



HR Service

Diocese of Nottingham Catholic Multi-Academy Trusts

Teachers Pay Policy

2019/20



DIOCESE OF NOTTINGHAM CATHOLIC MULTI ACADEMY TRUSTS
Teachers Pay Policy

St Thérèse of Lisieux Catholic Multi Academy Trust

[NAME OF ACADEMY]

This Policy has been subject to consultation with the Recognised Trade Unions and was approved and adopted by the Academy Trust Company on (02/03/2020) and will be reviewed on (02/03/2021)

Signed by Chair of the CMAT Board: 

Signed by the Chief Executive Officer: 

1. SCOPE

- 1.1 This policy sets out the framework for making decisions on teachers' pay for the Catholic Multi Academy Trust (CMAT). It has been developed to comply with current legislation and the requirements of the School Teachers Pay and Conditions Document ("The Document").

2. AIM

- 2.1 In adopting this pay policy the aim is to:
- achieve excellent outcomes for all students.
 - support the recruitment and retention of a high-quality teacher workforce.
 - complement the Trust's performance review policy which is supportive, developmental and ensures that teachers have the skills and support to do their job efficiently.
 - recognise and reward Teachers appropriately for their contribution to the School.
 - help to ensure that decisions on pay are managed in a fair, just and transparent way.
 - ensure that there is no pay discrimination through an equality impact assessment of the outcomes of the policy in decision making and
 - that decisions are based on evidence and can be justified.

3. APPRAISAL

- 3.1 Pay decisions must be related to the teacher's performance. Pay decisions will be assessed in accordance with the requirements of the CMAT Performance Review Policy and Procedure and in accordance with the Education (School Teachers' Appraisal) (England) Regulations 2012.

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4. ROLES AND RESPONSIBILITIES

- 4.1 The Academy Trust Company (CMAT) is the legal employer of all staff within the constituent catholic academies making up the Multi Academy Trust. The Executive Committee delegates the implementation of pay and appraisal policies to the Pay Committee in accordance with the scheme of delegation.
- 4.2 The Trust will agree the School budget and will ensure that appropriate funding is allocated for pay progression at all levels and in doing so recognise that funding cannot be used as a criterion to determine progression.

Role	Responsibility
Pay and Performance Committee	<ul style="list-style-type: none"> • To approve the pay policy • To make pay decisions based on recommendations from the CEO • To arrange separate panel for pay appeals as required.
Chief Executive Officer (CEO) (or as delegated)	<ul style="list-style-type: none"> • To moderate pay recommendations across schools in the Trust. • To moderate performance review objectives for schools across the Trust. • To ensure resources are available to support the implementation of performance review and pay policies.
Headteacher	<ul style="list-style-type: none"> • To implement the pay policy. • To ensure that all staff receive appropriate support and training in the process. • To moderate pay decisions and performance review objectives across the school. • To make pay recommendations to the CEO.
Appraiser	To carry out the performance review process and make pay recommendations to the headteacher.

5. PAY REVIEWS

- 5.1 Determination of the remuneration shall be as follows.
- All Teachers: annually with effect from 1st September, with reviews having been completed no later than 31st October each year
 - Head Teacher/Executive Head Teacher: annually, with reviews having been completed no later than 31st December each year.
- 5.2 All pay decisions, setting out the salary and any other financial benefits will be communicated to each member of staff in writing within 1 month of the pay determination.

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6. SALARY SCALE AND REFERENCE POINTS

- 6.1 The pay scale used will be in accordance with the Document. Any cost of living increases will be applied from 1 September of the relevant academic year.
- 6.2 Within each salary range there are a number of reference points which this Trust will use to determine progression based on performance.
- 6.3 See Appendix I for current reference points for qualified and unqualified teachers.

