



Pay Policy

Policy reviewed and adopted by the Board of Trustees	September 2018
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Review frequency	Annually
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Responsible Committee	Finance and Personnel

MISSION STATEMENT

YHCLT is a co-operative community of schools, working together to provide the best possible standards of education, enabling children to become responsible and articulate citizens, with a local, national and global perspective. We try to demonstrate co-operative ethical values in everything we do:

- we believe in being **open** with colleagues in our schools and beyond;
- we act with **honesty** and integrity, working in a professional and respectful manner in our dealings with everyone;
- we act with **social responsibility**;
- we treat everyone with **respect**, care and sensitivity;
- we support staff to develop their capacity for **self-help** and to take responsibility for their own actions.

Date September 2018

Please always check the latest e-version of this policy as small changes may be made.

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PAY POLICY

Applies with effect from SEPTEMBER 2018

Yorkshire and Humber Co-Operative Learning Trust (YHCLT)

Introduction

1. This policy applies to the pay of all staff employed to work for YHCLT academies, excluding any staff whose pay is not determined by the school. The employer will work within the framework of the staff contracts and, for teachers, the School Teachers Pay and Conditions Document and Statutory Regulations affecting the employment and conduct of teaching staff, and for support staff the National Joint Council for Local Government Services Terms and Conditions.
2. The Trust recognises that during Ofsted inspections inspectors will consider how well the senior team are managing staff performance and using the staff budget to differentiate appropriately between high and low performers.
3. In adopting this pay policy the Trust aims to:
 - maximise the quality of teaching and learning at the Trust
 - support the recruitment and retention of a high quality workforce
 - enable the Trust to recognise and reward all staff appropriately for their contribution to the Trust
 - ensure that decisions on pay are managed in a fair, just and transparent way.

September 2018

In response to the recommendations in the STRB's 28th Report, from 1 September 2018:

- i. a 3.5% uplift has been applied to the statutory minimum and maximum of the main pay range and of the unqualified teachers pay range.
- ii. a 2% uplift to the statutory minimum and maximum of the upper pay range, the leading practitioner pay range and all allowances across all pay ranges.
- iii. a 1.5% uplift to the leadership pay ranges (including headteacher groups).

Except for teachers and leaders on the minima of their respective ranges or group ranges, the Trust will determine how to take account of the uplift to the national framework in making individual pay progression decisions following the annual appraisal discussion.

All pay uplifts will be back-dated to 1 September 2018.

Basic Principles

4. This policy applies to the pay of all staff employed to work for academies within the YHCLT, excluding any staff whose pay is not determined by the trust. The employer will work within the framework of the staff contracts and, for teachers, the School Teachers Pay and Conditions Document and Statutory Regulations affecting the employment and conduct of teaching staff, and for support staff the National Joint Council for Local Government Services Terms and Conditions.
5. In adopting this pay policy the Trust aims to:
 - maximise the quality of teaching and learning at the academies within the Trust

- support the recruitment and retention of a high quality workforce
- enable the Trust to recognise and reward all staff appropriately for their contribution to the Trust
- ensure that decisions on pay are managed in a fair, just and transparent way in line with The Equality Act 2010.

Teachers' Pay

6. All teachers at YHCLT academies are employed on the Conditions of Service for School Teachers in England and Wales (the Burgundy Book) (as adapted by HCC in relation to sick pay) and paid in accordance with the statutory provisions of the School Teachers Pay and Conditions Document, as updated from time to time. A copy of the latest version may be found in each school office and is also on-line here.
7. All pay-related decisions are made taking full account of the school improvement plan and the aims above. Teachers and unions have been consulted on this policy at local secretary level. All pay related decisions are taken in compliance with relevant employment law.
8. The process for making decisions on the pay of teachers at academies of the Trust is as follows:

Pay Reviews

9. The Trust will ensure that every teacher's salary is reviewed annually by no later than the 31st October to take effect from 1st September and write to them setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay.
10. Where a pay determination leads or may lead to the start of a period of safeguarding, the employer will give the required notification as soon as possible and no later than one month after the date of the determination. The revised salary, if it is lower, will take effect after the contractual notice period. Within one month of the determination being made that the higher payment or TLR is no longer payable the Trust will notify the teacher in writing of;
 - the reason for the determination;
 - the date on which the old payment ends and, if applicable, from which the new payment comes into effect;
 - the value of the teacher's salary immediately before the determination, not including the safeguarded sum;
 - the safeguarded sum;
 - the latest date on which the safeguarding period will end.

