

Nene Education Trust Pay Policy

Policy Number 4

Applicable to:	This policy applies to all members of staff of Nene Education trust
Dissemination:	Trust website,
Linked policies:	Executive Pay Policy
Implementation:	Trust Payroll Officer and Trust HR Manager.
Training:	N/A
Review Frequency:	Annual Review September
Policy Author:	Payroll Officer
Policy Lead:	CFOO
Approval by:	HR Board Committee on behalf of Full Trust Board
Approval Date:	10– November 2022
Next Review Due:	01– September 2023

Revision History

Document version	Description of Revision	Date Approved
October 2019	Minor changes as per statutory guidance	
Autumn 2020	Realigned the levels of approval due to the structure including COO and DoPE. Clarified the authority of approval through 'Decision makers' and 'Approvers'. Removed ½ pay points from teacher pay scale.* Correctly align the role of Trustees to Executive Pay approval. Identified pay ranges for VP and APs	17/8/20

Autumn 2021	July '21 Exec Pay benchmarking added. Decision making authority for new roles added. Pay scales +1% teachers, +1.75% support staff. TLR scales updated	13/09/21
Autumn 2022	Pay Scales as per recommendations from pay bodies for Teachers and Non-Teachers adopted Role of Director of School Improvement added Early Pay facility option added.	10/11/22

1. Terms of Reference

1.1 This policy applies to all employees regardless of their permanent, fixed-term, full or part-time status.

2. Definitions

2.1 "Principal" also refers to any other title used to identify the Headteacher, or those of equivalent responsibility.

2.2 "Decision Maker" refers to any other title used whom would make the decision to increase an employee pay and put forward the pay recommendation e.g Principal, CEO, COO, Director of School Improvement.

2.3 "Approver" refers to those that have the authority to approve the recommended pay increase e.g CEO, Review Committee

3. Authority of Approval

3.1 Associate staff

3.1.1 The authority to approve an Associate staff pay increase is the responsibility of the CEO, the Decision Maker will be the Principal/Head Teacher.

3.2 Teachers/Leadership Team

3.2.1 The Authority to approve a Teachers pay increase is the responsibility of the CEO, the Decision Maker will be the Principal.

3.3 Principal / Headteacher

3.3.1 The Authority to approve a Principal / Head Teacher's pay increase is the responsibility of the Review Committee, where the Decision Maker is the CEO. In the exception where the Director of School Improvement is the line manager, approval will be with the CEO and the Decision Maker will be the Director of School Improvement .

3.4 Central Trust Team

3.4.1 The Authority to approve the pay increase of a member of the Central Trust is the responsibility of the CEO, the Decision Maker will be the line manager, in the exception where the CEO is the line manager, approval will be with the Review Committee and the Decision maker will be the CEO.

3.5 Pay Review Committee

The Pay Review Committee have the authority to approve and oversee pay recommendations made by the CEO.

3.6 Pay Appeal committee

The Pay Appeals Committee is convened to make decisions on pay award appeals

3.7 Classification of the approval process is found in Appendices 7-10 of this policy.

4. Introduction

4.1 The prime statutory duty of Trust Governing Boards in England, as set out in paragraph 21(2) of the Education Act 2002 is to "conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

4.2 The Trust will act with integrity, confidentiality, objectivity and honesty in the best interests of its Academies. It will be open about decisions made and actions taken and will be prepared to explain decisions and actions to interested persons. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

4.3 This policy has been reviewed and updated in accordance with current legislation, the latest STPC document and national advice and guidance relating to school pay policies.

4.4 Following the National School Teachers' Review Body recommendations and the Government's response to these recommendations, the Trust will uplift the teachers' pay

ranges and allowances accordingly. All pay uplifts will be back dated to the first day of September of the same year.

4.5 The Trustees will ensure:

- Posts are graded appropriately within the conditions of employment identified in the current STPC Document and the conditions of service for support staff employed by the Nene Education Trust.
- Take into account pay relativities between posts within the teachers of the Pay Body and support staff of the Pay Body.
- That the annual appraisal of all teaching and support staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the Trust's Performance Management/Professional Learning Policy. All appraisals should be completed by 31st October at the latest.
- That discretion available under the STPCD is exercised in a fair and equitable manner.
- Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3). (Appendix 2)
- Where a pay determination leads or may lead to the start of a period of safeguarding, the Trustees will give the required written statement of notification as soon as possible, no later than one month after the date of the determination and comply with Trust salary safeguarding arrangements as detailed in the current STPC Document and specified for support staff.
- For all staff, pay progression will be clearly attributable to the individual's performance and the 'Approver' will be able to objectively justify its decisions.
- Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff. The Nene Education Trust uses the NJC 2022 pay scales and NCC job families to determine the salary range.