7. STARTING SALARIES (QUALIFIED AND UNQUALIFIED TEACHERS)

- 7.1 The Trust will determine the pay range for a vacancy prior to advertising it.
- 7.2 In making such determinations, the Governing Body may take into account a range of factors, including:
- the nature of the post
 - the level of qualifications, skills and experience required.
 - recruitment difficulties.
 - the wider School context
- 7.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the Trust will determine the appropriate rate of pay for a teacher joining the Trust taking account of salary expectations, current salary and the factors set out above.
- 7.4 The CMAT will pay an unqualified teacher, including those on one of the employment- based routes into teaching, on the unqualified teachers' range

8. PAY PROGRESSION

- 8.1 Decisions regarding pay progression will be made with reference to Performance Review outcomes, meeting objectives and where applicable, the Teachers' Standards. The evidence we will use to demonstrate the successful achievement of objectives may include, but not limited to.
- Performance review
 - pupil progress
 - pupil assessment
 - observations
 - self-evaluation
- 8.2 A fair and transparent assessment process will be followed where decisions are based on evidence. Evidence should be naturally occurring and should not involve unnecessary workload.

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- 8.3 It will be possible for a “no progression” determination to be made without recourse to the capability procedure. Teachers deemed to have passed their performance management cycle would be deemed to be eligible for a pay increment unless they are at the top of their pay band/range.
- 8.4 Teacher performance review reports will contain pay recommendations. These recommendations will be reviewed by the Director of Performance and Standards/CEO and moderated across the Trust. Final decisions on whether or not to accept a pay recommendation will be made by the Trust Pay and Performance Committee.
- 8.5 The minimum expectation to achieve pay progression of one increment is that most of the objectives have been fully met. Where an objective has not been fully met there will be evidence to support the extent to which the objective has been met.
- 8.6 In exceptional circumstances, the Headteacher may wish to recommend additional progression of a further increment for those teachers where all objectives have been fully met, with a range of supporting evidence and in the professional judgement of the Headteacher, can demonstrate to the Pay Committee that there is evidence of:
- outstanding quality of teaching and learning
 - pupil progress
 - teacher standards
 - successful leadership of a whole Trust initiative where impact can be evidenced.
- 8.7 Where concerns have been identified during the Performance Review cycle a support plan will be agreed and put in place to improve performance, in accordance with the Performance Review Policy and Procedure. If despite this, none of the objectives have been met or there is only a limited meeting of all objectives, in such situations there would be no pay progression during that year.

9. UPPER PAY RANGE

Applications and Evidence

- 9.1 Any qualified Teacher may apply to be paid on the upper pay range and all applications will be assessed in line with this policy. It is the responsibility of the individual teacher to decide whether or not they wish to apply to be paid on the upper pay range.
- 9.2 Applications may be made once a year. All applications need to be received by the Headteacher by 31st October of the relevant year.
- 9.3 Applications should contain any evidence that the teacher wishes to submit from the previous two years and be in writing using the standard form.

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- 9.4 If a teacher is simultaneously employed at another school/Trust outside the Trust they will need to submit separate applications if they wish to apply to be paid on the upper pay range in that school. The Trust will not be bound by any pay decision made by another school/Trust.

The Assessment

- 9.5 An application from a qualified teacher will be successful where the Pay Committee is satisfied that:
- a) the teacher is highly competent in all elements of the relevant teachers standards; and
 - b) the teacher's achievements and contribution to the School are substantial and sustained.
- 9.6 For the purposes of this pay policy, the Pay and Performance Committee must be satisfied that the teacher meets this criteria and there is evidence from the past two years of:
- consistently high quality of teaching and learning.
 - evidence of coaching and supporting colleagues to achieve improved student outcomes.
 - a commitment to personal development and CPD focused on improving outcomes for students.
 - highly competent in all areas of the Teachers Standards.
 - the contribution at this level must be substantial and sustained.
- 9.7 The application will be assessed by the Headteacher and a recommendation made to the Director of Performance and Standards/CEO. The Pay Committee will make the final decision.
- 9.8 If successful, applicants will move to UPR point 1 from 1 September of that year and pay awards will be backdated to 1 September of that year.
- 9.9 Normally, a successful teacher will be placed at the bottom of the upper pay range. In exceptional circumstances, the CEO may recommend to the Pay Committee an escalated point based on evidence of:
- the level of skills and experience of the teacher and
 - the impact of the teachers work on student outcomes and whole trust improvement
- 9.10 If unsuccessful, feedback will be provided in writing along with confirmation of the process for appeals.
- 9.11 Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trusts Appeal Procedure.

