

Valour Multi Academy Trust

Pay Policy for Teachers and Support Staff 2024-25

1 Purpose

The purpose of this policy is to set out the principles and arrangements for determining the pay of all teaching and support staff at the school. It has been developed to comply with current legislation and reflect the requirements of the School Teachers' Pay and Conditions Document (STPCD) as well as the National Agreement (Green Book) conditions for support staff and Newcastle City Council's local agreed terms and conditions negotiated as part of the Single Status agreement.

This policy applies to the period 1 September 2024 to 31 August 2025.

2 Legal Considerations

- The statutory regulations governing teachers' pay in maintained schools are set out in the STPCD. Any payments not provided for within the document are unlawful. This does not apply to Academies and/or Multi-Academy Trusts who may set their own pay and conditions*.

**HR/Legal advice should be sought before doing so and only implemented once staff and their representative bodies have been consulted.*

- Voluntary aided, foundation/foundation special schools and Academies/MATs may set their own terms and conditions for support staff, although generally adopt those set by the local authority.
- All relevant bodies must recognise their responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements. The local authority has overall responsibility for compliance by community and voluntary controlled schools. In voluntary aided and foundation schools this rests with the governing body; in Academies/MATs this rests with the Trustees.
- Members of the Teachers' Pension Scheme may have their pension benefits restricted when retirement benefits are calculated if a significant increase in pay has taken place during the relevant period in line with factors set by HM Treasury.
- It is a legal requirement that the relevant body has a procedure for dealing with complaints from employees about individual pay decisions that complies with ACAS guidance.

3 Roles and Responsibilities

- **The Trust Board:** The Trust Board has determined that that the process for making decisions on the pay of staff shall be delegated to a HR sub-committee. There shall be a quorum of three, non-employee trustees who will carry out determinations of pay. The committee shall decide the pay of all staff in the school by the effective application of the policy in all circumstances, including upon appointment, when the staffing structure changes and in conducting the annual salary review for teachers.
- **Head Teacher:** The head teacher shall be an adviser to the HR committee but shall withdraw from any discussion in relation to their own pay arrangements.
- **Employee representatives:** Where an employee appeals against an individual pay decision, they can be accompanied to the hearing by a fellow worker or trade union representative. All trade union officials, regardless of whether the union is recognised, may represent their members individually.
- **Local Authority (LA):** Community schools have a statutory duty to consult with the LA about its recommended pay and grading for support staff before this is agreed. Voluntary aided and foundation trust schools should seek advice from the LA to ensure that equal pay is considered. Valour shall agree to do this.
- **Employee Services:** Where the school has a Service Level Agreement/Service Contract with Employee Services, the statutory notification of pay decisions to teachers will be carried out on behalf of the school as part of this agreement.

4 Policy Statement

The relevant body intends the operation of this pay policy to:

- reflect the aims, objectives and priorities of the school improvement plan by creating and supporting an appropriate pay and staffing structure;
- be consistent with statutory requirements and collective agreements (where relevant) relating to the pay and conditions of service for teaching and support staff;
- help to recruit, retain, motivate and reward staff for their work and contribution to school life within budgetary constraints and the agreed staffing structure of the school;
- be consulted upon with staff and recognised trade union representatives and is accessible to all;
- be consistent, including where discretionary powers are exercised, with the principles of public life - objectivity, openness and accountability;
- establish an appropriate mechanism for considering grievances in relation to individuals' pay;
- achieve compliance with relevant legislation

5 Relationship with School Staffing Structure

- The staffing structure of the school, as agreed by the governing/relevant body following consultation with staff and recognised trade union representatives, is set out in Annex A of this policy. This details the pay and grading of each teaching and support staff post in the structure.
- In the event of future developments leading to adjustments being made to the structure (Annex A), further consultation will be undertaken with staff and trade union representatives.

