



# STAR Multi Academy Trust

## Pay Policy 2023/24

Version	Author	Date Written	Approved	Key Updates
1	EPM	Nov 2020	07.12.22	Review in line with STPCD and support staff pay award.
2	NYES HR	Aug 2023 (annual update)		STPCD uplift of 6.5%, NJC uplift of £1925 (SCP 1-43) and 3.88% (SCP 44 and above). Addition of apprenticeship pay information, further detail about Trust Leadership Scale and parameters for recruitment and retention payments.
				Approved by the Trust Board 17 October 2023

## Contents

1	<b>Introduction</b>
2	<b>Aims of the policy</b>
3	<b>Job Roles and Responsibilities</b>
4	<b>Pay Assessment and Pay Review</b>
5	<b>Recruitment</b>
	5.1 Teaching Staff
	5.7 Support Staff
6	<b>Executive Pay</b>
	6.1 CEO Pay
	6.2 COO/CFO Pay
	6.3 Other Senior Trust Roles
7	<b>Teaching Staff Pay</b>
	7.1 General
	7.2 Headteacher/executive headteachers
	7.3 Other Leadership Posts
	7.4 Other Posts above the Classroom Teacher Scale – Leading Practitioners
	7.5 Main Scale and Upper Pay Range Teachers
	7.6 Applications to move to the Upper Pay Range
	7.7 Unqualified Teachers
8	<b>Supply Teachers</b>
9	<b>Part-time Teachers</b>
10	<b>Allowances</b>
	10.1 Teaching and Learning Responsibility Payments
	10.2 Special Educational Needs
	10.3 Acting Allowances
	10.4 Recruitment and Retention
	10.5 Out of School Learning Activities
	10.6 Continuing Professional Development
	10.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the School
	10.8 Payment for In Service Teacher Training (INSET)
11	<b>Salary Sacrifice</b>
12	<b>Safeguarding</b>
13	<b>Appeals</b>
14	<b>Support Staff Pay</b>
	14.1 Conditions of Service
	14.2 Pay Scales
	14.3 Job Descriptions
	14.4 Starting Salaries
	14.5 Incremental Progression
	14.6 Deductions from Pay
	14.7 Acting up Allowances / Additional Responsibilities
	14.8 Recruitment and Retention Payments
	14.9 Other Additional Payments
	14.9 Salary Sacrifice
	14.10 Appeals
	14.11 Apprenticeship Pay
15	<b>Appendices</b>

Appendix 1: Remit/Terms of Reference of the Pay Committee  
Appendix 2: Pay Appeals Procedure  
Appendix 3: Main Scale and Upper Pay Range Teachers  
Appendix 4: Unqualified Teachers Pay Range  
Appendix 5: Teaching and Learning Responsibility Payments  
Appendix 6: School Leadership pay reference points  
Appendix 7: Leading Practitioners Pay Range (LPR)  
Appendix 8: Support Staff Pay Range

## 1. INTRODUCTION

- 1.1 The Trust Board has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all Trust staff employed in the Trust.
- 1.2 The Trust Board is committed to taking decisions in accordance with the “key principles of public life”: objectivity, openness and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.
- 1.3 The Trust Board recognises its 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.
- 1.4 This policy is based on a whole Trust approach to pay issues. Pay decisions will take account of the resources available to the Trust. The Trust staffing structure will support the Trust improvement plan. The Trust Board will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in Trust pay decisions.
- 1.5 The Trust Board recognises the requirement that all pay progression decisions for all teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.6 This policy has been approved by the Pay Committee of the Trust Board following consultation with staff and the recognised trade unions. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Pay Committee of the Trust Body will have full authority to take decisions on behalf of the Trust Board on pay matters as defined in this policy. The remit for the Pay Committee is attached as Appendix 1.
- 1.7 Staffing structures of all Trust Schools are available from the School office. Any subsequent changes to the staffing structure will be subject to consultation.
- 1.8 Employees who transfer or have transferred into the trust on more generous terms and conditions than those specified in this policy will be protected on those terms in accordance with TUPE regulations.

## 2. AIMS OF THE POLICY

2.1 The Trust Board aims to use the Trust pay policy to:

- maintain and improve the quality of teaching and learning at the Trust
- support the School improvement plan
- underpin the Trust's Appraisal Policy
- ensure that all staff are valued and appropriately rewarded for their work contribution in the School Trust
- ensure staff are well motivated, supported by positive recruitment and retention policies and staff development
- demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value
- provide flexibility to recognise individual staff performance linked to pay decisions

2.2 The Trust Board will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation. <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

## 3. JOB ROLES AND RESPONSIBILITIES

3.1 All members of staff will be provided with a job description outlining the roles and responsibilities of the post. This will also include the pay range and any additional payments or allowances covered by this policy.

3.2 Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

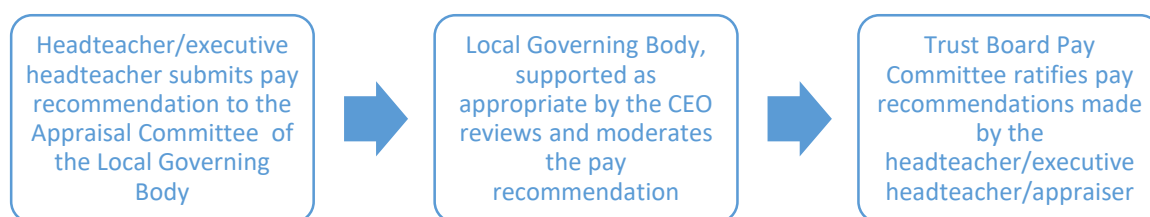
3.3 Where the staffing structure of the Trust needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation (in accordance with the Trust Reorganisation, Redundancy and Redeployment policy) with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

## 4. PAY ASSESSMENT AND PAY REVIEW

4.1 The Trust Board will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later than 30 November.

4.2 Any risk to a teacher's pay progression should be signaled early and reported using the mid-year review form including details of the additional support to be put in place to support the teacher. The teacher's appraisal report will contain a recommendation on pay. The headteacher/executive headteacher will be responsible for submitting any recommendations for pay progression to the Appraisal Committee of the Local Governing Body supported as appropriate by the CEO for review and moderation. The Trust Board Pay Committee will ratify

any pay recommendations made by the headteacher/executive headteacher/appraiser in accordance with the relevant sections of this policy. Any pay appeals will be dealt with in accordance to appendix 2.