4.6 All decisions on pay increases for staff are dependent on the constraints of the Trust/academies budgets.

5. Delegation of Decision Making

5.1 The introduction of any new role/like for like replacement into the structure of any school or trust must satisfy one of the following requirements when setting the job title and salary range. This will be identified through the 'request to recruit' process:

- Leadership appointments – leadership scale determined by pay bands within Pay Policy, which were updated in July '21 following an Executive Pay Review.
- Teacher appointments – appointed on the teacher pay scale within the Pay Policy 2022.
- Support staff appointments- matched to a job family from the NCC job families and paid on the support staff pay scale within the Pay Policy (NJC 2022)
- Where neither of the above appropriate – the post must be benchmarked against similar posts in schools and Trusts.

Approval of each post will relate directly to the levels of financial authority delegated in this policy:

Up to £10,000	Principal
£10,001 to £25,000	As above & COO/Director School Improvement
£25,001 to £50,000	As above & CEO
£50,001 to £100,000	As above & HR/Exec Pay Committee
Over £100,001	As above & Board of Trustees

5.2 Except where otherwise stated, the Trustees will delegate the day to day management of the policy to the CEO and Principals. The Trustees expect the CEO and Principals to seek advice from the Trust HR team on those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPC Document and the pay provisions for support staff.

5.3 The Trustees requires that the Principals have appropriate regard to the budget approved by the Trustees and the requirements of employment legislation, particularly The Equality Act 2010, (including requirements under the Public Sector Equality Duty and gender pay gap reporting requirements), The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992, and The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

5.4 The Trustees will monitor the outcomes of pay decisions, including the extent to which different groups of staff may progress at different rates, ensuring the Trust's continued compliance with equalities legislation.

6. Process of Pay Approval

6.1 The Decision Maker will attend a pay determination meeting with the Approver and submit a full report detailing the pay recommendations for their employees providing additional information if required.

6.2 Prior to making a salary recommendation to the Approver, the Decision Maker will inform the employee of their recommendation, and the date in which the Approver will be considering the recommendation. The Decision Maker shall provide oral feedback on the relevant criteria indicated, or in the case of unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

6.3 Where an employee has been absent through long term illness or on maternity leave the decision maker will ensure that a performance review has been conducted. In the event that a review cannot be conducted until the employee returns to work the Decision Maker will conduct a review following the employees return. If the Decision Maker's recommendation is to pay the employee on a higher salary on the appropriate pay range the award may be back dated to the appropriate date on which the award would normally have been paid.

7. Process of Appeal

7.1 An employee who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the Decision Maker before the recommendation is actioned.

7.2 If the employee does not agree with the recommendation to be made, then they may provide a written statement to the Approver when they consider the recommendation.

7.2.1 The statement provided by the Employee must indicate the reason(s) why they disagree with the recommendation, and must fall within one or more of the following: -

7.2.2 That the recommendation:

incorrectly applied any provision of the appropriate salary and/or Performance Management/Professional Learning policy;

in the case of a teacher, failed to have proper regard for statutory/contractual guidance of the STPC Document;

- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- otherwise unlawfully discriminated against the employee.

7.3 The employee will have a minimum of 3 working days' notice between the date they are informed of the recommendation and the date of the meeting with the Approver to provide this written statement.

7.4 The employee will be notified in writing of the decision made by the Approver regarding the outcome of their appeal.

7.5 The decision of the Approver will be final.

8. Threshold Application

8.1 An application may be made once in an academic year and the deadline for written submissions will be 30 September. A successful applicant will progress to the minimum point on the Upper Pay Range from 1 September.

8.2 A successful applicant will have demonstrated through the Performance Management process: -

- that as a teacher s/he is highly competent in all elements of the relevant standards
- that his/her achievements and contributions to the academy are substantial and sustained

See appendix1 for further details.

8.3 Upper Pay Range decisions will only apply to posts under the employment of The Nene Education Trust.

9 Statement of Salary

9.1 Salary assessment forms will be issued to confirm salary determinations.

10.Exercise of Discretion under the STPC Document

10.1 Starting salary of new classroom teacher appointments.

10.1.1 The Trustees will identify the range of salaries Trustees are prepared to pay subject to qualifications and experience (appendix 4)

10.1.2 The Nene Education Trust will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Nene Education Trust.

10.1.3 Where the Principal or selection panel regards a teacher to have relevant teaching experience, or non-teaching experience which is directly relevant to the post being offered then an appropriate salary will be offered within the advertised range.