The Committee with Responsibility for Pay Decisions

11. The committee with responsibility for pay at YHCLT is the Pay Committee of the Trust. The Head of each school will make recommendations to the appropriate Executive Headteacher and then their recommendation will be considered by the CEO, following which a recommendation is made to the Pay Committee. The CEO will monitor for consistency on behalf of the Trust Board and any appeals will be heard by a panel from the Trust Board. The committee has fully delegated powers to make decisions related to the pay of teachers and support staff of the Trust

and will make the final decision about whether or not to accept the pay recommendations from the CEO.

12. Pay progression or other pay increase for central Trust staff will be determined following their annual appraisal and recommendation by the CEO to the Trustees Pay Committee.
13. The terms of reference for the Pay Committee of the Trust Board with respect to pay are as follows:
 - Implement the Pay Policy across the Trust with consideration to staffing and financial budget plans, ensuring appropriate funding is allocated to pay progression at all levels and across all groups.
 - Achieve the aims of the Pay Policy in a fair and equitable manner within statutory and contractual obligations.
 - Apply the criteria of the Pay Policy in determining the pay of each member of staff in any pay review.
 - Recommend to the Trust Board the annual budget needed for the payment of staff.
14. Following approval by the Trust's Pay Committee decisions will be communicated to each member of staff by the Headteacher in writing in accordance with Paragraph 3 of the School Teachers Pay and Conditions Document - STPCD - 2018.
15. Decisions on the pay of the Executive Headteacher/Headteacher/Head of School will be communicated by the Chair of the Trust, in writing.
16. All staff will have a right of appeal. Details are attached at **Appendix 1**.

Pay range for Executive Headteachers

17. The Trust will set the range for the Executive Headteachers following receipt of advice from the CEO.

Pay Range for Headteachers/Head of school of each school

18. The Headteacher/Head of school of each school will be appointed on a 7-point range appropriate to the size of the school and the challenge of the role, as agreed by the Trust . For September 2018, this range is listed in **appendix 3**.

Pay Range for Deputy Headteachers and Assistant Headteachers of each school

19. The Deputy Headteachers will be paid on a 5 point range of the leadership pay spine which should be of a range proportionate to that of the relevant Headteacher/Head of School and of a level to reflect the responsibilities and complexities of the job. The range will take into account the size of the role where a leadership post holder has Trust-wide responsibility or undertakes outreach work with schools/academies other than their own.
20. Assistant Headteachers will be paid on a 5 point range proportionate to that of the Deputy Headteacher or the Headteacher/Head of school where there is no deputy and should reflect the responsibilities and complexities of the job.

Pay Range for Leading Practitioners

21. Leading Practitioners will be paid within the minimum and maximum of the pay range for leading practitioners as determined by the committee. For September 2018, this range is listed in **appendix 3**.

22. Leading Practitioners (LP) are qualified teachers who are exemplary teachers employed in specific posts with the purpose of modelling and leading improvement of teaching skills in the school/Trust.
23. Leading practitioners will normally have a sustained track record of successful performance as a teacher on the upper pay scale, demonstrate excellence in teaching, have an up to date knowledge in best practice of teaching skills and have contributed to leading the improvement on teaching skills.
24. The employer will take into account the following criteria when deciding on the pay range of each leading practitioner post:
 - The nature of the work done, including any work with teachers from other schools/academies.
 - The scale of the challenges and demands faced by the LP.
 - The professional competencies required.
 - The pay rate needed in order to attract and retain the right candidate
 - Other criteria as considered appropriate, in accordance with statutory guidance in the School Teachers Pay and Conditions Document in place at the time.

Pay range for Main scale Teachers

25. Main scale teachers will be paid within the minimum and maximum of the main pay range for teachers as determined by the committee. For September 2018, this scale and range are listed in **appendix 3**.