- 4.3 All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.
- 4.4 A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply within 30 days of the pay determination being made.
- 4.5 The Trust Board will also ensure an annual review of all support staff salaries by no later than 1 April.

## 5. RECRUITMENT

### Teaching Staff

- 5.1 Advertisements for vacant posts across the Trust will be considered by the CEO/headteacher/executive headteacher and the Trust Board where appropriate to ensure consistency. Posts will be advertised internally or externally, locally or nationally as appropriate and the Trust will consider full and part time working.

In making such determinations, the Trust Board may take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider School Trust context

- 5.2 The advertisement will include the relevant pay range for the post from the pay range determined by the Trust Board as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

- 5.3 In respect of the headteacher/executive headteacher post becoming vacant the Trust Board will agree a broad pay range based on the arrangements set out in paragraph 7.2.1 of this policy. The post may be advertised with an indicative pay range but with flexibility to pay up to the maximum of the agreed broad range for the selected candidate as appropriate.
- 5.4 Where an applicant does not meet the criteria for the level of post advertised within the Trust pay structure but the post would otherwise prove difficult to fill, the Trust Board may appoint at a lower level but also consider a recruitment payment in accordance with the Trust policy set out in section 10.4. The Trust will ensure that in all cases, an applicant is paid at the appropriate grade for the post. Any recruitment and retention payment considered in respect of a headteacher/executive headteacher will be included in the calculation of the pay range for the post, in accordance with paragraph 7.2.1 of this policy and will not be made as an additional recruitment and retention payment.
- 5.5 Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.
- 5.6 Within the framework of relevant statutory legislation, the advertisement may also include reference to any under-representation within the Trust to encourage applications from any disadvantaged and under-represented groups.

#### **Support Staff**

- 5.7 The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade as determined.

## **6. EXECUTIVE PAY**

### **6.1 The Chief Education Officer (CEO)**

The Trust Board will pay their CEO in line with the Leadership pay structure. The Trust Board must ensure that their decisions about levels of executive pay follow a robust, evidence-based process and are reflective of the individual's role and responsibilities. The Chair of the Trust Board will review the CEO annual pay progression which will include performance-related pay. The Trust will determine whether recruitment and retention payments may be payable and the process for agreeing such payments. The Trust have determined that the CEO, along with teaching staff is eligible for membership of the TPS in accordance with the Teachers' Pensions Regulations.

### **6.2 The Chief Operating Officer (COO/CFO)**

The CEO will determine the pay of the COO/CFO in liaison with the Trust Board in accordance with the Trust Leadership Pay Scale. The CEO will review the annual pay progression which will include performance related pay.

### **6.3 Other Senior Trust Roles**

The Trust Leadership Pay Scale may be applicable for support staff in other senior positions in the central team and decisions to utilise this pay scale will be taken in agreement with the Trust Board. Where this pay scale is applicable, it will be outlined in the contract of employment. Support staff on the Trust leadership scale will be eligible for progression on 1<sup>st</sup> September each year, subject to satisfactory performance and conduct.

## **7. TEACHING STAFF PAY**

### **7.1 General**

7.1.1 In this Trust, teachers are employed in accordance with the provisions of the School Teachers' Pay and Conditions Document. In reviewing pay scales in the future the Trust Board will have regard to any changes to national pay range contained within the STP&C Document. The following pay arrangements have been agreed by the Trust, using the flexibilities contained within the STP&C Document.

7.1.2 The Trust will seek to apply any pay awards agreed nationally to the pay ranges detailed in this policy, subject to budgetary considerations.

### **7.2 Headteacher/executive headteacher**

7.2.1 The Trust will assign a seven-point headteacher pay range based on the headteacher group size and any permanent additional relevant factors as determined within the framework of the School Teachers' Pay and Conditions document (Appendix 6). These additional factors will relate to the Trust context and challenge, and the wider accountability of headteacher/executive headteachers, which may also include circumstances where:

- the School is a School causing concern
- without such additional payment the Trust Board considers that the Trust would have substantial difficulty filling a vacant headteacher/executive headteacher post
- without such additional payment the Trust Board considers the Trust would have substantial difficulty retaining the existing headteacher/executive headteacher
- the headteacher/executive headteacher has additional permanent responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional

The Trust Board will ensure that their decisions about levels of executive pay follow a robust, evidence-based process and are reflective of the individual's role and responsibilities.

7.2.2 Other than in exceptional circumstances, the headteacher pay range will not exceed 25% of the maximum of the headteacher group size. The Trust will ensure that other than in exceptional circumstances, there is no overlap of salary ranges between the headteacher/executive headteacher and other leadership posts.

7.2.3 In addition, the Trust Board may consider an additional payment to a headteacher/executive headteacher in respect of temporary additional duties and responsibilities, e.g. where they are providing services to other School's as a consultant leader, School improvement partner, local or national leader of education etc. including where the headteacher/executive



headteacher is appointed as a temporary headteacher/executive headteacher of one or more additional Schools, not included as a permanent factor in the calculation of the headteacher pay range. The additional payment will be time limited and will not exceed 25% of the salary agreed under paragraph 7.2.1 or 25% of the maximum of the headteacher group size, whichever is the lower.

