



Pay Policy

Vision Statement

We firmly believe in celebrating and preserving the diversity within our member academies, whilst ensuring that all of our people, pupils, staff, parents and carers have access to the very best opportunities, with real and effective tangible outcomes to enable them to exceed their expectations and fulfil their potential.

Document Status

Date of creation/review	Reason for review	Date of next review	Reviewer Body
Oct 2018 March 2020 Autumn 2020 Feb 2021	YEAT Policy Cycle ISR - Changes to structure CGL Updated salary bands TiC banding updated	October 2021	Trustees SILG FRAR LGB LGB-Finance CEO Headteacher Approving Body Trustees

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<p>In some Yorkshire Endeavour Academy Trust schools, the role of Teacher-in Charge is in place. The role of Teacher-in-Charge, standard payment is paid at a TLR3. Where a school may have additional responsibilities including short term or time limited funding, a payment within the TLR2 scale may be considered. This payment is given for the duration of the additional duties and reviewed annually... 26</p>	
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PAY POLICY

Yorkshire Endeavour Academy Trust recognises all statutory, Department for Education (DfE) and contractual conditions in respect of pay matters. The Trust recognises particularly the statutory guidance regarding links between Performance Management and teachers' salary and the Pay Policy is formulated accordingly.

The Trust also recognises the need to model best behaviours, including adhering to the Nolan Principles:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

As such, appropriate expenditure of public money and transparent reporting and accounting procedures, including the setting of leaderships pay, are essential elements in maintaining public trust and confidence.

The Purpose

This Pay Policy sets out the pay arrangements for all staff of the Yorkshire Endeavour Academy Trust and is consistent with the principles of public life in respect of objectivity, openness and accountability.

This policy should be read alongside the Yorkshire Endeavour Academy Trust Appraisal Policy, which sets out the Trust's approach to the appraisal cycle and clarifies the stages of Development and associated expectations.

Governance

The Local Governing Board (LGB) of each school in Yorkshire Endeavour Academy Trust is a committee of the Trust and will adopt the policies communicated by the Board of Trustees, as identified in the Trust Accountability Framework.

The Trust is committed to ensuring equality of opportunity and equitable treatment for all staff. It will comply with all discrimination legislation.

Scope

This policy applies to all permanent and fixed term employees who have satisfactorily completed their probationary period. Pay decisions for Newly Qualified Teachers (NQTs) will be in accordance with the statutory induction process. Yorkshire Endeavour Academy Trust recognises that salary is no longer statutorily portable from one school to another.

Trustees Obligations

All Trustees will ensure that each school fulfils its obligations to:-

- Teachers – As set out in the School Teachers’ Pay and Conditions Document (‘the STPCD’) (being the annual version relevant to decision(s) to be made and the Conditions of Service for School Teachers in England and Wales (known as the ‘Burgundy Book’)
- Support staff as set out by the National Joint Council (NJC) in the local Government Services National Agreement on Pay and Conditions of Service (known as the ‘Green Book’) and any relevant local arrangements, such as the NYCC/Unison collective agreement
- All levels of pay, including executive pay will follow a robust evidence-based process and are reflective of the individual’s roles and responsibilities.

Chief Executive Officer’s Obligations

The CEO will ensure that each academy school has clear arrangements for linking overall performance to pay progression and will ensure that effective Performance Management arrangements are in place, and that all appraisers have the knowledge and skills to apply this policy fairly.

Local Governing Board Obligations

The Local Governing Board of each school will assure itself that appropriate arrangements for linking performance to pay progression are in place, are applied consistently and that pay decisions made can be justified objectively.

The Local Governing Board will take into account the school’s budget and ensure that appropriate funding is allocated for pay progression. They will monitor the outcomes of pay

decisions, including the extent to which different groups of teachers may progress at different rates, ensuring the school's continued compliance with legislation.

Pay Date

All Yorkshire Endeavour staff are paid on the last working day of each calendar month.

Salary Sacrifice

Yorkshire Endeavour Academy Trust currently offers:

- Salary sacrifice childcare voucher scheme.
- Cycle to work scheme

SALARY ON APPOINTMENT

For all executive and senior leadership appointments, the Trust Board/Local Governing Board, in consultation with an appointed external consultant, Company Secretary or CEO as appropriate will use the three stage model to determine salary on appointment.