10.1.4 The Principal will consult with the CEO/ Trust's HR Team and if required provide a statement for the appropriate committee of The Nene Education Trust detailing the reasons the salary has been awarded together with the position on the appropriate range in The Nene Education Trust's salary structure.

10.2 Calculation of Part Time Teachers' salaries

10.2.1 The Trust will ensure that all part-time employees have their salaries calculated in accordance with the STPC Document and the appropriate service conditions for support staff and the 'pro rata principle'. With the exception of where a part time Teacher is awarded a TLR3.

10.2.2 The Pay Body will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".

10.2.3 All part time teachers will be advised of the way in which their salary and directed time are calculated.

10.2.3 The staffing structure and pay ranges approved by the Nene Education Trust shall be published with this pay policy.

10.3 Special Educational Needs

10.3.1 The Nene Education Trust will award an allowance to any teacher who satisfies the statutory requirement of the STPC Document, paragraph 21.

10.3.2 The post and allowance(s) will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

10.3.3 Awards for performance progression to teachers paid on the main pay range, the upper pay range or unqualified teachers' pay range (Pay progression will be linked to assessment of performance as determined under the Performance Management/Professional Learning Policy).

11 Lead Practitioner Posts

11.1 Recommendations by the Principal to include or to vary the number of lead practitioner posts in the staffing structure must be referred to and approved by the CEO.

11.2 Where a lead practitioner is appointed the Nene Education Trust shall select an individual post range on the range designated for leading practitioners.

11.3 The primary purpose of a lead practitioner post is for the modelling and leading improvement of teaching skills. In addition, the lead practitioner will take a leading role in developing, implementing and evaluating policies and practice that will contribute to Trust and Academy improvement. Performance objectives will be set with the leading practitioner and performance reviewed against those objectives in accordance with the Nene Education Trust's Performance Management policy.

11.4 At the time of the annual assessment of teachers' salaries, the approver will consider recommendations from each Decision Maker that any Lead Practitioner be paid additional

points subject to the maximum of the individual range. In assessing and reviewing the salaries, due consideration will be given to annual performance against the objectives set.

12 The Leadership Group (Excluding Principals)

12.1 Awards for performance of the Vice and Assistant Principals and equivalent.

12.2 At the time of the annual assessment of teachers' salaries, the CEO will consider recommendations from each Principal that any Vice or Assistant Principal/Head be paid additional points subject to the maximum of the individual range. The Nene Education Trust expects that the objectives that are set for a Vice or Assistant Principal/Head will become progressively more challenging as the teacher has gained experience in the role.

12.3 In assessing and reviewing the salaries of posts on the Leadership spine, due consideration will be given to the following factors:

- The outcome of the annual performance for each individual
- The Academy's Individual Salary Range (ISR) which can be reviewed throughout the year for recruitment and retention purposes (appendix 5)
- Pay differential with the Academy and Leadership Group
- Relative responsibilities of posts
- Advice and guidance from the CEO and the Trust HR Team
- Changes to salary ranges will be made in accordance with the STPC Document. Only in exceptional circumstances may the Vice or Assistant Principal's range overlap the Principal's ISR.

13 Notification of Pay determinations

13.1 Annual assessments

13.1.2 In accordance with the STPC Document, salary statements will be given to teachers, as part of the regular review process or when other pay decisions are taken and will state all remuneration, including any allowances, any payments or other financial benefits for recruitment and retention purposes, any safeguarded sums and any fixed term arrangements.

13.1.3 Support staff will receive salary statements as part of the regular review process or when other pay decisions are taken and will state all remuneration.

13.1.4 The Review Instructions to amend pay from the relevant date will be issued as soon as practicable after the pay decision has been made. All awards will be backdated to the 1st September of the current year.

14 Determination of Leadership Group Salaries (see appendix 5)

14.1 Group of the Academy; Individual Head Teacher Pay Range (HTPR) and salary ranges for other members of the leadership group.

14.1.2 For the purposes of determining the group of the academy by which the HTPR for each Principal, Vice Principal, Associate Principal and equivalent is identified, the Nene Education Trust will re-calculate annually the appropriate unit total of the academy. (appendix 5)

14.1.3 The Nene Education Trust will assign each academy to the appropriate Headteacher Group (HTG) whenever a new Principal (or Associate Principal) is to be appointed and on such occasions as The Nene Education Trust sees fit. The Principal may make representations to the review committee to consider assigning the academy to a new HTG.