- 7.2.4 In wholly exceptional circumstances the Trust may consider a payment in excess of 25%. In such circumstances the Trust Board must seek external independent advice before producing a business case, seeking such agreement.
- 7.2.5 The Trust Board may also award an additional payment, outside the restrictions of the above paragraphs, and which will not be included in the calculation of the headteacher pay range, in respect of housing or relocation costs.
- 7.2.6 The Trust Board will calculate the headteacher/executive headteacher group size at the start of each academic year and determine the appropriate headteacher pay range for the year. The Trust Board will determine the headteacher group size in accordance with the provisions of the School Teachers' Pay and Conditions Document.
- 7.2.7 In setting the headteacher pay range the Trust Board will have regard to the indicative salary points for the leadership range contained within the relevant School Teacher's' Pay and Conditions Document.
- 7.2.8 On appointment the salary of the headteacher/executive headteacher will be within the agreed headteacher pay range on one of the first 4 points according to the experience of the successful candidate.
- 7.2.9 Progression on the headteacher pay range for the headteacher/executive headteacher will be subject to a review of the headteacher/executive headteacher's performance set against the annual appraisal review. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a headteacher/executive headteacher's performance does not demonstrate a sustained level and is below the School expectations at that level of post, the Trust Board may determine that no incremental progression will be awarded in that year.
- 7.2.10 The Trust Board may award one increment for sustained high quality performance or may award two or more increments where performance has been exceptional and exceeded the expectations set out in paragraph 7.2.9 in relation to headteachers/executive headteachers.
- 7.2.11 In circumstances where the headteacher/executive headteacher's performance is not at the required level this will be addressed through the Trust's appraisal, and possibly capability procedure. The pay review for the headteacher/executive headteacher will be completed by 31 December.
- 7.2.12 The Trust will ensure that reasons for setting the headteacher pay range at a given level are recorded and that the process for the determination of the headteacher/executive headteacher's salary is fair and transparent.

### **7.3 Other Leadership Posts**

- 7.3.1 The Trust Board will determine a 5 point pay range for all other leadership posts from within the indicative pay points for the leadership scale contained in the School Teachers' Pay and Conditions Document (Appendix 6).
- 7.3.2 The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. In the absence of the headteacher/executive

headteacher, a post with a designated deputy role will be appropriately remunerated above the range for other leadership posts.

- 7.3.3 Other than in exceptional circumstances, the Trust Board will ensure that there is no overlap of pay points between the headteacher/executive headteacher and any other leadership post.
- 7.3.4 On appointment a teacher paid on the leadership scale will be appointed according to experience at any point below the maximum of the pay range.
- 7.3.5 The pay range for teachers paid on the leadership spine will be reviewed at the beginning of 1 September each year or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the leadership spine.
- 7.3.6 Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review.
- 7.3.7 The Trust Board may award one increment for sustained high quality performance against the criteria set out in paragraph 7.3.6 above or two or more increments where performance has been exceptional against the criteria set out in paragraph 7.3.6.
- 7.3.8 Where performance has not been of a sustained high quality the Trust Board may decide that there should be no pay progression. In circumstances where the teacher's performance is not at that level this will be addressed through the Trust's Appraisal, Developing Performance or Capability procedures. The pay review will be completed by 30 November.
- 7.3.9 The Trust Board will ensure that the reasons for setting the pay range at a given level are recorded and that the process for the determination of all leadership posts is fair and transparent.

#### **7.4 Other Posts paid above the Classroom Teacher Scale – Lead Practitioners**

- 7.4.1 The Trust Board may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the Trust.
- 7.4.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners (Appendix 7), contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the Trust.
- 7.4.3 Each post will have a pay range comprising 5 pay points.
- 7.4.4 The starting salary for an appointment to a post on the Lead Practitioner pay range will be determined by the Trust Board and take account of the teacher's skills and experience.
- 7.4.5 Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The Trust Board may decide to award one increment for sustained high-quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Trust Board may decide that there should be no pay progression. The pay review will be completed by 30 November.

#### **7.5 Main Scale and Upper Pay Range Teachers**

- 7.5.1 The Trust Board will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document (Appendix 3)

### Pay Progression

- 7.5.2. Pay progression within Main Pay Scale and Upper Pay Scale will be subject to sustained performance towards the next higher pay point meeting the relevant Teacher Standards and appraisal objectives. Where a teacher's performance does not demonstrate a sustained level and is below the Trust's expectations at that level of post, the Trust Board may determine that no incremental progression will be awarded in that year.
- 7.5.3 Progression within Main Pay Scale and Upper Pay Scale will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust Board may decide to award one increment for sustained high quality performance in line with Trust expectations or two increments where performance has exceeded Trust expectations. For teachers on the upper pay spine, progression will normally be considered after 2 years of sustained high-quality performance or earlier where performance has exceeded School expectations.
- 7.5.4 The Trust Board has determined that progression between Main Pay Scale and Upper Pay Scale will be sequential and a teacher will not move more than one point, other than in exceptional circumstances where a teacher's level of performance is significantly above that of the Trust's expectations and meets the requirements of the higher level point, demonstrating through performance appraisal that they meet the teacher standards and appraisal objectives for the new Main Pay and Upper Pay scale point.
- 7.5.5 The Trust Board has determined that a teacher appointed to Main Scale Pay, would, other than in exceptional circumstances, be expected to progress through this scale. In circumstances where a teacher's performance is not at that level this will be addressed through the Trust's appraisal procedure.

### Accelerated progression

- 7.5.6 As part of their annual appraisal meeting at the start of the appraisal cycle, a teacher may request to be considered for accelerated pay progression. This will be subject to review of performance against the teacher's annual appraisal review and may require additional or more challenging objectives to be set for the appraisal period as set out in the Trust's appraisal policy. Where a teacher's performance has been of a sustained high quality, exceeding the Trust's expectations at that level, as demonstrated through the Trust's Appraisal Process, the Trust Board may award accelerated progression (of up to two increments).

### Appointments

- 7.5.7 A newly appointed teacher will normally be appointed to a pay scale which takes into account of a teacher's previous post, salary and/or relevant experience as determined by the CEO/headteacher/executive headteacher.

7.5.8 The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the Main Pay Scale and relevant pay point will be finalised. The revised salary / pay point will be no lower than the initial salary on appointment.

7.5.9 Early Career Teachers will be paid on the main pay scale and will be eligible for progression in line with the normal appraisal cycle, subject to satisfactory performance. Employment of an Early Career Teacher is subject to the satisfactory completion of an induction period (six terms or equivalent) in accordance with and subject to the Education Act 2011 and associations, and the Education (Induction Arrangements for School Teachers) (England) Regulations 2012, as amended.

Failure to complete the induction period to the satisfaction of the appropriate body as defined in the regulations would result in termination of employment as prescribed in the relevant statutory provision as detailed above.