6 Salary Reviews

- Teachers' salaries (including Early Career Teachers) will be reviewed with effect from **1 September** each year subject to having completed the required service ¹ in the previous school year (ending 31 August). This will be completed no later than **31 October** (the latest date in the statutory pay guidance), except in the case of the head teacher where the review will be completed by **31 December** (the latest date in the statutory pay guidance).
- Reviews may take place at other times of the year to reflect any changes in circumstances or responsibilities that lead to a change in the basis for calculating an individual's pay.
- A written pay statement will be provided after any review and include the salary and any additional allowances/payments and/or any safeguarding arrangements that apply.

7 Pay Progression

- Pay progression due from 01 September 2024 will be based on performance and appraisal outcomes from the 2023-24 appraisal cycle.
- From 01 September 2025, pay progression (for all teaching staff) within a prescribed or individual pay range will no longer be directly dependent upon appraisal outcomes other than where a teacher is applying to move on to the Upper Pay Range (UPR).
- Teachers, other than those on UPR, will generally progress on an annual basis (01 September) within their specified pay range where progress/performance is acceptable; UPR teachers will progress on a bi-annual basis.
- However, where concerns have been identified with a teacher's performance and they are being managed under Section C7 of the Appraisal Policy or the teacher has transitioned and is being managed under the formal Managing Under Performance / Capability procedure, pay progression will be withheld. The individual will be notified in advance that pay progression will be withheld; they will not then be eligible for pay progression until the next annual cycle assuming their performance improves and is deemed satisfactory.

¹ Minimum of 26 weeks

8 Pay Ranges for the Leadership Group

- Pay ranges for the Head Teacher, Deputy Head teacher and/or Assistant Head teacher(s) will be set within the range and interim reference points at Annex B
- Ranges for Head teacher will comprise of 7 consecutive points
- Ranges for Deputy/Assistant Head teachers will comprise of 5 consecutive points
- The relevant body will determine the pay range to be advertised and the starting salary of the selected candidate in accordance with the 3 Stage Process (see Annex D for detailed guidance) recommended by the Department for Education (DfE) and the provisions of the STPCD
- The pay range for the head teacher will not generally exceed the maximum of the head teacher group however, the relevant body reserves the right to review this in accordance with the STPCD should circumstances require it to do so.
- The relevant body may consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit as per paragraph 9.3 STPCD. However, before agreeing to do so, it will seek the agreement of the whole relevant body which in turn must seek external independent advice before providing such agreement.
- The pay range for the Deputy/Assistant Head Teacher will only overlap the Head Teacher pay range in exceptional circumstances and will not exceed the maximum of the head teacher group for the school.
- The relevant body will record its reasons for determining the relevant range.

8.1 Determination of Discretionary Payment to Head Teacher

- If the head teacher takes on temporary accountability for one or more additional schools or any other temporary responsibilities or duties, the relevant body will consider awarding a temporary payment under paragraph 10 and will ensure that any payments made under the provision do not exceed the maximum salary payable i.e. more than 25% of the head teacher's annual salary.

10 Leading Practitioners

The school does not have provision for any Leading Practitioner posts on its structure but reserves the right to revisit this as and when required.

11 Classroom Teachers

11.1 Pay on Appointment

The relevant body will determine the salary range of a vacant classroom teacher post on the relevant range, having regard to:

- the nature of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.
- market conditions

The relevant body will determine the starting salary within the range and if necessary, use its discretion to award a recruitment incentive payment to secure the candidate of its choice.

Early Career Teachers, on initial appointment, will normally be paid on the minimum of the Main Pay Range.

11.2 Pay Portability

The School is committed to the principle of pay portability and will apply this principle in practice when making appointments and match the classroom teacher's existing salary within their current pay range.

(Note: DfE guidance in this area does allow schools to apply discretion on this issue)

11.3 Pay Ranges

The relevant body has determined the reference points within the **main, upper and unqualified pay ranges** as contained in Annex C

12 Upper Pay Range Applications

12.1 Applications to be Paid on the Upper Pay Range

Any qualified teacher can apply to be paid on the Upper Pay Range once per year. If a teacher is simultaneously employed at another school(s), they may submit separate applications to each school. This school will not be bound by any pay decision made by another school regarding progression to the upper pay range.