- Stage one will define the role and determine a base line salary
- Stage two will set the indicative pay range -recognising additional responsibilities and account for complexities and challenges
- Stage three will decide the starting salary and individual pay range

More details can be found using this link [DfE - School teachers pay and conditions](#)

Chief Executive Officer

Yorkshire Endeavour Academy Trust has adopted the leadership model whereby the Chief Executive Officer (CEO) will be appointed from one of the substantive Headteachers across the Trust Schools.

The CEO will retain the role of substantive head of their school alongside their role of CEO of the Trust.

For CEO appointments the Trust Board in consultation with external consultant and Company Secretary, will use the three stage model to determine salary on appointment.

The Board may also chose to undertake benchmarking or other processes to ensure that the salary is appropriate.

- Stage One will determine the Headteacher total unit score for which the CEO is the substantive Headteacher.
- Stage Two will recognise that the CEO has an overarching and strategic responsibility for other schools and account for this when assessing the degree of complexity and challenge.
- Stage Three will consider complexities for recruitment and other external factors.

Headteacher

The Local Governing Board(s) in consultation with the CEO/external consultant and Company secretary as appropriate, will use the three stage model to determine salary on appointment.

For all executive and senior leadership appointments, the Trust Board/Local Governing Board, in consultation with an appointed external consultant, Company Secretary or CEO as appropriate will use the three stage model to determine salary on appointment.

- Stage one will define the role and determine a base line salary - total unit score based upon number of pupils.
- Stage two will set the indicative pay range - recognising additional responsibilities and account for complexities and challenges
- Stage three will decide the starting salary and individual pay range

More details can be found using this link [DfE - School teachers pay and conditions](#)

Where a Headteacher is appointed to be responsible for more than one School

The Local Governing Board(s) in consultation with the CEO/external consultant and Company secretary as appropriate, will use the three stage model to determine salary on appointment.

- Stage One will determine the Headteacher total unit score based upon total number of pupils across all the schools

- Stage Two will recognise additional duties that the Headteacher has an overarching and strategic responsibility for other schools and account for this when assessing the degree of complexity and challenge.
- Stage Three will consider complexities for recruitment and other external factors.

Permanent Arrangement e.g. a federation with a single governing body or permanent collaboration: The remuneration in such cases should be based on the calculation of the total number of pupil units across all schools, which will give a group size.

The Local Governing Board in consultation with the CEO/external consultant and Company Secretary as appropriate should then determine the Headteacher's pay range and appropriate starting point in that range according to paragraphs 9 of the STRB.

More details can be found using this link [DfE - School teachers pay and conditions](#)

In some cases, the Local Governing Board in consultation with the Chief Executive, may exceed the maximum of the group where circumstances specific to the role or candidate warrant a higher than normal payment. (This could include consideration of more than 2 schools, the size of budget over and above standard funding)

Temporary Duties – All Headteachers

The Local Governing Board, in consultation with the CEO may determine that additional payments be made to the Headteacher for clearly temporary responsibilities, or duties that are in addition to the post for which their salary has been determined. (e.g. short or medium term projects or commissions, that have a finite life, but carry **considerable responsibility** in terms of outcomes or financial responsibility)

In each case the Local Governing Board must not have previously taken such reason or circumstances into account when determining the Headteacher's pay range.

This payment will cease to be made when the projects or commissions cease

The Local Governing Board must ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 10 of the [STRB](#) does not exceed the maximum of the Headteacher group by more than 25%, unless in exceptional circumstances and where supported by a business case and where suitable scrutiny and advice has been first taken.

Leadership

For wider leadership team appointments, the Local Governing Board, in consultation with the HT/CEO as appropriate, will follow a three-stage process when setting the pay for new appointments to the wider leadership team.

All Posts

The Local Governing Board and Headteacher/CEO as appropriate will determine the pay range for all vacancies before advertising, the determined pay range will be included as part of the application pack.

Yorkshire Endeavour Academy Trust recognises that national pay ranges exist for guidance.