Upper pay range

26. A teacher on the upper pay range will be paid within the minimum and maximum of the upper pay range as determined by the committee. For September 2018, this scale and range are listed in **appendix 3**.
27. A teacher will be paid on the upper pay range by virtue of paragraphs 14.2 and 14.3 of the 2018 STPCD.

Pay determination on appointment

28. The Headteacher/Head of school in liaison with the appropriate Executive Head will determine the pay range for a vacancy prior to advertising it. On appointment, it will determine the starting salary within that range to be offered to the successful candidate. The Trust is committed to the principle of pay portability and will apply this principle in practice when making all new appointments. The Trust will not restrict the pay available for appointees to vacant classroom teacher posts, other than the lower limit of the Main Pay Range and the upper limit of the Upper Pay Range.
29. In making such determinations the Trust will apply the above policy (points 17 - 28).

Part-time Teachers

30. Teachers employed on an ongoing basis at academies within the Trust, but who work less than a full working day or week are deemed to be part-time. The employer will provide a contract of employment with a letter detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements.

31. Salary for part time staff will be calculated pro rata to the full time teachers as explained in paragraph 40 of the STPCD. This will be calculated with reference to the number of hours of timetabled teaching and an additional contractual amount of time for planning preparation and assessment (PPA).
32. Such staff who are employed and paid as part-time will be paid the appropriate rate to attend any voluntary training days additional to their pro-rata contractual commitment.

Short Notice/Supply Teachers

33. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. Period of less than a day will be pro rata to a full time equivalent day.

Unqualified Teachers

34. Unqualified teachers will be paid within the minimum and maximum of the pay range for unqualified teacher as determined by the committee. For September 2018, this range is listed in **appendix 3**.
35. When determining the pay of an unqualified teacher on appointment the employer will take into account their relevant qualifications and experience and consider the pay rate to retain the right candidate with the right skill set.

Unqualified Teachers who become qualified

36. Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the main pay range for teachers which will be usually one point higher than their salary as an unqualified teacher.
37. If a NQT obtains QTS mid-cycle they would be entitled to pay progression from date of qualification.

Pay Progression Based On Performance

38. The employer will ensure that all salaries are reviewed annually by the 30th November to take effect from 1st September for all teachers. A written statement setting out the salary and other payments will be provided to each employee after each review. There will be no automatic entitlement to a pay rise each year; all increases will be determined by an assessment of performance. The employer will ensure that appropriate funding is allocated for performance pay progression at all levels.

Quality Assurance and Evaluation

39. The appraisal policy sets out how the CEO and the Trust will work with Executive Headteachers and School Headteachers / Heads of School to monitor the appraisal process for consistency; the Trust will monitor that the appraisal process is effective, fair and non-discriminatory.
40. The CEO and the Trust Board, will monitor to ensure that there is transparency for all employees and no unfairness in the pay awarded to individuals, or groups of people, through performance pay progression. An annual report of pay levels by group, for example, of male, female, part time, full time or protected characteristics will be produced and examined and any differences identified will be investigated and justified. This will be shared with Local Secretaries of the Trade Unions.

41. The employer is committed to ensuring that the pay progression process is fair and non-discriminatory.

Chief Executive Officer

42. The Chief Executive Officer must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress across the academy trust. Performance will be subject to a review against appraisal objectives before any pay increase will be awarded.
43. Annual pay progression within the range for this post is not automatic and must be linked to the annual review of performance. Any progression will normally be by one point, but Trust Board may consider movement by two points in exceptional circumstances where the performance of the Academy Trust has been excellent.

Executive Headteacher/Headteacher/Head of school

44. The Headteacher/Head of School must demonstrate sustained high quality of performance, with particular regard to leadership, management and pupil progress at their school and where appropriate across the Trust. Performance will be subject to a review of performance against appraisal objectives before any performance pay increase will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
45. Annual pay progression within the range for this post is not automatic and must be linked to the annual review of performance. Any progression will normally be by one point, but the Pay Committee, advised by the CEO, may consider movement by two points. This is likely to be in exceptional circumstances where the performance of the Executive Headteacher/Headteacher/Head of school has been excellent – for example, in the light of the challenges faced and the contribution made to whole school achievement or achievement across the Trust where that is relevant to the Executive Headteacher/Headteacher/Head of school.
46. In exceptional circumstances, a non-consolidated discretionary payment will be made on top of the salary to reward excellent progression of the School in challenging circumstances. This will normally be approved by the Trust Board following recommendation by the CEO.