14.1.4 If the Nene Education Trust changes the group of an academy having re-calculated the unit total, the Nene Education Trust will identify an HTR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.

14.1.5 The HTPR of each academy shall be a range of consecutive salary points selected by the Nene Education Trust within the HTG range for that academy.

14.1.6 The Recruitment Selection Committee, set up to appoint a new Principal, shall determine the salary point on the HTPR to be paid ensuring there is room for salary progression to be determined by subsequent performance. The Recruitment Selection Panel shall have regard to advice available from the Trust's HR Team and if required, any persons engaged by The Nene Education Trust.

14.1.7 In the event that the Nene Education Trust agrees to an Academy's Principal also being made the Principal of another academy on a permanent basis, the Principal's salary will be determined in accordance with STPC Document.

14.1.8 Where such a decision is made then the Nene Education Trust will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.

14.1.9 The salary ranges for a Vice or Assistant Principal shall be determined with reference to the academy's HTR as defined by the STPC Document.

14.2 Performance Management Review for the Principals including Executive Principal and Associate Principals

14.2.1 The CEO or the phase appropriate Director of School Improvement of the Nene Education Trust will carry out the Performance Management/Professional Learning review for the Executive Principal and Principals. The CEO will reserve the right to seek the advice and support of an external adviser appointed by the Nene Education Trust as required. The Executive Principal will undertake the Performance Management/Professional Learning review of the Associate Principals. The agreed performance objectives and measures may be referred to the Chair of the Trust Board for moderation if required or upon request.

14.2.2 It is the stated wish of the Trustees that the CEO, Executive Principal and delegated Trustees/Governors should be appropriately trained.

14.2.3 At the beginning of each academic year, the Decision makers will agree with the CEO and all Principals, or, (in the absence of agreement), a set of performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect priorities identified in the Trust's development plan (CEO and COO) or relevant Academy's Improvement plan (Principals and Associate Principals).

15. Determination of Discretionary temporary payments to Principals

15.1 The Trust may decide to pay additional payments to the Principals in accordance with paragraph 10 of the STPCD.

15.1.1 Where a decision is made to increase the Principal's salary beyond the maximum of the appropriate HTG, the total sum of all payments made to the Principal referred to in 15.1 will not exceed 25 percent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the trustees.

15.1.2 In the event that it is considered necessary to exercise the provision set out in 15.1.1 in exceeding 25% above the maximum of the HTG the Trust will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

16. Acting Up allowances

16.1 If during any absence of a Principal, Vice or Assistant Principal or TLR holder, an acting appointment is made and maintained for a period, then the Nene Education Trust will consider within four weeks of the acting appointment whether the teacher shall be paid an acting allowance calculated in accordance with 16.2 below. If no allowance is paid, the Nene Education Trust may reconsider the position at any time.

16.2 In the prolonged absence of the Principal, a Vice Principal, an Assistant Principal or a TLR post holder, the Nene Education Trust may appoint a teacher to act up during the absence of the post holder. From the date that the Nene Education Trust considers it necessary to make an acting appointment, The Nene Education Trust will pay an allowance equal to the difference between the salary currently paid to the person appointed to act up and a point considered appropriate by the Nene Education Trust. The relevant conditions of service detailed within the STPC Document will apply to any person in receipt of such an acting allowance.

17. Additional Payments for Teaching Staff

17.1 In the event that a Principal, following consultation with the teacher(s) affected decides to request teachers to undertake

- Out of school hours learning activities,
- CPD undertaken on a non-working day

then payments as below will be made to teachers agreeing to participate in such activities.

17.1.1 The daily rate payable to each individual teacher undertaking such activities and entitled to such a payment will be determined by the Nene Education Trust. Periods of less than a day will be paid pro rata.

17.2 Where additional responsibilities and activities are undertaken by a teacher in relation to cross Academy working, the Nene Education Trust will review the teacher's salary to reflect the additional responsibilities and activities.

17.3 Recruitment and Retention Allowances

The circumstances under which The Nene Education Trust will pay allowances for the purposes of recruiting and retaining teachers. Recruitment or Retention allowances will be considered as a method of attracting or retaining outstanding teachers where the academy would be adversely affected by not recruiting or retaining them. Recruitment and retention allowances will be pensionable payments. On expiry of a recruitment allowance it may be replaced by a retention allowance. Decisions on recruitment allowances or retention allowances will be made by the Principal following advice from the CEO/Trust's senior HR representative.