7.5.10 A teacher transferring roles internally within the Trust will continue to be paid the same salary on the Main Scale or the Upper Pay Scale as paid in the previous role.

## **7.6 Application to move onto the Upper Pay Range**

7.6.1 Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply. Applications should be made by submitting the Trust UPS application form to the Headteacher/executive headteacher.

7.6.2 The headteacher/executive headteacher will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year to the headteacher/executive headteacher by 31<sup>st</sup> August.

7.6.3 For an application to be successful the teacher will need to demonstrate that they have been working at the level of the teaching standards for a significant period of at least one year prior to the submission of the application and show evidence through recent appraisal statements of sustained skills development.

7.6.4 As defined in the School Teachers' Pay and Conditions Document, a teacher being considered for a move onto the Upper Pay Range must therefore be able to demonstrate:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to the School are substantial and sustained.

In addition, for the purposes of this Pay Policy:

- 'highly competent' includes performance which demonstrates that all aspects of teaching over time are at least good and many aspects are outstanding, by example, including evidence to show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the School which supports them to develop their teaching practice and meet the relevant standards.

- 'substantial' means of significant importance and value to the School, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the School.
- 'sustained' means continuously over a period of at least 2 appraisal cycles showing teaching practice which has grown over that period and is now consistently good to outstanding.

- 7.6.5 Where a teacher has been on maternity leave or long-term sick leave, adjustments may be made to take account of special circumstances. This may include evidence of skills and performance over a different period but in any case, the exact adjustments will be made on a case-by-case basis, depending on the circumstances of the individual teacher and the School.
- 7.6.6 An application for progression to the Upper Pay Range will be assessed by the headteacher/executive headteacher and a decision notified to the teacher in writing within 5 days of the Trust Board Meeting.
- 7.6.7 If successful teachers will receive confirmation that their application has been successful and that they will move to the Upper Pay Scale with effect from 1 September following the date of submission of the application. The decision will be made in the Trust Board meeting in the autumn term and backdated to 1 September.
- 7.6.8 If unsuccessful the teacher will be provided with feedback, within 10 working days, by the headteacher/executive headteacher/deputy headteacher.
- 7.6.9 Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the Trust's pay appeals procedure set out in Appendix 2.

## **7.7 Unqualified Teachers**

- 7.7.1 The Trust will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document (Appendix 4)
- 7.7.2 A newly appointed unqualified teacher will usually be appointed at the minimum of the scale determined by the CEO/headteacher/executive headteacher. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay range and relevant pay point will be finalised. The revised salary/ pay range will be no lower than the initial salary on appointment.
- 7.7.3 Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The Trust Board may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the Trust Board may decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the Trust appraisal procedure.

- 7.7.4 The pay review will be completed by 30 November.
- 7.7.5 Where an unqualified teacher obtains qualified teacher status whilst employed by the Trust, (s)he will transfer a salary within the main pay range for qualified teachers at a salary at least equivalent, or higher than, the salary at which (s)he was being paid as an unqualified teacher.
- 7.7.6 The Trust Board may pay additional allowances to an unqualified teacher where; the teacher has either:
- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgment; or
  - gained qualifications or experience which bring added value to the role being undertaken.
- 7.7.7 An unqualified teacher will not be awarded any Teaching and Learning Responsibility payment in accordance with the School Teachers' Pay and Conditions Document.

## **8 SUPPLY TEACHERS**

- 8.1 Teachers employed on a short notice or supply basis will have their pay determined in line with the 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 . For temporary teachers on short notice this will be multiplied by the number of days to be worked.
- 8.2 Teachers who work less than a full day will be paid in line with the School Teachers' Pay and Conditions Document (STPCD) .
- 8.3 A short notice teacher who is employed by the Trust throughout a consecutive period of 12 months will not be paid any more in respect of that period than he/she would have if he/she had been in regular employment throughout the period.

## **9 PART TIME TEACHERS**

- 9.1 The Trust Board will ensure that part time teachers' pay and working time will be dealt with in accordance with the School Teachers' Pay and Conditions Document. Pay scales and pay progression will be as detailed earlier in this policy.
- 9.2 Part time teachers will be entitled to be paid for their contractual hours pro-rata to a full-time teacher and will also be entitled to PPA time, other non-contact time and directed time allocated on a pro-rata basis.

## **10 ALLOWANCES.**

### **10.1 Teaching and Learning Responsibility Payments (TLRs)**

- 10.1.1 TLR payments will be awarded to the holders of the posts indicated in the Trust's staffing structure.

10.1.2 TLR payments will be awarded to a teacher as detailed in paragraph 7.5.2 where a teacher is required to undertake a sustained additional responsibility within the Trust'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
- involves leading, developing and enhancing the teaching practice of other staff

10.1.3 The Trust Board will award TLR payments within the range prescribed in the School Teacher's Pay and Conditions Document (Appendix 5) TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 10.1.2 above)

10.1.4 A TLR payment will not be awarded in respect of teaching duties more appropriately recognised under section 10.2 of this policy in respect of Special Educational Needs.

10.1.5 The Trust Board may award a temporary TLR (TLR3) payment to a post on the main scale or upper pay range as detailed in paragraph 7.5.2.

This will be for an additional responsibility which is for a clearly time limited school improvement project, one-off externally drive responsibilities, or where teachers are undertaking planning, preparation, coordination of, or delivery of tutoring to provide catch up support to pupils on learning lost to the pandemic, and where that tutoring work is taking place outside of normal directed hours but during the school day.

10.1.6 The fixed term for which they are to be awarded must be established at the outset of the award.

10.1.7 There will be no safeguarding of any temporary TLR3 payments.

10.1.8 Although a teacher cannot hold a TLR1 or a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3 and a SENCO allowance.

10.1.9 A teacher will not be awarded consecutive TLR3s for the same responsibility unless that responsibility relates to tutoring, as set out above.

10.1.10 TLR1s and TLR2s should only be awarded to teachers placed in the specified posts in the staffing structure and to the cash value set out in the pay policy. Where such TLRs are awarded to part-time teachers they must be paid pro rata at the same proportion as the teacher's part-time contract.

It will not be expected that an employee would undertake the full remit/responsibility of the TLR role within their part time hours.