Deputy Headteachers and Assistant Headteachers

47. Deputies and Assistant Headteachers must demonstrate sustained high quality of performance in respect of School leadership and management and pupil progress and will be subject to a review of performance against their appraisal objectives before any performance pay increase will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account.
48. Annual pay progression within the range for these posts is not automatic. Any progression will normally be by one point, but the Trust Board may consider movement by two points in exceptional circumstances – for example, where the performance of the Deputy/Assistant Headteacher has been excellent in the light of the challenges faced and the contribution made to whole school achievement.

Leading Practitioners (LPs)

49. LPs must demonstrate sustained high quality of performance in the light of their agreed performance criteria and will be subject to a review of performance before any performance pay increase will be awarded. Any work undertaken at other schools (including academies within the

Trust or outside it), in higher education facilities, at central facilities of the trustees and elsewhere will be taken into account.

50. Annual pay progression within the range for these posts is not automatic. Any progression will normally be decided by review of the performance of the individual where the contribution to whole school improvement has been excellent.

Progression to the Upper Pay Range

51. Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.
52. Applications should be made on the appropriate pro-forma to their Headteacher/Head of School by the 31st October for consideration to be included in the pay review for that academic year. For teachers who work only for part of the year they should apply by the end of the term in which they work.
53. If a teacher is simultaneously employed at another school/academy, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or academy. This Trust will not be bound by any pay decision made by another school/academy.
54. All applications should include the results of the two previous appraisals, including any recommendation on pay. The application should contain additional evidence from the most recent two years worked and could provide specific examples from the day-to-day work with good evidence to back these up. Teachers who have been absent for a long period during the previous year(s) should use evidence from their most recent work period to make up the two year period.

Upper Pay Range Assessment

55. To be successful in an application for progression to the UPR the teacher must satisfy the Headteacher/Head of School that:
- they are highly competent in all elements of the teachers' standards and,
 - their achievements and contribution to the school/Trust are substantial and sustained.
56. In YHCLT schools we interpret the above as meaning that achievement and contributions will be substantial over a period of at least the previous 2 years.
57. The Headteacher/Head of School will make the decision on the success of the application and make a recommendation to the appropriate Executive Head. Following their approval a recommendation will be made to the CEO and if approved it will go forward to the Pay Committee. The decision of the committee is final though may be subject to appeal by the applicant to the Trust Board.
58. The assessment will be made by the Executive Headteacher within 10 working days of the application being received and a recommendation made to the Trust Board who will consider the recommendations at their meeting. The outcome will be communicated to the applicant within 3 days of the meeting. Feedback on unsuccessful applications will be provided soon after by the Executive Headteacher .
59. The CEO will perform a moderating role to ensure fairness and transparency.

Pay progression for all Classroom Teachers, Main Pay Range and Upper Pay Range

60. Classroom teachers must demonstrate sustained high quality of performance and will be subject to a review of performance assessed against the success of achieving the appraisal objectives, an assessment of at least good against the teachers' standards and successful pupil progress measures at the relevant performance review before any performance pay increase will be awarded. To be fair and transparent the assessment of performance will be properly rooted in evidence. The Trust will ensure fairness using the Executive Headteachers and the CEO to audit and moderate the recommendations of Headteachers / Head of School and senior teams.
61. All teachers are subject to annual appraisal and can expect to receive regular constructive feedback on their performance through the year. Decisions regarding pay progression will be made with reference to the teacher's appraisal reports and the pay recommendations they contain. The process of appraisal in this Trust is laid out in the appraisal policy.
62. Annual pay progression within the range for each post will not be automatic and will be linked to performance. Any progression will normally be by one point but the Trust may consider movement by two points where; the performance has been excellent – for example in the light of the challenges faced and the contribution made to whole school achievement and the teacher is judged outstanding against the teachers' standards.
63. All applications to be paid on the Upper Pay range should include the results of the two most recent appraisals, including any recommendation on pay.
64. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence to demonstrate that the applicant has met, or partially met, the assessment criteria must be submitted. Teachers who have been absent for a long period during the previous year(s) should use evidence from their most recent work period to make up the two year period.
65. If a teacher is simultaneously employed at another school/academy this Trust will not be bound by any pay decision made by another school/academy/employer.
66. A determination of 'no progression' can be made without recourse to the capability procedure. Also, those subject to formal capability proceedings will normally not progress up the pay range in the year when they are being supported using the capability procedure.