The Headteacher may use their discretion to award a recruitment and retention incentive benefit to secure the first-choice candidate. Further advice can be sought from the CEO <mailto:CEO@yeat.co.uk>

PAY REVIEWS

Staff employed in schools and central Trust functions will receive feedback on their performance in their Annual Performance Management which recognises their strengths, informs plans for future development and helps to enhance their professional practice. The assessments will be based on evidence to be fair and consistent.

Performance management reports for all staff will contain pay recommendations. The final decision about whether to accept a pay recommendation will be made by the appropriate committee of the Trust or Local Governing Board taking account of advice from the Headteacher, Trust senior management team and external advisor where appropriate

Chief Executive Officer Pay Reviews

Yorkshire Endeavour Academy Trust has adopted the leadership model whereby the Chief Executive Officer (CEO) will be appointed from one of the substantive Headteachers across the Trust Schools. The CEO will retain the role of substantive head of their school alongside their role of CEO of the Trust.

For CEO pay reviews the Board of Trustees, through the Finance, Resources, Audit and Risk (FRAR) committee will also sit on the CEO review panel alongside the schools Local Governing Board.

An external consultant appointed by the Trust will also support the CEO pay review process.

Headteacher Pay Reviews

For Headteacher pay reviews Local Governing Boards will take account of advice from the Chief Executive Officer and/or External Consultant supporting the Headteacher Performance Management review process.

School Senior Leadership Pay Reviews

For Senior Leadership pay reviews Local Governing Boards will take account of advice from the Headteacher following the Performance Management review process.

Where there may be a direct 'knock-on' effect linked to salary differentials as a result of a pay award to members of the School Senior Leadership team, Local Governing Boards will take account of advice from the Headteacher and the Trust senior management team.

Salary Differentials

Appropriate Salary differentials will be maintained between posts across the trust (schools and central trust posts) recognising levels of accountability and responsibility and the individual schools' need to recruit, retain and motivate employees of the required competence at all levels.

MAIN PAY RANGE

Salary Scales

Yorkshire Endeavour Academy Trust recognises that national pay ranges exist for guidance.

Yorkshire Endeavour Academy Trust will use for guidance the Main Pay Range values which are shown in Appendix 1. of this document and can also be found using this link [STPCD](#)

Pay Progression

Pay progression for teachers on the Main Pay Range will be considered annually. All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management.

Progression is dependent on successfully meeting the relevant [Teacher Standards](#) and demonstrating a sustained level of performance which meets the school's expectations for the post. Pay progression takes into account the totality of a teacher's performance and not just whether they have met their individual Performance Management objectives.

Link to [DfE Teachers Standards](#)

The Headteacher may award progression of one pay point for performance in line with the school's expectations where the above conditions have been satisfied. The appropriate committee of the Local Governing Board may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

UPPER PAY RANGE

Salary Scales

Yorkshire Endeavour Academy Trust recognises that national pay ranges exist for guidance

Yorkshire Endeavour Academy Trust will use for guidance the Upper Pay Range values which are shown in Appendix 1. of this document and can also be found using this link [STPCD](#)

Pay Progression

Pay progression for teachers on the Upper Pay Range will follow the arrangements which transferred under TUPE provisions in their school. All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management.

Progression is dependent on successfully meeting the relevant [Teacher Standards](#) and demonstrating a sustained level of performance which meets the school's expectations for the post. Pay progression takes into account the totality of a teacher's performance and not just whether they have met their Performance Management objectives.

The Headteacher may award progression of one pay point for performance where the teacher's contribution to the school has been substantial and sustained and the professional standards applying to teachers have been maintained and show continued performance appropriate to those on the Upper Pay Range. The appropriate committee of the Governing Body may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

MOVEMENT TO THE UPPER PAY RANGE

Application

It is the responsibility of individual teachers to decide whether they wish to apply to be paid on the Upper Pay Range. All applications will be assessed in accordance with this Policy.

Applications may be made once a year and must be submitted by the end of November.