## **10.2 Special Educational Needs (SEN)**

10.2.1 The Trust will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances

- in any SEN post that requires a mandatory SEN qualification
- who teaches pupils in one or more designated special classes or units in the Trust
- in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit where the post:
  - (i) involves a substantial element of working directly with children with special educational needs
  - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs
  - (iii) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the School or unit within the School.

10.2.2 The Trust Board will determine a spot value for each post, taking account of the structure for SEN provision in the Trust and:

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

10.2.3 The value of any SEN allowance in the School for the 2023/24 academic year will be within the range prescribed in the School Teachers Pay and Conditions Document.

## **10.3 Acting Allowances**

10.3.1 Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and the appropriate point on the pay range of the higher level post and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

## **10.4 Recruitment and Retention**

10.4.1 The Trust Board may, on the advice of the CEO/headteacher/executive headteacher, consider the award of recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been, or it is considered difficult to fill, or -
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill, or -
- to recognise a teacher's performance which exceeds the School expectations and which is not recognised through accelerated salary progression in other sections in this policy



10.4.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the Trust structure and known staffing changes in the future, as well as being in line with salaries of equivalent posts in other Trust School's.

10.4.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of up to 3 years but will be subject to annual review which may extend the period if appropriate.

10.4.4 Other than in respect of re-location expenses, the CEO/headteacher/executive headteacher will not be entitled to a separate recruitment and retention payment. Remuneration in respect of any recruitment and retention payment will be reflected in the headteacher pay range for the headteacher/executive headteacher's salary.

## **10.5 Out of School Learning Activities**

10.5.1. Teachers who undertake agreed voluntary learning activities outside the normal School Day, and whose salary range does not take account of such activity may be entitled to an additional payment. The Trust Board advised by the CEO/headteacher/executive headteacher, will consider each case individually before the activity takes place. Such activities may include:

- Holiday and revision groups
- Breakfast clubs
- Homework clubs
- Summer School
- Additional booster classes
- Study Support Groups
- Activities for gifted and talented children

10.5.2 The rate of payment will be determined according to circumstances and will be paid in line with the School Teachers' Pay and Conditions Document (STPCD).

## **10.6 Continuing Professional Development**

10.6.1 The Trust, advised by the CEO/headteacher/executive headteacher, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the School day. The Trust Board will consider each case on an individual basis. Where approved additional payments will be calculated based on the calculation in 8.2 above.

## **10.7 Activities relating to the provision of initial teacher training as part of the ordinary conduct of the Trust**

10.7.1 The Trust Board may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the Trust. This may include:

- This Acting as a professional mentor
- Giving feedback to students

- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

10.7.2 Payment for these activities, where agreed in advance, will be determined according to the circumstances.

10.7.3 The Trust Board will not award additional payments in respect of School Centred ITT (SCITT) where the Trust takes the lead in providing ITT courses, including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students.

## **10.8 Payment for In-Service Teacher Training (INSET)**

10.8.1 The Trust may consider a payment to teaching staff who undertake voluntary INSET at weekends or during School closure periods, where it can be demonstrated that the School has made significant savings by avoiding the need for supply cover. Approval for any additional payment must be sought and agreed before the work starts.

## **11 SALARY SACRIFICE**

11.1 The Trust Board will support HM Revenue and Customs (HMRC) approved salary sacrifice arrangements for teachers.

11.2 Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

## **12 SAFEGUARDING**

12.1 The Trust will apply the salary safeguarding provisions of the School Teachers' Pay and Conditions Document.

## **13 APPEALS**

13.1 A member of staff may seek a review of any determination in relation to their pay or any decision taken by the Trust Board Pay Committee (or committee with delegated authority) that affects the pay of the member of staff.

13.2 The Trust Board has agreed to consider appeals on the following grounds: That the committee making the decision:-

- incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
- incorrectly applied the Trust's Pay Policy
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- otherwise unlawfully discriminated against the teacher

13.3 The procedure for considering appeals is set out in Appendix 2 of this policy.

## **14 SUPPORT STAFF PAY**

### **14.1 Conditions of Service**

- 14.1.1 The pay and conditions of service for support staff employed in the Trust are in accordance with the National Joint Council for Local Government Services and those agreed locally and applied by the Trust in accordance with TUPE regulations. Pay elements do not apply to staff that are paid in line with the Trust Leadership Scale as outlined in section 6.3.

### **14.2 Pay scales**

- 14.2.1 The pay scales adopted by the Trust Board for support staff employed in this Trust are in accordance with 14.1.1 (Appendix 8).
- 14.2.2 The Trust Board have agreed to use generic profiles for all Trust support staff and will ensure any decisions with regard to pay and grading are made after taking into consideration the appropriate pay levels for the relevant profile. Any post which is identified outside of the generic profile will be evaluated for the purposes of pay determination in accordance with good practice in job evaluation.
- 14.2.3 The Trust Board will apply any pay awards agreed nationally/locally.

### **14.3 Job Descriptions**

- 14.3.1 All members of support staff of the Trust will receive a copy of their job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.
- 14.3.2 Where the Trust Board, on the advice of the CEO/headteacher/executive headteacher, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where (s)he can demonstrate that a significant change to duties and responsibilities has occurred.

### **14.4 Starting salaries**

- 14.4.1 The Trust Board will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Trust Board may also consider appointing above the minimum of the grade where previous experience and/ or qualifications or previous salary justify doing so, within the overall grade of the post.

## **14.5 Incremental Progression**

- 14.5.1 Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. In exceptional circumstances, incremental progression may be withheld where the performance of the member of staff is poor and where appraisal targets are not being met or if conduct record justifies such action.
- 14.5.2 Subject to the above, incremental progression, will take place on 1 April each year, except where a member of staff starts between 1 October and 31 March in which case incremental progression will occur at the 6 month anniversary of the start date and then on 1 April in subsequent years.
- 14.5.3 For support staff who have not yet reached the top of their grades, incremental progression will not be automatic. Support staff will not receive increments if their manager considers their performance in the previous year was not satisfactory.