Prior to consultation the Principal will set out:

1. The reasons why the post should attract a recruitment or retention allowance with reference to other allowances awarded and any available recruitment or retention information.
2. The start and end dates of the allowance
3. The amount of the allowance and its percentage of substantive salary which will not exceed (10%)

The decision to award a recruitment or retention allowance will be communicated to the employee in writing stating the start date and end date, the amount and whether it is recruitment or a retention allowance.

17.4 The Nene Education Trust provides new Teachers employed by The Nene Education Trust on a permanent contract the facility of a maximum advance of one month's net salary repayable over a maximum of 6 months in order to assist with the costs associated with taking up a new appointment. This must be requested within the first month of employment.

18. Unqualified Teachers

18.1 The Nene Education Trust may employ unqualified teachers/instructors in the academy. Such unqualified teachers will be paid in accordance with the STPC Document.

18.2 The point on the academy's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPC Document at which a new appointment will be paid, will be determined by the Principal and as required, in consultation with the Trust's HR Team, and will take account of the qualifications and experience considered to be relevant to the post.

18.3 In addition to the appropriate point on the unqualified teachers' pay range the Principal may award an additional annual allowance in accordance with paragraph 22 of the STPC Document to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility or who s/he believes has additional qualifications and/or experience to warrant such an award. The Principal will report any award of such an allowance to the CEO.

18.4 The arrangements for salary progression and salary safeguarding for teachers will also apply to unqualified teachers.

19. Supply Teachers

19.1 If circumstances require Teachers on short notice or a supply basis to be appointed, it will be normal Academy Policy to appoint on Band 1 (Teacher) or Band 2 (Accomplished Teacher). Their pay will be determined in line with the principles and arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195.

19.2 Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

20. Salaries of Support Staff

20.1 On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with the Academy's approved scheme currently NJC Job families (appendix 6)

20.1.1 The Principal will determine the appropriate point on the evaluated range having regard to

- relevant qualifications and/or competencies
- recruitment/retention needs of the academy in respect of the post

20.1.2 Advice should be sought from the Trust's HR Team as required.

20.1.3 Progression through the appropriate pay scale is linked to performance. Based on an assessment of good performance against clearly defined Performance Management/Professional Learning objectives, employees may be awarded an incremental point related to what they have achieved and contributed to the Academy. If through the

Performance Management/Professional Learning process eligible support staff are awarded an incremental point, this will be paid each September until the employee reaches the top of their grade. To be eligible for an increment in September, associate staff must have a minimum of 6 months service with the Academy at that point in time and be below the maximum point for their Grade.

20.1.4 If at any time the Decision Maker, in consultation with the Trust's HR Team considers that a member of the support staff is being asked to undertake, or has undertaken, increased or decreased responsibilities on a permanent basis, the job description may be re-evaluated. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Decision Maker. In the event that the evaluation provides for a lower salary the employee will be entitled to salary safeguarding for a period of three months as determined by the Trust.

20.1.5 If at any time the Decision Maker considers that a member of support staff is being asked to undertake, or has undertaken, increased responsibility on a temporary basis for a continuous period of at least four weeks, an Honorarium/Acting Up allowance may be payable. The Decision Maker will put forward any recommendation for payments to the Approver. The Decision Maker will refer recommendations for increments for support staff to the Approver at the same time as making the annual recommendations of the teachers' salaries.

20.2 If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff decides to appeal against a decision of the Decision maker under paragraph 20.1.3 above, then s/he shall enter a formal written statement of appeal. The appeal shall be heard by the Approver.

21 Trust Executive Leadership Pay determination (see appendix vii)

Posts within the Executive Leadership positions at the Trust must be benchmarked against similar posts in Education, Charity and Public Sector employers. This will determine a salary range using the leadership scale. New benchmarking should be conducted every two years, unless there is a material change in the composition of the trust.

22 Salary Sacrifice Scheme

22.1 .1 The Nene Education Trust will support and encourage any salary sacrifice scheme made available to the Trust and from which teachers and support staff employed by the Trust benefit and where there is no additional cost to the Trust's budget.

23 Early Pay Policy

23.1.1 The Nene Education Trust is committed to the wellbeing of all colleagues. The trust is conscious of external influences and personal circumstances that could impact on the financial wellbeing of colleagues. To support our colleagues and, in line with our values, we have made available an Early Pay service.