Assessment Criteria

All applications will be considered against the [Teachers' Standards](#) as set out in within the [STPCD](#). An application will be successful if the Headteacher and the appropriate committee of the Governing Body is satisfied that:

- The teacher is highly competent in all elements of the relevant standards.
- The teacher's achievements and contribution to the education setting or settings are substantial and sustained. 'Highly competent' means the teacher has demonstrated good performance with the ability to provide coaching and mentoring to other teachers, as well as providing advice and demonstrating to them an effective teaching practice with a view to making a wider contribution to the work of the school. 'Substantial' means the teacher has played a critical role at the school and has made a distinctive contribution to the raising of pupil standards, as well as promoting their own professional development and used this to improve pupils' learning. 'Sustained' means the teacher has continuously maintained their personal achievements over a period of at least three school years.

If a teacher has been absent during the relevant review period, the school will exercise its discretion to consider a lesser period in which to review performance.

Procedure

If successful, an applicant will be placed on Point 1 of the Upper Pay Range.

If unsuccessful, an applicant will be given written feedback within five working days of the decision, detailing why their application has been unsuccessful and which of the required standards have not been met.

An appeal against an unsuccessful application will be heard under the appeal procedure outlined below.

LEADERSHIP GROUP

Salary Scales

Yorkshire Endeavour Academy Trust recognises that national pay ranges exist for guidance

Yorkshire Endeavour Academy Trust will use for guidance the Leadership Pay Range values which are shown in Appendix 1. of this document and can also be found using this link [STPCD](#)

Pay progression for teachers on the Leadership pay group will follow the arrangements which transferred under TUPE provisions in their school. All staff can be considered for progression to the top of their pay range over time as a result of successful Performance Management.

The review of leadership salaries shall normally take place as soon after 1 September as possible with any salary increase backdated to that date. For Headteachers, this review can take place up to 31 December to coincide with the Performance Management cycle and any award will be backdated to 1 September.

All teachers paid on the Pay Spine for Leadership Group are not eligible for any Special Needs allowances or Teaching and Learning Responsibility Payments (TLR)

PAY PROGRESSION CRITERIA

Chief Executive Officer

The Chief Executive Officer must demonstrate sustained high quality of performance in respect of the leadership, management and overall pupil progress of the schools within Yorkshire Endeavour Academy Trust and is subject to a review of the totality of their performance as agreed with their appraisers before any pay increase can be awarded.

The Board of Trustees, through the Finance, Resources Audit and Risk (FRAR) Committee, sets the performance objectives for the Chief Executive Officer. The subsequent assessment of achievement against these objectives informs the annual assessment of the Chief Executives Officer salary by the Committee.

The Committee employs an external educational consultant to support the process for Trust Executives, and who is able to give advice on current trends and benchmarks relating performance and pay within the academy sector.

Salary is normally progressed by one point on the pay scale.

Yorkshire Endeavour Academy Trust Trustees may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Headteacher

The Chief Executive Officer is responsible for the performance management of the Headteacher of individual and federated Academy schools within the Trust. They are assisted by an independent educational partner/external consultant and/or the Chair of the Local Governing Body. The determination of their salaries is in accordance with the provisions laid down in the [STCPD](#).

The Headteacher must demonstrate sustained high quality of performance in respect of the leadership, management and pupil progress of their school and is subject to a review of the totality of their performance as agreed with their appraisers before any pay increase can be awarded.

Pay is normally progressed by one point on the pay scale.

The Local Governing Board may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

The Local Governing Board, in consultation with the CEO may determine that additional payments be made to the Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined. (e.g. short or medium term projects or commissions, that have a finite life, but carry **considerable responsibility** in terms of outcomes or financial responsibility).

In each case the Local Governing Board must not have previously taken such reason or circumstances into account when determining the Headteacher's pay range.

This payment will cease to be made when the projects or commissions cease

The total sum of salary and temporary payments made to a Headteacher must not exceed 25% above current pay.

Annual pay progression within this pay range is not automatic.

Deputy/Assistant Headteacher

Performance management and pay determination for members of the Trust schools' leadership teams is delegated to the Headteacher at school level and ratified annually by the Local Governing Board in the Autumn term. The Deputy/Assistant Headteacher must demonstrate sustained high quality of performance in respect of school leadership, management and pupil progress and is subject to a review of the totality of their performance as agreed with their appraiser before any discretionary pay increases can be awarded.

Pay is normally progressed by one point on the pay scale.

The Local Governing Board may consider movement by two points in exceptional circumstances where all objectives have been exceeded or where performance has exceeded expectations as part of the Performance Management review.