Taking into account performance against the stated criteria, those at the top of the pay range point who do not meet the criteria as outlined for increments will have their pay reduced by one spinal column point only. Staff with headroom within the pay range point will continue to have their increments withheld. If an increment has been removed the employee is, then eligible the following year for an increment subject to meeting the criteria.

Increments will not be granted where staff do not meet the above criteria. **14.6 Deductions from pay**

- 14.6.1 In a case where a member of staff has been paid for work which (s)he has not undertaken e.g., uncertified sickness absence or unapproved leave of absence, the Trust Board may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if (s)he is unhappy with the decision.

## **14.7 Acting up allowances / Additional responsibilities**

- 14.7.1 Where a member of staff agrees to cover and satisfactorily undertakes the full range of duties of a higher graded post, for a period of 4 weeks or more the Trust Board will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.
- 14.7.2 Where a member of staff is covering some, but not all of the duties of the higher graded post, the Trust Board will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the Trust Board may wish to recognise this additional work through the award of an additional increment within the pay range point.
- 14.7.3 Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the headteacher/executive headteacher may give prior approval to the member of staff to work additional hours at her/his normal hourly rate

or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

#### **14.8 Recruitment and Retention Payments**

Where posts are difficult to fill or staff turnover is particularly high it may be appropriate to introduce a recruitment and/or retention payment. The decision to award such payments should be supported by relevant evidence and is subject to approval from the Chief Operating Officer.

A recruitment payment is a one-off discretionary payment of up to 10% of annual salary, payable upon commencement of employment. An employee who leaves during their Probationary Period will normally be required to repay the full recruitment payment, unless exceptional circumstances exist. An employee who leaves within two years will be required to repay 1/24 of the Recruitment Payment for each month not completed up to two years' service. This payment is not available to existing staff or previous staff who re-commence employment within six months of leaving.

A retention payment is a discretionary payment of an amount paid at set intervals, subject to satisfactory performance, but not less than quarterly. Payments may be set at between 3% and 8% of annual salary and will be reviewed at regular (at least annual) intervals in line with market conditions. Retention Payments are not permanent and may be ended or amended by the giving of one months' notice.

#### **14.9 Other Additional Payments**

The Trust Board will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff. A business case must be presented to the Trust Board within 5 working days of the Trust Board meeting for consideration and approval before any work is undertaken and additional payments are made.

#### **14.9 Salary Sacrifice**

14.9.1 The Trust will apply the same arrangements as for teaching staff.

#### **14.10 Appeals**

14.10.1 The arrangements for support staff wishing to appeal pay decisions are detailed in the Trust Support Staff Appraisal Policy.

#### **14.11 Apprenticeship Pay**

14.11.1 During the first 12 months in post, apprentices will be paid the National Living Wage. After 12 months in post, apprentices will receive full salary for the post occupied. At the Trust's discretion, an apprentice may be moved to the full salary for the post at any point during their first 12 month's service if they have demonstrated that they are undertaking the full breadth of tasks at a competent level.

14.11.2 For hard to fill roles, or where it is deemed appropriate for other reasons, the Trust reserves to right to consider enhanced apprenticeship remuneration on an individual basis.

## **APPENDIX 1**

*(Page 1 of 4)*

### **PAY COMMITTEE**

#### **TERMS OF REFERENCE**

##### **Pay Review Committees**

##### **Terms of Reference**

The STAR MAT Board of Trustees will review the delegation of functions and the establishment, terms of reference and membership of committees annually. Any of the delegated functions listed below may be withdrawn and decisions withheld if the Trustees believe that fair and rigorous processes have not taken place.

##### **1. Composition**

At least three non-staff members of the Local Governing Board. No governors will be permitted to serve on both the Pay Review Committee and Pay Appeals Committee.

##### **2. Quorum**

The quorum for meetings and any vote will be three governors who are members of the committee, or more, as determined by the STAR MAT Board.

##### **3. Terms of reference of the committee**

Pay Review Committees will make decisions on the pay of School leaders and teachers based on the STAR MAT's pay and appraisal policies. It is therefore important that the terms of reference are read in conjunction with these policies.

##### **Headteacher Pay**

The Pay Review Committee must:

1. ratify annually, having taken the recommendation from the Headteacher's Performance Management Governors (who will have reached a conclusion with approval from the STAR MATs Chief Education Officer and the designated independent School Improvement Consultant), the decision on whether or not to increase the salary of the Headteacher and to decide what that salary, within the relevant pay range determined and in accordance with the pay policy, will be. The case for any increase should be based upon the headteacher's performance in relation to their performance management targets, unless otherwise stipulated by the Chief Education Officer.

2. consider revision of the pay range of members of the leadership group, within the group range for the School, at any time if they consider it is necessary and in accordance with the pay policy.
3. consider awarding a temporary payment to the headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, as provided for in the pay policy. If the headteacher takes on temporary accountability for one or more additional Schools then the total sum of the temporary payments made to the headteacher in any School must not exceed 25% of the annual salary that is otherwise payable to the headteacher, and the total sum of salary and other payments made to the headteacher must not exceed 25% above the maximum of the headteachers' group, except in wholly exceptional circumstances, as per the pay policy, and in agreement with the Local Governing Board and the STAR MAT's Chief Executive Officer.
4. consider the use of discretionary payments, as per the provisions of the pay policy.
5. within a four-week period of the start of unplanned acting duties, determine whether or not the acting postholder will be paid an acting allowance in accordance with the pay policy.
6. Report any decisions in respect of the above matters to the Local Governing Board (LGB) at the earliest opportunity (i.e., next meeting of the full LGB)

#### Teachers: Main Pay Range

Each teacher will have their pay reviewed by the Pay Review Committee.

