher.

### 4.2 Additional Allowances

Additional Allowances will be awarded to posts at the discretion of the Trust. An additional allowance is attached to a specific post and therefore may only be held by two or more people if they are job-sharing that post. Additional allowances to part-time support staff must be paid on a pro rata basis. Additional Allowances are reviewed annually to ensure the post holder is still performing the specific post. If an employee relinquishes an additional post they will also relinquish the additional allowance attached to the specific post.

### 4.3 Safeguarding

The Trust does not operate any system of “safeguarding” pay in respect of pay increases or allowances. The Trust reserves the right to remove additional allowances at its discretion.

### 4.4 Appraisals and Pay Progression Based on Performance

All members of support staff can expect to receive regular, constructive feedback on their performance and are subject to annual performance management that recognises their strengths and supports their future development. The Trust’s performance management procedure contains further information about the performance management process. The Trust will ensure that support staff’s salary is reviewed annually in line with the performance management procedure, by no later than the end of the academic year, to take effect from 1st September each year.

Support staff will be eligible for pay progression if they meet all their performance objectives and relevant standards.

Where an employee is absent due to long term sickness during the academic year or at the time of a salary review, pay and performance management decisions will take into account individual circumstances and will be based on the employee’s performance during relevant periods of attendance. Where an employee is absent due to pregnancy or maternity or adoption or shared parental leave, decisions will be no less favourable than if the employee had not been absent due to such reasons.

## 5. All Staff Appeals Procedure

### 5.1 Principles

An employee who wishes to appeal a decision in relation to his/her pay must comply with this procedure. The matter should not be raised or dealt with under the Trust’s Grievance Policy and Procedure. The reasons for seeking a review may include the person or Committee who made the decision having:

- Incorrectly applied any provision of the pay policy;
- Failed to have proper regard for statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Being biased; or
- Unlawfully discriminated against the employee.

The employee will receive written confirmation of the pay determination and where applicable the basis on which the decision was made.

### 5.2 Stage 1 – Informal Discussion with the Appraiser or Headteacher prior to Confirmation of Pay Recommendation

If the employee is not satisfied, he/she should seek to resolve this by raising the matter informally with the Headteacher within ten working days of the decision before the recommendation is actioned. The Headteacher will arrange a meeting without unreasonable delay.

If the employee is not satisfied with the outcome of the informal discussion with the Headteacher then he/she may follow Stage 2 – The Formal Appeal process.

### 5.3 Stage 2 – A Formal Representation to the Headteacher or the Committee Making the Pay Determination

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors' committee) making the decision.

To begin the process, the employee will provide a formal written statement setting down the specific grounds for questioning the pay decision together with evidence which they consider should be taken into account.

The letter must be sent to the person or committee who made the decision within ten working days of the pay determination or the informal discussion with the Headteacher.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with the person (or governors' committee) who will make the pay determination.

Following this meeting the person (or committee) will make a pay determination that will be communicated to the teacher in writing within 7 days.

### 5.4 Stage 3 – A Formal Appeal Hearing

Should the teacher not agree with the pay determination, the teacher may appeal the decision and have an appeal hearing before an appeals panel of Three Trustees who were not party to the original decision.

An appeal against a pay decision can be lodged within 10 working days of the date when the teacher receives written confirmation of their pay decision or of the date when the teacher receives the outcome of the pay determination after the formal representation. It must clearly state the grounds for the appeal.

The only grounds which will be accepted as the basis of an appeal are that the person by whom the decision was made are claimed to have:

- Incorrectly applied any provision in the School Teachers' Pay & Conditions Document
- Failed to have proper regard to statutory guidance
- Failed to take proper account of relevant evidence
- Taken account of irrelevant or inaccurate evidence
- Been biased and/or unlawfully discriminated against the teacher

The appeal hearing should be held without unreasonable delay following receipt of the letter of appeal.

The panel may invite the Headteacher to the hearing and he/she will provide the meeting with any relevant information required by the Governors. No specific information concerning the remuneration of other members of staff shall be given in the presence of the employee for whom the appeal is being heard. Where the panel requests such pay information from the Headteacher, it will be conveyed confidentially to them alone.

The employee will be given the opportunity to make representations in person.

Both the employee and the Headteacher will have the opportunity to present their evidence and call witnesses; the parties will also be able to question each other. The panel is permitted to ask exploratory questions.

The panel will carefully consider all the evidence that is presented before making a decision. The outcome of the appeal will be communicated to the employee in writing within 7 working days and will include reasons for the decision.

The decision of the panel at the appeal hearing is final and as set out in Section 3 of the STPCD, there is no recourse to the general staff grievance procedure.