Movement through the upper pay range

- 9.12 Once a teacher has moved on to the upper pay range, if eligible, they will be considered for further progression, normally after a sustained period, defined as a minimum of two years. Annual pay progression within this range is not automatic and decisions regarding pay progression will be made on the basis of meeting of the relevant teachers' standards and the teacher's achievements and contribution to the Trust continue to be substantial and sustained.

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- 9.13 If successful, upper pay range teachers will progress by one incremental point. In exceptional circumstances the CEO may recommend an escalated point based on evidence of:
- the level of skills and experience of the teacher and
 - the impact of the teachers work on student outcomes and whole trust improvement
- 9.14 See Appendix I for the current salary bands within the upper pay range.

10. LEADING PRACTITIONERS

Starting salaries

- 10.1 Designated leading practitioner posts have the primary purpose of modelling and leading improvement of teaching skills. Within this Trust they will take a leadership role in developing, implementing and evaluating policies and practice in their workplace that contributes to Trust improvement. To be appointed to a leading practitioner post the teacher must:
- a) be an exemplar of teaching skills
 - b) lead the improvement of teaching skills across the Trust.
 - c) Carry out the professional responsibilities of a teacher other than a headteacher, but including those responsibilities delegated by the head teacher with regard to their contractual obligations and a reasonable workload.
- 10.2 The pay range for these posts will be determined individually for each leading practitioner post, which may differ to reflect the different demands and challenges of that post. Each individual pay range will be determined within the overall minimum and maximum of the pay range set by the document.

Pay progression

- 10.3 Annual pay progression is not automatic. Decisions regarding pay progression within the allocated pay range will be clearly attributable to the leading practitioner's performance with reference to the performance management process.
- 10.4 Leading practitioners will progress by one incremental point until they reach the top of the range, if they can demonstrate and the Pay Committee are satisfied that they continue to carry out the purpose of the role as set out above and there is evidence of:
- a) Consistently outstanding teaching
 - b) Evidence of coaching and supporting colleagues to achieve improved student outcomes
 - c) Acting as a role model for teaching and learning
 - d) A commitment to personal development and CPD focused on improving outcomes for students.
 - e) Highly competent in all areas of the Teachers Standards.

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- 10.5 In exceptional circumstances, a further increment could be awarded by the Pay Committee where performance is judged to be exceptional taking into account the criteria above and where all objectives have been exceeded.

11. LEADERSHIP PAY

Starting salaries

- 11.1 Pay decisions in relations to senior leaders will be based on the criteria set out in the School Teachers Pay and Conditions Document and the Teacher Standards.
- 11.2 The Pay and Performance Committee will determine the pay grades for leadership posts, within the appropriate group size for the school. For Headteachers this will be a seven point scale. This scale will not exceed the group size for the school.
- 11.3 The Pay and Performance Committee will determine the pay scale for Deputy and Assistant Headteachers. For Deputy and Assistant Headteacher posts this will be a five point scale. The pay range will not overlap with the pay range for the Headteacher, except in exceptional circumstances and will provide for an appropriate differential between the different levels of post.

Pay progression

- 11.4 The Pay and Performance Committee will review the salaries of Headteachers and other leadership posts annually. Leadership post holders will progress by one point until they reach the top of their scale if the Pay and Performance Committee are satisfied that there is evidence of sustained high quality of performance in Trust leadership and management, pupil progress and contribution to Trust improvement priorities and outcomes.
- 11.5 Additional progression may be recommended, where the postholder has not reached the top of their scale, where performance is judged to be exceptional taking into account the criteria set out in the Document and Teacher Standards and where objectives have been exceeded.