All applications should include the results of the two most recent appraisals. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

For the assessment to be robust and transparent, it will be an evidence-based process only. A portfolio of evidence is **not** required however, *Teachers may provide additional information to support their application if they choose to do so and need to demonstrate that they are highly competent in all elements of the standards and that their achievements and contributions to the school are substantial and sustained.*

12.2 Application Process:

One application may be submitted annually. The closing date for applications will be 31st October each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Submit the written application and any reference to supporting evidence to the head teacher by 31st October.
- The Head Teacher/appraiser will assess the application, which will include a recommendation to the relevant body;
- The relevant body will make the final decision, advised by the head teacher;
- Teachers will receive written notification of the outcome of their application.
- Where the application is unsuccessful, feedback will be provided
- Successful applicants will move to the minimum of the UPR backdated to 1 September.
- Unsuccessful applicants can appeal the decision in accordance with the appeal provisions contained in this pay policy.

12.3 Assessment of Application:

The teacher will be required to meet the criteria set out in the STPCD, namely that:

- the teacher is **highly competent** in all elements of the relevant standards;

and

- the teacher's achievements and contribution to the school/educational setting are **substantial** and **sustained**.

In this school/educational setting, this means:

“highly competent”: the teacher is a skilled practitioner; provides coaching and/or mentoring to assist the development of others in school; can give advice and demonstrate effective teaching practice and how to make a wider contribution to the work of the school.

“substantial”: the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, but also in making a significant wider contribution to school improvement; optimising their own professional development and using the outcomes to improve pupils' learning

“sustained”: the teacher has maintained this level of performance for at least two consecutive appraisal periods

13 Pay Awards – Teaching Staff

September 2024 – the uplift as per the STPCD Order 2024 will be applied taking account of the provisions that allow the school to determine any such flexibilities to interim reference points within pay ranges.

13 Acting Allowances

Acting allowances are payable to teachers who are assigned and carry out the duties of head, deputy head or assistant head. The relevant body will, within a four-week period of the commencement of acting duties, determine whether the acting post holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

Any teacher who carries out the duties of head, deputy head, or assistant head, will be paid an allowance such that total remuneration will not be lower than the minimum of the relevant range. Payment will be made from such day on or after the commencement of the duties.

14 Teaching & Learning Responsibility Payments

TLRs may be awarded to teachers on the Main or Upper Pay Range. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of

either a TLR1 or TLR2 may also hold a concurrent TLR3. Payments are made on a pro rata basis for part-time teachers in relation to TLR1 and TLR2 allowances.

Posts which attract TLR1 and TLR2 payments, and the amount of those payments, are set out in the staffing structure (see Annex A). The payments are permanent while the employee remains in the same post in the staffing structure with the same responsibilities.

TLR3 payments are awarded for a fixed-term period (defined at the outset), for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project. Consecutive TLR3s should not be awarded for the same responsibility.

The Head teacher/relevant body will determine what projects/responsibilities should attract a TLR3 Award; the value will be determined having regard to the context, nature, complexity and duration of the project.

The Head teacher will identify relevant projects, communicate details to all staff and local Trade Union representatives in school (including amendment of Annex A to the pay policy) and will generally invite teachers to express interest in relevant projects. TLR3 awards will be allocated based on assessment / professional dialogue of which teacher has the relevant skills and knowledge required for the specific project.

Where a TLR is awarded, written notification will be given to the teacher of:

- the nature of the significant responsibility;
- the level of the payment;
- in the case of TLR3, the date on which the Award will end.

No safeguarding will apply in relation to an award of a TLR3 and the pro-rata principle does not apply to TLR3s.

15 Special Educational Needs Allowance

The range for the SEN allowance is between **£2,679 and £5,285** per annum and must be awarded to main and/or upper pay range teachers who meet the criteria as specified in STPCD.

The posts designated to receive an SEN allowance are shown in the staffing structure (see Annex A).

The relevant body must determine the spot value of the SEN allowance based upon the SEN provision in school and whether any mandatory qualifications are required, the qualifications and/or expertise of the teacher relevant to the post; and the relative demands of the post.