Annual pay progression within this pay range is not automatic.

Teacher-in-Charge

Teachers fulfilling the roll of designated Teacher-in-Charge are paid a TLR2 allowance. This payment can only be made in schools where there is a Teacher-in-Charge need identified within the structure. Individual written arrangements will be in place for each school that has a Teacher-in-Charge role and will be tailored to meet the individual needs of each school.

– See Appendix 2 for more details

Part-time Teaching Staff

Part-time teachers will have their salary calculated in accordance with any statutory entitlement, including their right to pro-rata arrangements for planning, preparation and assessment (PPA) time.

The salary is calculated on a pro-rata basis against that of a full-time teacher, based on the percentage contact time when compared with the normal expectation for such comparable full-time teachers in the school.

Supply Teachers

Teachers who work on a day-to-day basis will have their salary calculated in accordance with the statutory salary arrangements and will be paid pro-rata within the Main Pay Range, unless otherwise entitled to be paid on the Upper Pay Range.

Unqualified Teachers (UQT)

Any unqualified teacher employed within any of the Academy Schools shall be paid in accordance with the provisions of the current STPCD and paid on the salary scale for unqualified teachers. The school will consider on a case-by-case basis time spent outside teaching but in an occupation relevant to teaching.

Any unqualified teacher on an employment-based route into teaching, recognised by the school shall be paid within the unqualified teachers' range.

Unqualified teachers must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

Yorkshire Endeavour Academy Trust will use the Unqualified Teacher pay values which are shown in Appendix 1. of this document and can also be found using this link [STPCD](#)

Annual pay progression within the pay range is not automatic.

Acting Allowances

Yorkshire Endeavour Academy Trust observes DfE guidance in respect of acting allowances, ensuring that the assessment of need for an acting allowance is made when a teacher assumes the duties of another for at least four weeks.

Any member of staff acting up to a higher position must first agree to take on the duties in question.

This does not apply to a Deputy Headteacher, who is contractually obliged to act as the Headteacher when needed.

Where a teacher is required to act as Headteacher, Deputy or Assistant Headteacher for a period in excess of four weeks, they will be paid an allowance to recognise the additional responsibilities.

The Headteacher will determine the acting up allowances for non-leadership group posts, including support staff posts, by taking into account the responsibilities of the post and the respective salaries of the person acting up and the post holder's salary.

Payment of an acting allowance or temporary upgrading shall be from the day the member of staff takes on the duties of another.

Teaching and Learning Responsibility Payments (TLR)

The Headteacher may award TLR payments to teachers who occupy posts of additional responsibility in accordance with the statutory provisions of the [STPCD](#).

Each school may determine whether to award a TLR1, TLR2 or TLR3 (time limited). Holders of a TLR1 or TLR2 may also be eligible to hold a TLR3.

TLR payments may only be awarded in the context of the school's staffing structure and Pay Policy. See Appendix 1 for Table of TLR Allowances

Special Educational Needs Allowances (SEN)

A SEN allowance may be awarded to a classroom teacher in any SEN post that requires a mandatory SEN qualification for teaching pupils with SEN.

Where a SEN allowance is to be paid, the appropriate committee of the Local Governing Board must determine the value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- Whether any mandatory qualifications are required for the post.
- The qualifications or expertise of the teacher relevant to the post.
- The relative demands of the post.

The allowance will be within the range set out in the [STPCD](#).

Recruitment and Retention Incentives

Yorkshire Endeavour Academy Trust recognises that its schools may need to use incentives in response to local recruitment and retention difficulties.

The use of recruitment and retention incentives within the school will be on a non-discriminatory basis. Recruitment and retention incentives will only be used where it would otherwise be impossible to meet the requirements of the staffing structure and/or the school development plan.

These additional payments under the terms of the [STPCD](#) will be considered as and when necessary and will be subject to budgetary considerations and their duration will be made clear from the outset.

The value of any incentive offered will normally be between £1,000 and £5,000 a year, depending on the grade of the associated post held.

Salary Safeguarding

Salary safeguarding arrangements will be in accordance with the provisions of the current [STPCD](#).

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

Discretionary Additional Payments

Where appropriate, Yorkshire Endeavour Academy Trust shall observe the statutory provisions in respect of any other additional payments.