The Pay Review Committee will:

1. receive recommendations and advice from the headteacher on pay progression for each teacher
2. make decisions on pay progression for each teacher that are clearly attributable to the performance of the teacher and are evidenced. (Members of the committee are reminded that they are not in a position to make value judgements about the competency of a teacher's performance. In scrutinising evidence, governors are seeking assurance that a robust appraisal process has been followed and that documentation supports the statements being made by the headteacher with regards a teacher's recommended progression. Where the committee believes that the documentation supports an alternative level of progression (or indeed non-progression) this should be clearly noted for the purposes of the minutes. The Committee retains the right to propose and agree an alternative progression path for a teacher provided that proposal is not based on a value judgement of that individual's teaching competency).
3. ensure that arrangements are made for all teachers to be provided with a written statement from the headteacher setting out their salary and any other financial benefits to which they are entitled
4. consider in detail and with reference to supporting evidence, any pay recommendations that include an accelerated increase beyond one full point, an increase of less than one full point or no increase in pay for individual teachers.
5. examine in detail each pay recommendation where the headteacher has acted as appraiser (i.e., other members of the senior leadership team)
6. examine in detail a sample (insert % here) of the remainder of the recommendations where the headteacher has acted as moderator



7. make final decisions relating to progression to the Upper Pay Range (threshold), advised by the headteacher. As in point 4, such decisions should be considered in detail and with reference to supporting evidence.

#### Teachers: Upper Pay Range

The Pay Review Committee will determine:

8. with reference to supporting evidence and with advice from the headteacher, whether one point should be awarded to a teacher on the Upper Pay Range whose achievements and contribution to the School, throughout the relevant period (usually two years since achieving their current UPR pay point), have been substantial and sustained
9. with reference to supporting evidence and with advice from the headteacher, whether there should be any progression for teachers on the Upper Pay Range.

#### Unqualified teachers

The Pay Review Committee will:

10. receive recommendations and advice from the headteacher on pay progression for each unqualified teacher
11. make decisions, with reference to supporting evidence, on pay progression for each unqualified teacher
12. ensure that arrangements are made for all unqualified teachers to be provided with a written statement setting out their salary and any other financial benefits to which they are entitled
13. consider in detail and with reference to supporting evidence, any pay recommendations which includes an accelerated increase beyond one full point, increases of less than one full point or no increase in pay for individual teachers.

#### TLRs

The Pay Review Committee will:

14. consider awarding a TLR to a classroom teacher in accordance with the pay policy
15. consider awarding a TLR3 payment in circumstances where the School requires a teacher to take on additional responsibilities for clearly time-limited School improvement projects or one-off externally driven responsibilities, as set out in the pay policy and the Document.

#### **4. Functions delegated to the headteacher**

As per the pay policy.

#### **5. Functions retained by the Local Governing Board**

Responsibility for recruitment and pay of any new headteacher, in conjunction with the STAR MAT Board and the Chief Executive Officer and in accordance with all relevant policy. Responsibility for the awarding of any recruitment and retention allowances or other permitted payments.

**6. Appointment of chair and clerk**

The appointment of the chair shall be determined by the LGB or the committee and reviewed annually. The committee will appoint a clerk to the committee unless this function has been decided upon by the STAR MAT Board. The clerk cannot be the headteacher or an employee of the School.

**7. Minutes**

A written record of the meetings of the committee will be taken and will remain confidential to the committee and the Trustees of the STAR MAT Board. Minutes may be made available to a Pay Appeals committee in the event that an LGB is required to convene such a meeting.

**8. Frequency of meetings**

Meetings will be held annually, following completion of the School's performance review cycle. Meetings should be held before the end of the second full week in November, in normal circumstances. Any extension to this timeframe will be with the permission of the STAR MAT Board.

**9. Convening meetings**

A meeting shall be convened by the clerk under the direction of the LGB and the chair of the committee. The clerk will give provide each member of the committee and the headteacher notice of the meeting, a copy of the agenda and any papers to be considered at the meeting, at least seven day's clear notice before the date of the committee meeting. If the chair of the committee considers that there are matters that demand urgent consideration, they may determine a shorter period of notice.

## **APPENDIX 2**

*(Page 1 of 2)*

### **Pay Appeals Procedure**

The Trust Board has adopted the following procedure to consider any pay appeals:

#### **Stage 1 - Informal**

- 1.1 If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he / she should seek to resolve this by discussing the matter informally with the appraiser within 10 working days of the written confirmation.
- 1.2 Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he / she may follow the formal Stage process.

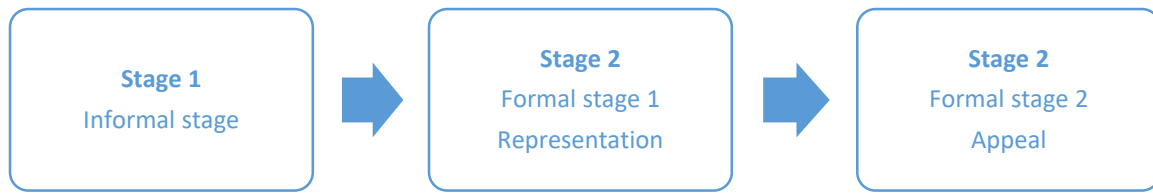
#### **Stage 2 – Formal stage 1 - representation**

- 2.1 The member of staff should submit a written representation, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the Trust Board Pay Committee who ratified the determination, within 5 working days of the notification of the decision being appealed against, or the outcome of the informal discussion.
- 2.2 The Trust Board Pay Committee who approved the pay determination will arrange a representation hearing, within 10 working days of receipt of the written representation request, at which they will consider the written representation and give the staff member an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.3 Following the hearing the member of staff will be informed in writing of the decision and the right of appeal.

#### **Formal stage 2 - Appeal**

- 2.4 Any appeal must be submitted within 5 working days working days from receipt of written confirmation of the decision.
- 2.5 Any further appeal will be heard by a panel of 3 Trustees who were not involved in the original ratification of the pay determination. The appeal will normally be heard within 20 working days of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and / or be accompanied by a colleague or trade union representative.
- 2.6 The decision of the appeal panel will be given in writing within 5 working days and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.
- 2.7 The decision of the panel will be final. There will be no further right of appeal.