### 5.5 Right to be accompanied

The employee has the right to be accompanied by a work-based colleague or trade union representative at the pay review hearing and the appeal hearing. If the employee's representative is not available at the time fixed for the meeting, it must be rescheduled to accommodate the availability of the companion, so long as a reasonable alternative date is proposed which is within 5 working days of the originally proposed date.

This process performs the function of the grievance procedure on pay matters and decisions cannot therefore be reopened under general grievance procedures.

## Appendix A – Pay Committee

The Pay Committee will consist of the CEO and two Trustees supported by the CFO and the Head of HR, none of whom should be employees of the Schools.

To encourage transparency all Headteachers will attend the pay committee to make representation of their recommendations. Both will withdraw when Headteacher salary is under consideration.

The current terms of reference for the Pay Committee are:

- To implement the Pay Policy in a fair and objective manner and to consider any individual representations that may be made in respect of pay decisions;
- To observe all statutory and contractual obligations, including making arrangements to notify pay decisions to individual members of staff within appropriate timescales;
- To minute clearly the reasons for all decisions and report these decisions to the next meeting of the Trust Board (in summary form and having due regard for confidentiality);
- To recommend to the Trust Central Team and Trust Board annual budget required for pay purposes, including provision for discretionary pay advancement arising from performance reviews;
- To keep informed of relevant developments including legislation and statutory guidance affecting the Pay Policy and to review and to recommend changes or modification to the Trust Board

## Appendix B – LT2 Trust Pay Scale

### Learning Today, Leading Tomorrow Trust– Salary Scale v4 January 2020

Teaching		
Band	Lower	Upper
T1	£ 24,000.00	£ 27,000.00
T2	£ 28,000.00	£ 31,000.00
T3	£ 32,500.00	£ 36,000.00
T4+	£ 37,000.00	£ 39,500.00
T5+	£ 39,500.00	£ 40,500.00
LT1	£ 40,000.00	£ 42,500.00
LT2	£ 42,500.00	£ 44,500.00
LT3	£ 44,500.00	£ 46,500.00
LT4	£ 46,500.00	£ 49,000.00
LT5	£ 49,000.00	£ 51,500.00
LT6	£ 51,500.00	£ 54,000.00
LT7	£ 54,000.00	£ 57,000.00
LT8	£ 57,000.00	£ 60,000.00
LT9	£ 60,000.00	£ 63,000.00
LT10	£ 63,000.00	£ 66,000.00
LT11	£ 66,000.00	£ 69,000.00
LT12	£ 69,000.00	£ 72,500.00
LT13	£ 72,500.00	£ 76,000.00
LT14	£ 76,000.00	£ 80,000.00
LT15	£ 80,000.00	£ 84,000.00
LT16	£ 84,000.00	£ 88,000.00
LT17	£ 88,000.00	£ 92,500.00
LT18	£ 92,500.00	£ 97,500.00
LT19	£ 97,000.00	£ 102,000.00
LT20	£ 102,000.00	£ 107,000.00
LT21	£ 107,000.00	£ 114,500.00

Teaching Assistant		
Band	Lower	Upper
TA1	£ 17,500.00	£ 18,000.00
TA2	£ 18,000.00	£ 18,500.00
TA3	£ 18,500.00	£ 19,500.00
Tech's		
TE1	£ 17,500.00	£ 18,500.00
TE2	£ 18,500.00	£ 20,000.00
TE3	£ 20,000.00	£ 21,000.00
Administrative/Associate		
AS1	£ 17,500.00	£ 18,500.00
AS2	£ 18,500.00	£ 19,500.00
AS3	£ 19,500.00	£ 21,000.00
AS4	£ 21,000.00	£ 22,500.00
AS5	£ 22,500.00	£ 24,000.00
AS6	£ 24,000.00	£ 26,000.00
AS7	£ 26,000.00	£ 28,000.00
AS8	£ 28,000.00	£ 30,000.00
Administrative/Associate Leader		
AS9	£ 30,000.00	£ 32,500.00
AS10	£ 32,500.00	£ 35,000.00
ASL11	£ 35,000.00	£ 38,000.00
ASL12	£ 38,000.00	£ 41,000.00
ASL13	£ 41,000.00	£ 44,000.00
ASL14	£ 44,000.00	£ 47,000.00
ASL15	£ 47,000.00	£ 50,000.00
ASL16	£ 50,000.00	£ 53,000.00

Additional Responsibilities			
Band		Min	Max
AR1	a	£ 8,500.00	£ 10,000.00
	b	£ 10,000.00	£ 11,500.00
	c	£ 11,500.00	£ 13,000.00
	d	£ 13,000.00	£ 14,500.00
AR2	a	£ 1,500.00	£ 3,000.00
	b	£ 3,000.00	£ 4,500.00
	c	£ 4,500.00	£ 6,000.00
	d	£ 6,000.00	£ 7,500.00
ARFT (Fixed Term)		£ 600.00	£ 3,000.00