23.1.2 Early Pay allows employees of Nene Education Trust to request and access an accrued amount of their salary early, rather than wait for payday. The Early Pay feature will calculate an automatic accrual of 50% of an employee's gross earned daily rate on a daily basis.

23.1.3 Funds will be reserved to cover monthly deductions (tax, NI, pensions etc). There will be a transaction fee for each withdrawal which is paid to the Access Group (software provider).

23.1.4 The Nene Education Trust has a duty of care towards colleagues, therefore the Nene Education Trust reserves the right to terminate or temporarily suspend an employee's access to the Early Pay feature at any time, where it is deemed that the feature is being abused or compromising the well-being of the employee.

24 Review of the Policy

23.1.1 The Nene Education Trust will review this policy annually or earlier if required.

23.2 The Nene Education Trust will consult with the staff and the recognised trade unions with regards to any changes to this policy.

Appendix 1

ACCESS TO THE TEACHERS UPPER PAY RANGE

Any qualified teacher (who has made substantial progress towards the maximum of the main classroom teachers' range) may apply to the Principal to be paid on the Upper Pay Range. An application may only be made once in an Academic year and for increments effective from 1 September 2022 must be made by no later than 30 September 2022. (The Nene Education Trust will not be bound by pay decisions made by other schools). A successful applicant will have demonstrated:

- That as a teacher s/he is highly competent in all elements of the relevant standards;
- That his/her achievements and contributions to the academy are substantial and sustained
- Potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.

For the purpose of this pay policy:

- *Highly competent* means performance which is not only good but is good enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the academy in order to help them meet the relevant standards and develop their teaching practice.
- *Substantial* means of real importance, validity and value to the academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of student standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve students' learning and achievement.
- *Sustained* means maintained continuously over a period of 2 years.

The application shall be in writing using the prescribed Academy form, attaching the two most recent Performance Management/Professional Learning reports and any supplementary evidence which reflects and supports the applicant's achievements over the 2 year period immediately preceding the application. All applications will be assessed robustly, transparently and equitably by the Principal and a decision will be made and communicated as soon as possible. Where the application is unsuccessful, written notification will detail the areas assessed as not satisfying the assessment criteria. A successful applicant will progress to the minimum point of the Upper Pay Range where it is expected that the level of performance assessed will be at least sustained.

PROGRESSION ON THE UPPER PAY RANGE

Further progression on the Upper Pay Range will be by written application using the same proforma and is dependent upon additional evidence being provided to demonstrate performance and contribution to The Nene Education Trust continues to be substantial, sustained and highly competent. Evidence that the teacher has continued to develop and take on greater responsibilities across The Nene Education Trust must also be provided.

For teachers on the upper pay range progression would normally be considered after 2 years of sustained high quality performance or in exceptional cases, earlier where performance has exceeded Academy expectations.

Appendix 2 TEACHING AND LEARNING RESPONSIBILITY ALLOWANCES (TLRs)

TLR payments will be awarded in accordance with the STPC Document and as indicated in the Academy's staffing structure.

TLR payments will be awarded to a teacher on the main pay range or upper pay range where a teacher is required to undertake a sustained additional responsibility within the Academy's staffing structure for ensuring the continued delivery of high-quality teaching and learning for which they are accountable.

I.e. where a post: is

- focused on teaching and learning
- requires the exercise of a teacher's professional skills and judgment
- 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 others.

The Nene Education Trust may award a temporary TLR3 payment to a post requiring additional duties for a time-limited period or for a specific project identified as a priority within the Academy development plan or other substantial Academy improvement projects or exceptional one off externally driven responsibility. The value and duration of any temporary TLR will vary and be determined according to the complexity and level of responsibility of the role or project.

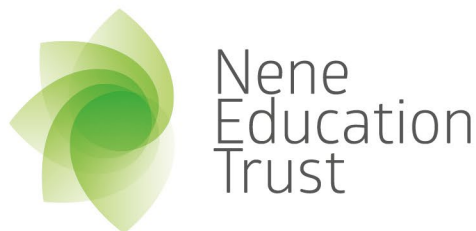
When considering the need for a TLR3 payment the school should demonstrate transparency in considering the need for this role in the staffing structure as well as giving consideration to whether it is the best allocation of resources. Any opportunity for time limited or project work that would attract a TLR3 should be offered openly for all teachers (except those on the leadership scale) to apply for.