Teaching and Learning Responsibility Payments (TLRs)

67. TLRs are awarded to the holders of the posts indicated in the agreed staffing structure of each school.
68. A TLR1 or TLR2 allowance may be awarded to classroom teachers for undertaking a sustained additional responsibility in the context of the School's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.
69. The teacher's duties must include a significant responsibility not required of all classroom teachers that:
 - Is focused on teaching and learning.
 - Requires the exercise of a teacher's professional skills and judgement.
 - Requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum.
 - Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils and...
 - Involves leading, developing and enhancing the teaching practice of other staff.

70. Before awarding a TLR1, the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.
71. A fixed term third TLR (TLR3) may be awarded to a classroom teacher for clearly time limited school improvement projects or one off externally driven responsibilities with clear criteria. The duration of the TLR3 must be established at the outset. The annual value of a TLR3 must be between £540 and £2,683 and paid on a monthly basis for the duration of the fixed term. A part-time teacher must be paid on a pro-rata basis.
72. There are specific criteria which have to be met in order to qualify for TLR payments in the context of the school's staffing structure. A teacher cannot hold more than one TLR unless one of them is a fixed term TLR3 and it must be awarded specifically for teaching and learning responsibilities. TLR's cannot be awarded for non-teaching duties.
73. A system of safeguarding will exist for up to 3 years if new payments do not exceed previous TLRs. If a teacher moves to a new TLR point and their new salary exceeds their previous payments, then safeguarding ceases.
74. Within one month of the determination being made that the TLR payment is no longer payable the Headteacher/Head of School will notify the teacher in writing of;
- the reason for the determination;
 - the date on which the old payment ends and, if applicable, from which the new payment comes into effect;
 - the value of the teacher's salary immediately before the determination, not including the safeguarded sum;
 - the safeguarded sum;
 - the latest date on which the safeguarding period will end.

Fast Track

75. Where the school employs fast track teachers it will pay them under the recruitment and retention incentives and benefits provisions.

Special Educational Needs Allowances

76. Teachers working with special needs pupils may be awarded a special educational needs allowance at the following values:
- Level one no less than - £2,149
 - Level two no more than - £4,242
77. The lower allowance will be awarded if the classroom teacher is wholly or mainly teaching pupils with statements of special educational needs in designated special classes; or is taking charge of special classes consisting wholly or mainly of children who are hearing impaired or visually impaired.
78. The higher allowance will exceptionally be awarded instead of the lower allowance when the teacher demonstrates that in addition to working 'wholly or mainly with SEN students' their experience and qualifications, which are relevant to the post, enhance the value of the work with SEN pupils due to the high quality of expertise they bring to the job. Teachers need to demonstrate that they are considered experts in their field of expertise by virtue of their sustained proven experience and/or because they have been awarded a qualification in the specialist area of expertise. Most importantly, they need to demonstrate expert knowledge in

the field by interview with the Headteacher [or other appropriate manager] and must also demonstrate that they continuously develop their skills in their field of expertise.

79. In either case the higher level of expertise should be demonstrated when teachers are also routinely training or developing others in a specialist skill associated with working with SEN pupils.
80. The level of the SEN allowance will be judged on appointment, and as part of the annual appraisal. It is the quality of experience that is important, not necessarily the length of time spent in the post.

Other Payments

Continuing Professional Development

81. Teachers (including Headteachers) who undertake voluntary continuing professional development outside the school day will be entitled to an additional payment to cover subsistence and travel expenses.
82. An additional discretionary payment may be made for attendance at training sessions outside teachers' directed time, where attendance has previously been approved by the Headteacher or a senior manager authorised by the Headteacher to do so. This may apply to part time staff who are directed to undertake a proportion of training but who voluntarily attend additional sessions.