Allowances

- 11.6 In accordance with the Document, additional payments may be made to a Head Teacher in specified circumstances as set out in the Document (provided that such circumstances have not previously been taken into account in determining the scale of the post), subject to a limit of 25% of the amount that corresponds to the Head Teacher's pay point. Normally any allowance will be limited to the equivalent amount of one incremental point. Allowances will be awarded for a fixed period and will be reviewed at least annually.
- 11.7 See Appendix 2 for leadership pay points.

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12. NEWLY QUALIFIED TEACHERS

- 12.1 In the case of NQTs, whose performance management arrangements are different, pay decisions will be made by means of the statutory induction process. On successful completion of the induction period, NQT's will be eligible for pay progression of one increment.

13. UNQUALIFIED TEACHERS

- 13.1 The starting salary for unqualified teachers on the unqualified teachers' pay scale, will be determined by any relevant qualifications, experience and market forces.
- 13.2 Unqualified Teachers will be expected to and supported to successfully complete a course of study leading to qualified teacher status.
- 13.3 Annual pay progression up the unqualified scale is not automatic and decisions regarding pay progression will be made on the basis of meeting of appraisal and meeting the relevant standards. If successful, unqualified teachers will progress by one incremental point.
- 13.4 The unqualified teachers scale is at Appendix I.

14. PART TIME TEACHERS

- 14.1 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 Trust will give part time teachers a written statement detailing their working time obligations. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro rata to the full time equivalent rates.

15. SUPPLY

- 15.1 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. Teachers working in this capacity will be paid the rate for the job, which will normally be a maximum of main pay range point 6.

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16. PAY PROTECTION (SAFEGUARDING)

- 16.1 Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.
- 16.2 Where the total of the safeguarding sum exceeds £500, the teacher will be required to undertake additional duties which are appropriate and commensurate with the safeguarded sum for the duration of the period in which safeguarded sums exceed £500.

17. ALLOWANCES

Teaching and Learning Responsibility (TLR) payments)

- 17.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher for undertaking a substantial additional responsibility in the context of the school staffing structure for the purpose of ensuring the delivery of excellent outcomes for pupils and for which the teacher is made accountable. The award is made whilst the teacher retains the same responsibility.
- 17.2 A TLR 1 or 2 may be awarded on a temporary basis during the absence of another colleague.
- 17.3 Where such TLRs are awarded to part-time teachers they must be paid pro rata at the same proportion as the teacher's part-time contract.
- 17.4 In addition that Trust may award a fixed term TLR3 to a classroom teacher for time limited, clearly defined Trust improvement projects or for one off, externally driven responsibilities.
- 17.5 See Appendix 3 for current TLR values and details of other allowances paid within in this Trust.

18. ABSENCE AND PAY PROGRESSION

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

19. APPEALS

- 19.1 **Informal appeal.** The Headteacher will inform the employee of their pay recommendation prior to submitting this to the Pay Committee. If the teacher wishes to better understand the rationale for the pay recommendation or bring further evidence to the attention of the reviewer they will be given the opportunity to do so. At the conclusion of any further discussion the pay recommendation may be adjusted or it may remain the same. Where a no pay recommendation is to be presented to the Pay Committee, the employee will be given the right to submit written representations to the Pay Committee.

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- 19.2 **Formal appeal.** Teachers have the right to raise formal appeals against pay determinations if, for example, they believe that the person or committee by whom the decision was made.
- (a) incorrectly applied the school's pay policy
 - (b) incorrectly applied any provision of the STPCD
 - (c) failed to have proper regard to statutory guidance
 - (d) failed to take proper account of relevant evidence
 - (e) took account of irrelevant or inaccurate evidence
 - (f) was biased or
 - (g) unlawfully discriminated against the teacher.
- 19.3 The teacher should set out in writing the grounds for appeal and send it to the HR Manager within 5 working days of the notification of the pay decision.
- 19.4 The appeal will be considered by an appeals committee in accordance with the Trust Appeals Procedure. The appeal's committee will comprise of different members to the original pay committee.