The duration of such temporary TLR3 payments would normally be for no more than two years but should not normally exceed three years. At the end of the specified arrangement the TLR payment should be reviewed and may be extended if appropriate. There will be no safeguarding of any temporary TLR3 payments. A teacher cannot not hold a TLR1 and TLR2 concurrently; however, a teacher may be awarded a TLR3 in concurrently to a TLR1 or TLR2.

Teaching and Learning Responsibilities (TLRs) 2022-23

	Min	Max
TLR1	8291	14034
TLR 1a	8291	
TLR2	2873	7017
TLR2a	2873	
TLR2b	3483	
TLR2c	4212	

TLR2d	4657	
TLR2e	6829	
TLR2f	7017	
TLR3	708	2833
TLR3a	708	
TLR3b	1416	
TLR3c	2124	
TLR3d	2833	



APPENDIX 3

TEACHERS: THE APPOINTMENT OF LEAD PRACTITIONERS

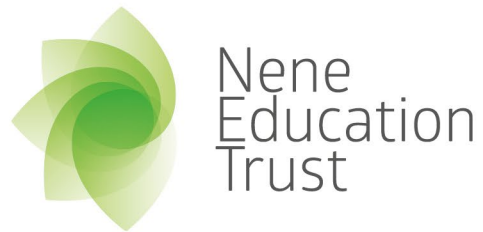
Where the Trust decides to appoint Lead Practitioners as indicated in **paragraph 11** of the Pay Policy and in accordance with the provisions of the STPC Document. Specific job requirements will include:

- A leadership role in developing implementing and evaluating policies and practices that contribute to Trust improvement
- The improvement of teaching within a specific Academy and across the Trust to impact significantly on student progress
- Improving the effectiveness of staff and colleagues through coaching and mentoring
Up to 20% of the Lead Practitioners time will be spent on this aspect of their role (including supporting other schools. Any costs associated with the provision of this service will be invoiced and be retained by the relevant Academy).

Criteria for progression on the Leading Practitioner range will be based on evidence that the lead Practitioner:

- Has made good progress towards their performance management objectives
- Is an exemplar of outstanding teaching skills which impact significantly on student progress within academy and within the wider Trust community, if relevant.
- Has made substantial impact on the effectiveness of staff colleagues including any specific elements of practice that have been highlighted as in need of improvement
- Is highly competent in all elements of the teachers standards
- Has shown strong leadership in developing, implementing and evaluating policies and practices in the workplace which contribute to academy improvement.

Highly competent, substantial and sustained are defined in APPENDIX 1



APPENDIX 4

PAY SCALES 2022-23

This annex, referred to in paragraph 3.6 of the Pay Policy sets out The Nene Education Trust's policy regarding Progression on the Main and Upper Pay ranges and on the unqualified teachers' scale.

Teacher Pay Scales 2022-23

MAIN			UPPER			UNQUALIFIED	
Grade	Salary		Grade	Salary		Grade	Salary
M1	28,000		UP 1	40,625		1	19,340
M2	29,800		UP 2	42,131		2	21,559
M3	31,750		UP 3	43,685		3	23,777
M4	33,850					4	25,733
M5	35,990					5	27,954
M6	38,810					6	30,172

Appendix 5

Leadership Group Pay Scales 2022-23

L1	44,321.68
L2	45,431.36
L3	46,564.96
L4	47,723.52
L5	48,912.24
L6	50,140.48
L7	51,489.36
L8	52,679.12
L9	53,992.64
L10	55,380.00
L11	56,817.28
L12	58,126.64
L13	59,579.52
L14	61,064.64
L15	62,584.08
L16	64,249.12
L17	65,723.84
L18	67,375.36
L19	69,047.68
L20	70,759.52
L21	72,509.84
L22	74,310.08
L23	76,150.88

L24	78,039.52
L25	79,978.08
L26	81,957.20
L27	83,988.32
L28	86,071.44
L29	88,203.44
L30	90,398.88
L31	92,631.76
L32	94,934.32
L33	97,292.00
L34	99,697.52
L35	102,175.84
L36	104,705.12
L37	107,308.24
L38	109,963.36
L39	112,643.44
L40	115,453.52
L41	118,338.48
L42	121,303.52
L43	123,103.76
L44	126,181.12
L45	129,335.44
L46	132,568.80

Leadership Pay Ranges
Lead Practitioners

Min 1	£44,523
2	£45,639
3	£46,778
4	£47,941
5	£49,136
6	£50,368
7	£51,725
8	£52,917
9	£54,239
10	£55,633
11	£57,075
12	£58,391
13	£59,850
14	£61,343
15	£62,869
16	£64,541
17	£66,022
18	£67,685