Out-of-hours Learning Activities

83. Teachers who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity will be entitled to a payment equivalent to £27 per hour.
84. Activities that will attract payment are limited to those additional activities that have been previously approved for payment by the Senior Leadership Team.

Recruitment and Retention Incentives and Benefits

85. For posts where the employer anticipates or encounters recruitment and/or retention difficulties, then consideration may be given to awarding an incentive or benefit as determined by the employer.
86. Where such an incentive or benefit is awarded, the employer will determine:
 - Whether the award is for recruitment or retention;
 - The nature of the award (e.g. cash sums, travel, housing costs, etc.);
 - When/how it will be paid - i.e. is it paid in 2 lump sums - as with 'golden handcuffs';
 - The start date and duration of the award, up to a maximum of three years;
 - The basis for any uplift that may be applied;
87. Allowances may be paid monthly, paid wholly or in part as a lump sum - subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods. The Headteacher/Head of School will make a recommendation to the CEO when this payment is to be offered, how much and how it should be implemented – as a lump sum or 'golden hello' at the commencement of the contract or at the end 'golden handcuffs'. The CEO will refer the

matter to the Trust with a recommendation in favour of or against the award having regard to consistent treatment across all Trust academies.

88. Where allowances have been awarded, as above, they may be subsequently renewed for retention purposes in exceptional circumstances, for a maximum of 3 years. Where this is anticipated the Headteacher will specify the criteria for renewal to the CEO who will advise the Trust on the matter, ensuring consistency of treatment.

Acting Allowances

89. Acting allowances will be paid to teachers who are carrying out the duties of Headteacher, Head of School, Deputy or Assistant Headteacher, or other responsibility attracting TLR allowances. Where such duties are carried out for a period of at least four weeks, the teacher may be paid at an appropriate point on the leadership scale or awarded a TLR for a temporary period to cover the absence of a colleague. This will be determined by the Headteacher/Head of School in discussion with the appropriate Executive Head and will be subject to final approval of the CEO. Payments will be backdated to the date the responsibility is taken over. Teachers will not be expected to undertake permanent additional responsibilities without payment of a permanent TLR1 or TLR2 payment

General provision

90. To ensure teachers are fully conversant with the pay progression and appraisal arrangements, all current and hereafter all new teachers who join the school will be briefed on them as part of their introduction to the school.

Support Staff

Basic Terms

91. All support staff are appointed on the terms agreed by National Joint Council for Local Authority Staff and all staff will be placed on the NJC Pay Scales. For 2018/2019 see Appendix 4. Following a national review of the NJC pay scale in 2017/18 and creation of a new scale with effect from 1st April 2019, the assimilation of support staff to the new NJC scale points will take place in the spring term 2019 to be effective from April.
92. Support Staff will be paid on a pay range based on the NJC pay scale which will be broken into a number of pay grades with a 4 point range. For progression within this range staff will automatically progress up the pay spine by one point each year until they reach the top.

Criteria for Determining Pay

93. All posts for support staff are subjected to job evaluation and paid in line with NJC negotiated pay rates for the scale points so evaluated.
94. Newly appointed support staff will normally be appointed on the first point of the pay range appropriate to the post. Appointment on any of the points within the range may be made where the Headteacher wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee, where it exceeds the minimum of the range, or any particular recruitment difficulties.
95. Employees whose posts are re-graded upwards will normally be placed on the bottom point of the new scale unless other assimilation arrangements have been agreed or are appropriate. When posts are downgraded the employee will normally be placed on the top of the scale and

transferred staff with TUPE rights will receive salary safeguarding in line with the Trust policy transferred from Hull City Council.

96. Wherever a single point salary grade exists, or the post holder is at the maximum of the range, only cost of living increase will apply.
97. Any appeals against decisions relating to support staff pay will be dealt with in accordance with the school's grievance procedure.
98. Support staff who are paid for working term time only will be paid for 39 weeks plus a proportion of the FTE holiday entitlement, which must be taken during the school closure periods.
99. The base working hours for a FTE will be 37 hours per week.