20. VARIATION BY MUTUAL CONSENT

- 20.1 Any member of staff wishing to request a reduction in responsibility and pay should do so in writing. This request will be considered by the Pay Committee and a decision will be made taking into account the request from the teacher and the operational requirements of the School.

21. MONITORING THE IMPACT OF THE POLICY

- 21.1 The Pay Committee will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of Teachers to assess its effect and the School's continued compliance with equality legislation. The report will be shared with the recognised trade unions, showing data on pay progression for those with protected characteristics (where the information has been provided) and the overall rate of pay progression on each pay range within the CMAT.

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Appendix I

Pay reference points (from 01/09/19)

MPS	
Scale Point	Salary
1	£24,373.00
2	£26,298.00
3	£28,413.00
4	£30,599.00
5	£33,010.00
6	£35,971.00

UPS	
Scale Point	Salary
1	£37,654.00
2	£39,050.00
3	£40,490.00

Unqualified	
Scale Point	Salary
1	£17,682.00
2	£19,739.00
3	£21,794.00
4	£23,851.00
5	£25,909.00
6	£27,965.00

Leading Practitioner Range	
Minimum	£41,267.00
Maximum	£62,735.00

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Leadership points (from 01/09/19)

Leadership	
Scale Point	Salary
1	£41,065.00
2	£42,093.00
3	£43,144.00
4	£44,218.00
5	£45,319.00
6	£46,457.00
7	£47,707.00
8	£48,808.00
9	£50,026.00
10	£51,311.00
11	£52,643.00
12	£53,856.00
13	£55,202.00
14	£56,579.00
15	£57,986.00
16	£59,528.00
17	£60,895.00
18	£62,426.00
18B	£61,807.00
19	£63,975.00
20	£65,561.00
21	£67,183.00
21B	£66,516.00
22	£68,851.00
23	£70,556.00

Leadership (continued)	
Scale Point	Salary
24	£72,306.00
24B	£71,589.00
25	£74,103.00
26	£75,936.00
27	£77,818.00
27B	£77,047.00
28	£79,748.00
29	£81,723.00
30	£83,757.00
31	£85,826.00
31B	£84,975.00
32	£87,960.00
33	£90,145.00
34	£92,373.00
35	£94,669.00
35B	£93,732.00
36	£97,013.00
37	£99,424.00
38	£101,885.00
39	£104,368.00
39B	£103,334.00
40	£106,972.00
41	£109,644.00
42	£112,392.00
43	£114,060.00
43B	£114,060.00

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Appendix 3

Allowances and Discretionary payments

Teaching and Learning Responsibility (TLR) Payments

TLR 1 (*minimum £8,069 to maximum £13,654*)

TLR2 (*minimum £2,796 to maximum £6,829*)

TLR 3 (*minimum £555 to maximum £2,757*)

Special educational needs (SEN) allowance

SEN/SEND allowances will be allocated to all teachers who satisfy the statutory criteria contained within the current STPCD. Spot points will be established within the given range and will be allocated after taking consideration of

- whether any mandatory qualifications are required for the post,
- the qualifications or expertise required of the teacher relevant to the post, and
- the relative demands of the post.

SEN range

minimum	£2,209
maximum	£4,359

Discretionary payments

The Trust may consider awarding discretionary allowances and payments in the circumstances described below. The Trust will award the allowance for a maximum of 12 months after which time the allowance will be reviewed.

- Recruitment and retention incentives and benefits
- First Aid Allowance
- Lunchtime supervision
- Residential duties
- Approved continuing professional development undertaken outside the school day
- Activities relating to the provision of initial teacher training
- Participation in out of school hours learning activity as approved by the Trust
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

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