16 Recruitment & Retention

- CEO, Headteachers, Deputy and Assistant Headteachers may not be awarded payment under this provision other than as reimbursement for reasonably incurred housing/relocation costs agreed during the appointment process.
- The relevant body will not exercise their discretion to award recruitment and retention incentives and/or benefits to teachers. The relevant body will keep this decision under review

17 Payments for Out of School Hours Learning Activities

The relevant body *will* exercise their discretion to make payments to all teachers, including head teachers, who agree to provide learning activities outside of the school day.

The relevant body will award payments for the following activities: summer schools and study support. These must be conducted outside the teacher's 1265 hours (or pro rata equivalent) of directed time per annum. To qualify for this payment active teaching requiring application of the teacher's professional skills/judgement must be taking place; in circumstances where this is not the case, a separate contract under support staff terms and conditions will be considered.

Where these criteria are met, the relevant body will award the following payments:

An hourly rate based on the annual salary for maximum of MPR or the individual teacher's point on the main or unqualified teacher pay range, whichever is lower, divided by 1265 (or pro rata equivalent)

18 One to One Tuition

Where teachers are providing one to one tuition out of school hours an hourly rate of **£25.56** will be paid.

Any teacher providing one to one tuition during the school day will be paid an hourly rate based on their current or most recent salary.

19 Continuing Professional Development (CPD)

The relevant body will not exercise their discretion to make payments to all teachers, including head teachers, who voluntarily undertake CPD outside of the school day.

The relevant body will keep this decision under review.

20 Initial Teacher Training (ITT) Activities

The relevant body will not exercise their discretion to make payments to all teachers, including head teachers, who voluntarily undertake school-based initial teaching training activities.

21 Service Provision

The relevant body will not exercise their discretion to make an additional payment to the head teacher and other staff for additional responsibilities and

activities due to or in respect of the provision of services by the head teacher relating to the raising of educational standards to one or more additional schools.

This provision will not apply to the head teacher if they are appointed on a permanent basis as per STPCD.

22 Safeguarding

For Academies / MATs applying STPCD

Where teachers would otherwise experience a reduction in salary, the relevant body has agreed to apply the provisions as set out in the STPCD.

Where a pay determination leads or may lead to the start of a period of safeguarding, the relevant body will give the required notification as soon as possible and no later than one month after the date of the determination.

The receipt of safeguarding of £500 or more is subject to the teacher undertaking additional duties that the relevant body considers are appropriate and commensurate with the safeguarded sum. The relevant body must withdraw the safeguarded sum if the teacher unreasonably refuses to undertake these duties and will give one month's notice to the teacher of the withdrawal.

23 Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time and salary and allowances, except for TLR3, will be paid on a pro rata basis.

A part-time teacher will be paid according to the proportion of the school's timetabled teaching week (STTW) that they work.

Two or more calculations will be required where the teacher works across different parts of the school which each have a different timetabled teaching week.

24 Supply Teachers – Non-Agency

Teachers who work on a day-to-day or other short notice basis will be paid daily calculated on the assumption that a full working year consists of 195 days; payments for less than a day will be paid on a pro rata basis.

The relevant body has discretion to award relevant allowances or payments where this is specified in the school's staffing structure and the supply teacher is undertaking the full range of duties or those appropriate to receive that payment.

The pay of supply teachers will be calculated as follows:

- Daily rate: annual salary divided by 195 days.
- Hourly rate: annual salary divided by 1265;

The head teacher/relevant body will determine the relevant point on the relevant range for which payment will be based.

25 Appeal against individual pay decisions – Teachers

A teacher may seek a review of any determination in relation to their pay or any other decision taken by the relevant body that affects their pay in accordance with the appeals procedure set out below.

The usual reasons for seeking a review of a pay decision are that the relevant body or person by whom the decision was made:

- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased and/or otherwise unlawfully discriminated against the teacher.