Training outside of the employees' normal contractual hours

100. Support staff, who are employed and paid as 'term time only' will be paid at the appropriate rate to attend voluntary training days/sessions outside of their contractual days/hours.

Salary safeguarding

101. Transferred staff will be protected on the Hull City Council (HCC) policy for safeguarding the salaries for support staff. YHCLT has determined that the same policy will apply to new staff subject to any future review of the policy. The HCC policy is attached at appendix 2.

Honoraria

102. The employer reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder. Any honoraria must first be discussed between the Headteacher/Head of School and the appropriate Executive Head and then approved by the CFO.

Review of the Pay Policy

103. The Trust Board will review the Pay Policy every year at the Autumn Trust Board Meeting.
104. The policy will be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.
105. The recognised trade unions will be consulted at Local Secretary level on any revisions to the policy having regard to the results of the consultation with all staff.

Appendix 1 Appeals

1. The arrangements for considering appeals are as follows.
2. A teacher may seek a review of any determination in relation to their pay or any other decision taken by the employer (or appraiser in charge) that affects their pay.
3. The following list includes the usual reasons for seeking a review of a pay determination;
That the person by whom the decision was made:
 - a) incorrectly applied any provision of the School Teachers Pay and Conditions Document;
 - b) failed to take proper account of relevant evidence;
 - c) took account of irrelevant or inaccurate evidence;
 - d) was biased; or
 - e) otherwise unlawfully discriminated against the teacher.
4. The order of proceedings is as follows:
 - a) The teacher receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
 - b) If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
 - c) Where this is not possible or where the teacher continues to be dissatisfied, they may follow a formal appeal process.
 - d) The teacher should set down in writing the grounds for questioning the pay decision and send it to the person who made the determination, within ten working days of the notification of the decision being appealed against, or of the outcome of the discussion referred to above.
 - e) The person who made the determination (normally the Headteacher) should arrange a hearing with a panel of 3 governors from the Local Governing Body within ten working days of receipt of the written grounds questioning the pay decision to consider this. The teacher will be given an opportunity to make representations in person or via their trade union representative. Following the hearing, the teacher should be informed in writing of the decision and given a right to appeal.
5. Any appeal should be heard by a panel of three Trustees normally within 20 working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person or via their trade union representative. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

The Modified Procedure

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

Where a teacher has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left the school's employment before any appeal hearing is held, the following steps will be observed:

- The teacher must have set out details of their appeal in writing;
- The teacher must have sent a copy of their appeal to the Chair of the Governing Body;

- The Chair of the Trust Board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

Appendix 2 HCC Support staff salary protection policy

1. If and when an employee is redeployed, remuneration will be protected as follows:
2. Basic pay or salary (plus payments which are inherent in the job, e.g. skill payments, qualification allowances, supervisory plus payments, responsibility allowances) to be protected.
3. Employees are not expected to unreasonably refuse a subsequent redeployment to a post when the remuneration and/or conditions no longer need to be protected or the protection is reduced.
4. Productivity payments to be protected at the cash level of the average payment over the 26 weeks immediately prior to redeployment.
5. Employees are not expected to unreasonably refuse acceptance of future productivity schemes or subsequent transfer to posts covered by productivity schemes. In either event protection would cease.
6. Payments relating to working arrangements in excess of the basic week (e.g. regular overtime, lettings, shift and split duty payments, weekend rates, night rates, stand-by and sleeping-in payment, road workers travel and expenses scheme), to be protected at the cash value of the average payment over the 26 weeks immediately prior to redeployment.
7. Employees are not expected to unreasonably refuse a subsequent redeployment to a post where the working arrangement will reduce or eliminate the need for protection.

Calculation of Protection

8. The earnings covered by paragraphs 2 and 3 in the old situation will be accumulated and compared with the same earnings in the new situation and whichever is the higher will be paid. Basic pay will be protected in accordance with paragraph 1. Should employees unreasonably refuse acceptance of future productivity schemes, transfer to posts covered by productivity schemes or subsequent redeployment, the earnings in the new situation will apply.
9. It is the grade of the post which is protected not the hours worked. In the event of a part-time member of staff previously working 20 hours per week at Scale 3 and the new post offered was for 15 hours per week at Scale 2, the employee would receive 15 hours protection at Scale 3. However, if the school could accommodate the additional 5 hours per week this would still be protected at Scale 3.