SUPPORT STAFF

Salary Scales

Yorkshire Endeavour Academy Trust recognises that national pay ranges exist for guidance. The Trust mirrors the NJC pay rates.

Under TUPE arrangements, the Local Governing Board of each school shall ensure that its arrangements for pay meet the requirements of all of its local agreements.

Each post will be allocated to a pay band within the NJC pay rates. Each post will have a designated job description and pay band. The pay band will normally remain static, other than for annual incremental rises within it (subject to satisfactorily meeting the pay progression criteria).

If there is a significant increase in duties and responsibilities attached to a post, an application may be made for a re-evaluation of the grading of the post.

Any entitlement to additional pay or overtime payments shall be in accordance with the latest national agreement as set out in the current information issued by the National Joint Council (NJC) for local government employees and meet any local agreement.

Part-time support staff, both term-time only employees and those working less than the full-time hours per week or both, will have their salaries calculated on a pro-rata basis. The salary will be equated over a 12-month period and their entitlement to statutory and contractual paid holiday will be included in all calculations.

Applications for regrading will be made to the Headteacher and then referred to the NYCC job evaluation scheme.

Yorkshire Endeavour Academy Trust will use the Support Staff pay values shown in Appendix 3.

Pay Progression for Support Staff

Support staff must demonstrate sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

The Headteacher or line manager may award one pay point for sustained, high quality performance in line with the school's expectations where the above conditions have been satisfied. The appropriate committee of the Local Governing Board may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

For Central employed Trust support staff the appropriate committee of the Trust Board may consider progression of more than one pay point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the Performance Management review.

Annual pay progression within the pay range for these posts is not automatic. Support staff will not receive increments if their manager considers their performance in the previous year was not satisfactory, taking into account identified conduct or capability issues and performance management/appraisal outcome.

Additionally, support staff will not receive an increment if their sickness absence exceeds stated limits:

Period	Max days in a year	3 year total
01/04/18- 31/03/19	7	21

Only if the maximum sickness absence is exceeded for the current review period, then the 3-year total will be considered (current year plus 2 years).

Taking into account performance against the stated criteria, those at the top of the pay band 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 band 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. However, exceptions will be considered for:

- One-off absence of normally not more than three months where the individual has an otherwise excellent attendance record.
- Staff whose illness prevents them from attending their usual place of work and whose offer to work in a different capacity / location is unable to be accommodated by their manager.
- Where an individual is injured in the course of their duties this may be taken into consideration or where the sickness absence is work related consideration may be given to it being exempt.
- Disability Related Sickness Absence

If the cause of sickness absence was related to pregnancy then this will not be taken into account in the employee's sickness absence total figure for assessment against the target figures.

PAY POLICY APPEALS PROCESS

Stage 1

An employee who is dissatisfied with a pay determination should first discuss the matter informally with the Headteacher within ten working days of receiving the pay determination.

Stage 2

Following the informal discussion, if the employee believes the incorrect recommendation has been made, they should make formal representations in writing to the Chair of the relevant committee of the Local Governing or Trust Board (as appropriate) within ten working days of the outcome of the informal discussion. The employee should set out the grounds for not agreeing with the pay recommendation.

A formal meeting will then be held where the employee will be given the opportunity to make representations, call witnesses and have the opportunity to ask questions with the Chair of the relevant committee. The committee's decision will be communicated to the employee within ten days of the hearing and the employee will be notified of their right of appeal.

Stage 3

If the employee remains dissatisfied, they may appeal the decision within ten working days of receipt of the committee's decision and have an appeal before an appeal panel of governors. The appeal panel will comprise three non-staff governors/Trustees who were not part of the original pay decision. The appeal will normally be held within 15 working days of the employee's appeal notification.

The employee will be provided with at least five working days' notice of the date and time of the appeal hearing and will be entitled to be accompanied by either a colleague or trade union representative.

During the appeal hearing, both the employee and management representative (usually the Chair of the relevant committee) will have the opportunity to present their evidence and call witnesses and to question each other.

Once the appeal has been heard, the appeal panel must reach a decision which will be confirmed to the employee in writing within five working days of the appeal hearing. The appeal panel's decision will be final and there is no recourse for the appeal to be re-opened under the school's grievance procedure.