The procedure that will apply is as follows:

- a. within 10 working days of receiving written notification of the pay decision, the teacher should seek to resolve the matter informally with the Chair of the relevant body;
- b. where this is not possible within the above timescale or where the teacher does not wish to raise the matter informally or where the teacher continues to be dissatisfied, they may follow a formal appeal procedure by writing to the Chair of the relevant body **setting out the grounds of appeal** within 10 working days of receiving written notification of the pay decision or failing to resolve the matter informally as set out in a);
- c. the relevant body should hold a hearing within 10 working days (where possible) of receipt of the appeal letter and give the teacher the opportunity to make representations and be accompanied by a trade union representative or fellow worker if they so choose;
- d. following the hearing in c) the teacher will be informed of the decision in writing within 5 working days and, where relevant, notified of any further right of appeal;
- e. where the teacher continues to be dissatisfied, he or she is entitled to a final right of appeal by writing to the Chair of Trustees **setting out the grounds of further appeal** within 10 working days of receiving written notification of the outcome of the hearing in c);

- f. the Chair of trustees will convene an Appeals Panel of at least three non-staff trustees who were not involved in the original pay decision normally within 20 working days of the receipt of the appeal notification;
- g. at the hearing the teacher will have the opportunity to make representations and be accompanied by a trade union representative or fellow worker if they so choose.
- h. following the hearing in g) the teacher should be informed of the final decision in writing within 5 working days including the evidence considered and reasons for the decision. There is no further right of appeal or challenge and the matter cannot be raised again under the Grievance procedure.

26 Support Staff Pay

26.1 Arrangements for Pay and Grading

The national Single Status Agreement of 1997 required all authorities to conduct pay and grading reviews to fully implement equal pay legislation and modernise pay structures.

Newcastle City Council (NCC) adopted the approach recommended by the National Joint Council to provide a fair and transparent grading system based on job evaluation. Phase 2 of Single Status was effective from 1 September 2010; part year working arrangements were implemented from March 2012; revised NJC pay spine was implemented from April 2019 following local consultation and agreement with Trade Unions to determine the local interpretation and maintain the integrity of the pay and grading structure.

The Academy/MAT has implemented the pay and grading structure and locally agreed terms and conditions provided by NCC's Single Status Agreement (2010 and 2012); and in April 2019, adopted the local interpretation and migration to the new NJC spine. Any subsequent amendments or changes to this agreement will be duly considered for adoption by the relevant body.

26.2 Recommendation of Grade

Valour has adopted NCC's pay and grading structure, the relevant body will seek advice from HR Services about the grade for any new post and/or any re-grading proposals. The relevant body will be advised of the outcome and will not make any offer of appointment/regrading until HR Services have confirmed the grade.

26.3 Starting Salaries

The relevant body will exercise their discretion to select a starting salary at any point within the evaluated grade for the post.

Appointments will normally be made to the minimum point of the grade, except in the following circumstances *e.g. the employee has been promoted or regraded to a post at a higher grade and would not otherwise receive an immediate pay increase of at least one increment upon appointment.*

26.4 Incremental Progression

Subject to the maximum of the grade being reached, incremental progression will be payable from 1 April each year. This is subject to six months' service in the grade.

New appointments and re-gradings effective between 1 October and 31 March, the first incremental progression will be payable on the first day of the month after six months' service in the new post/grade e.g. appointed on 20 October, 6 months service completed on 20 April, increment applied from 01 May and then annually on 01 April.

The relevant body does not have flexibility to accelerate incremental progression for any other purpose.

26.5 First Aid Allowance

The relevant body will exercise their discretion to pay an additional First Aid Allowance of £100 per annum to an employee who is designated as a fully trained First Aider responsible for First Aid under the 'LA Code of Practice on General Health and Safety Issues in Schools', unless the duty to provide first aid has been included in the evaluation of the post. This payment will be made monthly initially for the three-year period that the first aid training is valid for.

26.6 Temporary Promotion to a Higher Graded Post

Where it is essential for the immediate maintenance of service delivery, support staff may be temporarily appointed (with or without competition) to undertake the duties of a higher graded post that is vacant (because of resignation, sickness, secondment, maternity leave of the post holder etc).