## 2.8 Flowchart of Pay appeals procedure



### **APPENDIX 3**

(Page 1 of 1)

#### **Main Scale and Upper Pay Range Teachers**

		England & Wales
Main Pay Range	M1 (MPR minimum)	30,000
	M2	31,737
	M3	33,814
	M4	36,051
	M5	38,330
	M6 (MPR maximum)	41,333

#### **Salary Points on Upper Pay Range**

		England & Wales
Upper Pay Range	U1 (UPR Minimum)	43,266
	U2	44,870
	U3 (UPR Maximum)	46,525

**Appendix 4**  
(Page 1 of 1)

**Unqualified Teachers Pay Range**

		England & Wales
Unqualified Teacher Pay Range	U1 (UTPR Minimum)	20,598
	U2	22,961
	U3	25,323
	U4	27,406
	U5	29,772
	U6 (UTPR Maximum)	32,134

**Appendix 5**  
(Page 1 of 1)

**Teaching and Learning Responsibility Payments (TLR)**

Coding	TLR Values £
TLR1 - A	£9,272
TLR1 – B	£11,403
TLR1 – C	£14,425
TLR2 - A	£3,214
TLR2 - B	£5,345
TLR2 - C	£ 7,839
TLR3 – A	£639
TLR3 - B	£1,899
TLR3 - C	£3,169

## APPENDIX 6

(Page 1 of 2)

### School Leadership Pay Reference Points & Trust Leadership Pay Reference Points

STAR MAT Trust Board has agreed to use the leadership pay reference points published to support the School Teachers' Pay and Conditions Document (rounded to the nearest whole £)

Discretionary Reference Points		Discretionary Reference Points	
Leadership Point	Salary £	Leadership Point	Salary £
1	47,185(Minimum)	23	81,070
2	48,366	24*	82,258
3	49,574	24	83,081
4	50,807	25	85,146
5	52,074	26	87,253
6	53,380	27*	88,530
7	54,816	27	89,414
8	56,082	28	91,633
9	57,482	29	93,902
10	58,959	30	96,239
11	60,488	31*	97,639
12	61,882	31	98,616
13	63,430	32	101,067
14	65,010	33	103,578
15	66,628	34	106,138
16	68,400	35*	107,700
17	69,970	35	108,776
18*	71,019	36	111,470
18	71,729	37	114,240
19	73,509	38	117,067
20	75,331	39*	118,732
21*	76,430	39	119,921
21	77,195	40	122,912
22	79,112	41	125,983
		42	129,140
		43	131,056(maximum)

\* Note: Range points to be applied **only** to headteacher/executive headteachers at the top of the School's headteacher/executive headteacher group range



### Headteacher/executive headteacher Group (HTG)

Group	Possible Salary Range £
1	L6 (52,380) – L18* (71,019)
2	L8 (56,082) – L21* (76,430)
3	L11 (60,488) – L24* (82,258)
4	L14 (65,010) – L27* (88,530)
5	L18 (71,729) – L31* (97,639)
6	L21 (77,195) – L35* (107,700)
7	L24 (83,081) – L39* (118,732)
8	L28 (91,633) – L43 (131,056)

## **APPENDIX 7**

*(Page 1 of 1)*

### **Leading Practitioners Pay Range (LPR)**

<b>Spine Point</b>	<b>£</b>
1	47,417
2	48,605
3	49,818
4	51,058
5	52,328
6	53,639
7	55,084
8	56,355
9	57,763
10	59,243
11	60,783
12	62,185
13	63,739
14	65,328
15	66,954
16	68,758
17	70,311
18	72,085

**Appendix 8**  
(Page 1 of 3)

**Support Staff Pay Scales**

Grade			Spinal Column Point	Previous Years £ FTE 2022 / 2023	This Years £ FTE 2023/2024
A			01	£20,257	£22,182
	B		02	£20,442	£22,367
		C	03	£20,812	£22,737
D			04	£21,189	£23,114
			05	£21,575	£23,500
	E		06	£21,968	£23,893
			07	£22,368	£24,294
		F	08	£22,777	£24,702
			09	£23,194	£25,119
			10	£23,620	£25,545
			11	£24,054	£25,979
			12	£24,496	£26,421
G			13	£24,948	£26,873
			14	£25,409	£27,334
			15	£25,878	£27,803
			16	£26,357	£28,282
			17	£26,845	£28,770
	H		18	£27,344	£29,269
			19	£27,852	£29,777
			20	£28,370	£30,296
			21	£28,899	£30,825
			22	£29,439	£31,364
		I	23	£30,152	£32,076
			24	£31,099	£33,024
			25	£32,019	£33,945
J			26	£32,909	£34,834
			27	£33,819	£35,745
			28	£34,723	£36,648
	K		29	£35,411	£37,336
			30	£36,298	£38,223
			31	£37,261	£39,186
		L	32	£38,2950	£40,221
			33	£39,4348	£41,418
			34	£40,478	£42,403
			35	£41,495	£43,421
M			36	£42,503	£44,428
			37	£43,516	£45,441

			38	£44,539	£46,464
			39	£45,495	£47,420
			40	£46,549	£48,474
			41	£47,573	£49,498
			42	£48,587	£50,512
			43	£49,590	£51,515
			44	£50,543	£52,504
			45	£52,108	£54,130
			46	£54,199	£56,302
			47	£56,159	£58,338
			48	£58,668	£60,944
			49	£60,305	£62,644
			50	£62,493	£64,918
			51	£64,764	£67,277
			52	£67,121	£69,725
			53	£69,359	£72,050
			54	£70,927	£73,679
			55	£72,495	£75,308
			56	£73,906	£76,776
			57	£75,370	£78,294
			58	£78,198	£81,232
			59	£81,134	£84,282
			60	£84,184	£91,598
			61	£88,177	£91,598
			62	£91,498	£95,048
			63	£94,946	£98,630
			64	£97,482	£101,264
			65	£100,200	£104,088
			66	£102,166	£106,130
			67	£104,382	£108,432
			68	£107,519	£111,691
			69	£111,584	£116,913
			70	£115,987	£120,487
			71	£117,921	£122,496
			72	£120,242	£124,907
			73	£122,605	£127,362
			74	£124,989	£129,839
			75	£129,727	£134,760
			76	£134,636	£139,860
			77	£140,905	£146,372
			78	£145,064	£150,692
			79	£149,497	£155,297
			80	£154,190	£160,173
			81	£177,134	£184,007
			82	£181,306	£188,341
			83	£185,790	£192,999

			84	£188,165	£197,465
--	--	--	----	----------	----------

*Figures rounded to the nearest whole £*