Link with Capability Procedure

The appropriate committee of the Local Governing Board will normally withhold a point on the relevant scale in the case of formal capability procedures having been initiated using the school's adopted procedure. It will also consider withholding an increment in the case of informal capability, where applicable, having been initiated. In addition, when an employee's Performance Management is unsatisfactory, pay progression may also be withheld.

Where an employee's performance is such that a point is to be withheld, the appropriate committee of the Local Governing Board may review the position at a later date during the academic year. Where such review identifies satisfactory improvement, the increment shall be awarded from the date that the performance was considered satisfactory and the capability procedure closed.

Whenever the performance of an employee is deemed unsatisfactory, they should be so informed in writing in accordance with the school's Performance Management and/or capability procedures as soon as the concern becomes apparent. Where such issues are identified during the year end

Performance Management, the employee should be informed in writing no later than 31 October, and in advance of the notification of their annual salary assessment.

Policy Review

This policy will be reviewed at least annually, and changes made where salary regulations require.

APPENDIX 1: Teachers Pay Rates

Headteacher groups

Headteacher groups

Group 1	L6 (47,735) – L18* (63,508)
Group 2	L8 (50,151) – L21* (68,347)
Group 3	L11 (54,091) – L24* (73,559)
Group 4	L14 (58,135) – L27* (79,167)
Group 5	L18 (64,143) – L31* (87,313)
Group 6	L21 (69,031) – L35* (96,310)
Group 7	L24 (74,295) – L39* (106,176)
Group 8	L28 (81,942) – L43 (117,197)

The Individual School Range (ISR) for schools within the Yorkshire Endeavour Academy Trust are:-

Airy Hill	14-21
West Cliff (has CEO)	17-24
Castleton & Glaisdale Federation	8-14
Lealholm	10-16

Leadership Group

All teachers paid on the Pay Spine for the Leadership Group are not eligible for Special Needs Allowances (SEN) or for Teaching and Learning Responsibility Payments (TLR).

Leadership Group Pay Spine

Leadership Group Pay Spine

L1	42,195
L2	43,251
L3	44,331
L4	45,434
L5	46,566
L6	47,735
L7	49,019
L8	50,151
L9	51,402
L10	52,723
L11	54,091
L12	55,338
L13	56,721
L14	58,135
L15	59,581
L16	61,166
L17	62,570
L18 *	63,508
L18	64,143
L19	65,735
L20	67,364
L21 *	68,347
L21	69,031
L22	70,745
L23	72,497
L24*	73,559

L24	74,295
L25	76,141
L26	78,025
L27*	79,167
L27	79,958
L28	81,942
L29	83,971
L30	86,061
L31*	87,313
L31	88,187
L32	90,379
L33	92,624
L34	94,914
L35*	96,310
L35	97,273
L36	99,681
L37	102,159
L38	104,687
L39*	106,176
L39	107,239
L40	109,914
L41	112,660
L42	115,483
L43	117,197

Further scales can be found via [STPCD](#)

* Note: Scale points to be applied **only** to head teachers at the top of the school's headteacher group range

Main Pay Scale Teachers (MPS)

In Yorkshire Endeavour Academy Trust schools MPS teachers will be paid in accordance with the following pay scale: -

Scale point	£
1	25,714
2	27,600
3	29,664
4	31,778
5	34,100
6	36,961

In Yorkshire Endeavour Academy Trust schools UPS teachers will be paid in accordance with the following pay scale: -

Scale point	£
U1	38,690
U2	40,124
U3	41,604

In Yorkshire Endeavour Academy Trust schools unqualified teachers will be paid in accordance with the following scale:-

Scale point	£
1	18,169
2	20,282
3	22,394

4	24,507
5	26,622
6	28,735

Early Years Teachers (EYTs)

EYTs with QTS will be paid on the qualified teachers scale. EYTs without QTS will be paid on the Unqualified Teachers' Pay Scale.