School Leadership Group Size

ACADEMY	PUPIL NUMBERS/CAPACITY	HTG GROUP	Principal LEADERSHIP RANGE
Manor School	1050	6	L21 - 35
Newton Road	253	2	L8 - 21
Raunds Park Infants	124	1	L6 – 18
Stanwick Primary	200	2	L8 – 21
St Peter's	210	2	L8 - 21
Windmill Primary	408	3	L11 – 24
Woodford C E Primary	101	1	L6 - 18
Redwell Primary	630	4	L14-27

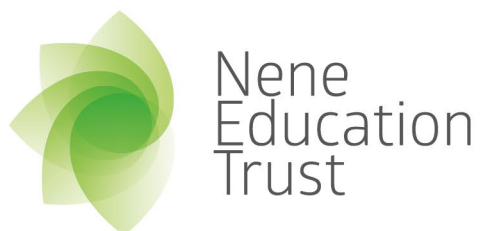
ACADEMY	PUPIL NUMBERS	VP Range	VP LEADERSHIP RANGE
Manor School	1050	Group 3	L11-24
Newton Road	253	Group 1	L6-18
Raunds Park Infants	124	< Group 1	L1-6
Stanwick Primary	200	Group 1	L6-18
St Peter's	210	Group 1	L6-18
Windmill Primary	408	Group 2	L8-21
Woodford C E Primary	101	< Group 1	L1-6
Redwell Redwell Primary	630	Group 2	L8-21

Executive Leadership Pay Ranges

Role	LEADERSHIP RANGE
CEO	L41-46
DSI	L30-35
DPL	L29-34
COO	L20-25

22-23 No change has been made to these tables.

Nb: The contents of the school leadership and executive leadership tables are subject to change as a result of any updates following an annual review agreed by the Executive Pay Committee.



Appendix 6

Support Staff Pay Scales

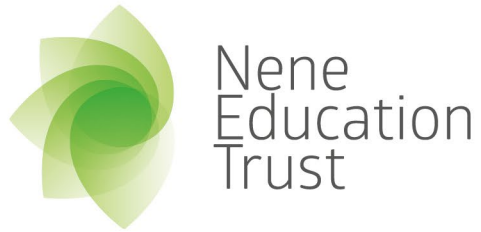
National minimum wage and National living wage rates

	23 & Older	21 - 22	18 - 20	Under 18	Apprentice
April 2022	£ 9.50	£ 9.18	£ 6.83	£ 4.81	£ 4.81

You're entitled to the apprentice rate if you're an apprentice aged:

- Under 19
- 19 or over, and in the first year of your current apprenticeship agreement

If you're 19 or over and have completed the first year of your current apprenticeship, you're entitled to the minimum wage for your age.



Pay scales Table 2022-23



Grade	Scale Point	Annual Salary	Hourly Rate
A	1	20,079	10.40
B	1	20,079	10.40
	2	20,441	10.58
C	2	20,441	10.58
	3	20,812	10.78
D	3	20,812	10.78
	4	21,189	10.97
E	4	21,189	10.97
	5	21,575	11.17
F	6	21,968	11.37
	7	22,369	11.58
G	8	22,777	11.79
	9	23,194	12.01
	10	23,620	12.23
	11	24,054	12.45
	12	24,496	12.68
	13	24,948	12.92
H	14	25,409	13.16
	15	25,878	13.40
	16	26,357	13.65
	17	26,845	13.90
	18	27,344	14.16
	19	27,852	14.42
	20	28,371	14.69
I	21	28,900	14.96
	22	29,439	15.24
	23	30,151	15.61
	24	31,099	16.10
	25	32,020	16.58
	26	32,909	17.04

J	27	33,819	17.51
	28	34,723	17.98
	29	35,411	18.34
	30	36,298	18.79
	31	37,261	19.29
K	32	38,296	19.83
	33	39,493	20.45
	34	40,478	20.96
	35	41,496	21.49
	36	42,503	22.01
L	37	43,516	22.53
	38	44,539	23.06
	39	45,495	23.56
	40	46,549	24.10
	41	47,573	24.63
M	42	48,587	25.16
	43	49,590	25.68
	44	50,609	26.20
	45	51,630	26.73
	46	52,664	27.27
	47	53,722	27.82
	48	54,792	28.37
	49	55,895	28.94