Period of Protection

10. Salary protection as described above is payable for two years from the date when the new grade is effective, bearing in mind the need to give contractual notice of the reduction in grade for whatever reason.

Appendix 3 STPCD pay scales 2018

Classroom Teachers pay

Scale point	England and Wales
1	£23,720.00
2	£25,594.00
3	£27,652.00
4	£29,780.00
5	£32,126.00
6	£35,008.00

Upper Pay Scale

UPS	England and wales
1	£36,646
2	£38,004
3	£39,406

Unqualified teacher scale

Scale point	England and Wales
1	£17,208
2	£19,210
3	£21,210
4	£23,212
5	£25,215
6	£27,216

Teaching and Learning allowances

TLR Payments 2018			
	TLR 1 £	TLR 2 £	TLR 3 £
1	7,853	2,721	540
2	9,570	4,421	To be agreed per role
3	11,478	6,646	To be agreed per role
4	13,288		2,683

SEN

allowances

Values for these are given at paragraph 76 of the pay policy.

Headteacher groups 2018

Group	England & Wales		
1	45,213	to	60,153
2	47,501	to	64,736
3	51,234	to	69,673
4	55,064	to	74,985
5	60,755	to	82,701
6	65,384	to	91,223
7	70,370	to	100,568
8	77,613	to	111,007

Leading Practitioners

Minimum £40,162

Maximum £ 61,055

Leadership Pay Scales

L1 £39,965

L2 £40,966

L3 £41,989

L4 £43,034

L5 £44,106

L6 £45,213

L7 £46,430

L8 £47,501

L9 £48,687

L10 £49,937

L11 £51,234

L12 £52,414

L13 £53,724

L14 £55,064

L15 £56,434

L16 £57,934

L17	£59,265
L18	£60,755
L19	£62,262
L20	£63,806
L21	£65,384
L22	£67,008
L23	£68,667
L24	£70,370
L25	£72,119
L26	£73,903
L27	£75,735
L28	£77,613
L29	£79,535
L30	£81,515
L31	£83,528
L32	£85,605
L33	£87,732
L34	£89,900
L35	£92,135
L36	£94,416
L37	£96,763
L38	£99,158
L39	£101,574
L40	£104,109
L41	£106,709
L42	£109,383
L43	£111,007

Appendix 4 Support Staff Pay Scales

Non Teaching Staff			
Grade	Salary Point	2018/19	Hourly Rate
1	6	16,394	8.50
2	7	16,495	8.55
	8	16,626	8.62
	9	16,755	8.69
	10	16,863	8.74
3	11	17,007	8.82
	12	17,173	8.90
	13	17,391	9.01
	14	17,681	9.17
4	15	17,972	9.32
	16	18,319	9.50
	17	18,672	9.68
	18	18,870	9.78
5	19	19,446	10.08
	20	19,819	10.27
	21	20,541	10.65
	22	21,074	10.92
6	23	21,693	11.24
	24	22,401	11.61
	25	23,111	11.98
	26	23,866	12.37
7	27	24,657	12.78
	28	25,463	13.20
	29	26,470	13.72
	30	27,358	14.18
8	31	28,221	14.63
	32	29,055	15.06
	33	29,909	15.50
	34	30,756	15.94
9	35	31,401	16.28
	36	32,233	16.71
	37	33,136	17.18
	38	34,106	17.68
	39	35,229	18.26
10	40	36,153	18.74
	41	37,107	19.23
	42	38,052	19.72
	43	39,002	20.22
	44	39,961	20.71
11	45	40,858	21.18
	46	41,846	21.69
	47	42,806	22.19
	48	43,757	22.68
	49	44,697	23.17
12	50	45,180	23.42
	51	45,899	23.79
	52	46,612	24.16
	53	48,564	25.17
13	54	53,557	27.76
14	55	61,590	31.93
15	56	70,823	36.71
16	57	81,453	42.22
17	58	93,666	48.55

REVIEW

This policy will be reviewed annually

Signed CEO

..... Date

SignedChair of Trust Board

..... Date

Date of next Review: Autumn 2019