The higher graded post must be one that has been fully evaluated; payment can be made from day one of the vacancy (in multiples of whole days) if all the duties and responsibilities of the higher graded post are undertaken.

A temporary promotion will not be approved until an assessment of need has been carried out by the head teacher or other manager.

26.7 Honoraria

The relevant body will not pay any other form of honoraria to support staff.

26.8 Appeals for Regrading - Community / Voluntary Aided / Foundation Trust Schools

Grading appeals will result in the whole evaluation being reviewed in accordance with the job evaluation scheme and the outcome will be binding whether that is a grade increase or decrease.

All re-evaluations will be considered by a QA Moderation Panel. The resulting job score will determine the grade for the job.

The QA Moderation Panel's decision is final.

26.9 Newcastle Living Wage - NLW

The relevant body has adopted the NLW which is a non-contractual supplement paid to qualifying employees as part of the joint commitment with Newcastle City Council to tackling inequalities. It is reviewed on an annual basis.

Confidentiality and Record Keeping

- Under the Freedom of Information Act 2000 the governing body will publish its pay policy through its scheme of publication.
- Information in relation to individual employee pay decisions shall remain confidential.
- Records of discretionary pay decisions and any appeals will be retained by the relevant body for a minimum period of 6 years from the date of the relevant decision.
- The relevant body will report its decisions to the full governing body for information. The report will, wherever possible, not contain any information that would enable an individual to be identified.
- Where an employee submits an appeal under this policy that directly relates to evidence from their appraisal, the relevant body will be provided with access to the relevant documentation.
- The school will ensure that staff are notified in writing of any decision affecting their individual pay at the earliest opportunity, and in any event not later than one month, after the decision was made.

Revision Record of Published Versions			
Author	Creation Date	Version	Status
HR Services	September 2022	8.0	As per STPCD 2022; removed 2021 working year adjustments
HR Services	September 2022	8.1	Revised to include 2022 working year adjustments
HR Services	March 2023	8.2	Adjustment for additional Bank Holiday (Coronation)
HR Services	Summer 2023	8.3	Refresh; As per STPCD 2023
HR Services	Summer 2024	8.4	Update STPCD 2024 : removal of PRP
Amended by	Revision Date		
School	20 th Jan 2025		Draft for consultation with staff and trade union representatives
Trust	Feb 1 st 2025		Final version approved by Valour Trust

3 Stage Process for Leadership Group (as per DfE Guidance)

Stage 1	Defining the Role		
	Define the role, responsibilities & accountabilities (Job Description)		
	Define the skills, experience & competencies (Person Specification)		
	For HT posts, identify relevant HT Group*		
	For DHT/AHT posts consider where role fits in broader leadership structure i.e. specific responsibilities, whether distinct from other leadership posts, does it have whole school responsibilities?		
<i>*modify total unit score to reflect permanent responsibility of additional schools</i>			
Stage 2	Setting the Indicative Pay Range		
	Former discretionary payments should be captured at this stage where permanent responsibility is assigned		
	For HT posts, determine whether the indicative pay range starts at the minimum of the HT group or higher due to challenges of the post		
	Consider additional factors that warrant the indicative pay range being set above the maximum of the HT Group*		
		context & challenge arising from pupil needs	
		high degree of complexity & challenge	
		additional accountability not reflected in stage 1 e.g. leading a teaching school alliance	
		factors affecting ability to attract appropriately qualified and experienced candidates	
For DHT/AHT posts consider how the indicative pay range should be set in relation to the HT range ensuring scope for progression			
Advertise post (JD & PS) including the indicative pay range			
<i>*up to maximum of 25% above top of HT group; beyond that requires external advice & full GB approval</i>			
Stage 3	Decide the Starting Salary & Individual Pay Range		
	Undertake selection process to identify preferred candidate		
	Assess candidate against skills and competencies required to determine where starting salary will be within the indicative pay range		
	Ensure there is scope for performance related pay progression		
Note	Decisions taken at each stage of the process should be documented		