TLR Ranges

In Yorkshire Endeavour Academy Trust schools TLRs will be paid in accordance with the following scales:-

TLR1 range = £8,291 - £14,030

TLR2 range = £2,873 - £7,017

TLR3 range = £571-2,833

APPENDIX 2: Teacher in Charge

In some Yorkshire Endeavour Academy Trust schools, the role of Teacher-in Charge is in place. The role of Teacher-in-Charge, standard payment is paid at a TLR3. Where a school may have additional responsibilities including short term or time limited funding, a payment within the TLR2 scale may be considered. This payment is given for the duration of the additional duties and reviewed annually.

Teacher in Charge – Roles and responsibilities

The role of 'Teacher in Charge' or 'Named Person' comes into effect whenever the Head Teacher is not on the School premises, and involves responding to day-to-day issues that require immediate action. NB This does not include any issues that can be dealt with by the Head Teacher later.

Individual written arrangements will be in place for each school that has a Teacher-in-Charge role and will be tailored to meet the individual needs of each school.

APPENDIX 3: Support Staff Pay Rates

Support staff pay cycles run from April to March - More details regarding support staff pay rates can be found here <https://cyps.northyorks.gov.uk/pay>

New scp	Apr 20 Salary	Apr 20 Hourly rate	Tax Band 2020/21	Pension % contribution rates 20/21
1	£17,842	£9.25	20% tax up to £50,000	5.80%
2	£18,198	£9.43		
3	£18,562	£9.62		
4	£18,933	£9.81		
5	£19,312	£10.01		
6	£19,698	£10.21		
7	£20,092	£10.41		
8	£20,493	£10.62		
9	£20,903	£10.83		
10	£21,322	£11.05		
11	£21,748	£11.27		
12	£22,183	£11.50		
13	£22,627	£11.73		
14	£23,080	£11.96		6.50%
15	£23,541	£12.20		
16	£24,012	£12.45		
17	£24,491	£12.69		
18	£24,982	£12.95		
19	£25,481	£13.21		
20	£25,991	£13.47		
21	£26,511	£13.74		
22	£27,041	£14.02		
23	£27,741	£14.38		
24	£28,672	£14.86		

25	£29,577	£15.33	40% tax £50,001 and above	6.80%	
26	£30,451	£15.78			
27	£31,346	£16.25			
28	£32,234	£16.71			
29	£32,910	£17.06			
30	£33,782	£17.51			
31	£34,728	£18.00			
32	£35,745	£18.53			
33	£36,922	£19.14			
34	£37,890	£19.64			
35	£38,890	£20.16			
36	£39,880	£20.67			
37	£40,876	£21.19			
38	£41,881	£21.71			
39	£42,821	£22.20			
40	£43,857	£22.73			
41	£44,863	£23.25			
42	£45,859	£23.77			
43	£46,845	£24.28			
44	£47,782	£24.77			
45	£49,320	£25.57			
46	£51,375	£26.63			8.50%
47	£53,302	£27.63			
48	£55,768	£28.91			
49	£57,376	£29.74			
50	£59,526	£30.86			
51	£61,758	£32.01			
52	£64,074	£33.21			
53	£66,274	£34.35			
54	£67,815	£35.15			
55	£69,356	£35.95			
56	£70,743	£36.67			
57	£72,182	£37.42			
58	£74,961	£38.86	9.90%		

59	£77,847	£40.35		
60	£80,844	£41.91		
61	£84,769	£43.94		
62	£88,032	£45.63		
63	£91,422	£47.39		
64	£93,914	£48.68		
65	£96,585	£50.07		
66	£98,517	£51.07		
67	£100,695	£52.20		
68	£103,778	£53.79		
69	£107,773	£55.86		
70	£112,100	£58.11		
71	£114,001	£59.09		
72	£116,282	£60.28		
73	£118,604	£61.48		
74	£121,245	£62.85		
75	£125,913	£65.27		
76	£130,749	£67.77		
77	£136,926	£70.98		
78	£141,023	£73.10		
79	£145,391	£75.36		
80	£150,015	£77.76		
81	£172,620	£89.48	45% tax	12.50%
82	£176,730	£91.61		
83	£181,148	£93.90		
84	£185,385	£96.10		

Useful information on teachers' pay is available at: [Teachers' Pay and Conditions](#) and for support staff at www.lqe.gov.uk

Detailed advice is available from the DfE; [Use of evidence in appraisals and pay decisions](#)

Appendix 4: Guidance on Pay Progression Decisions

The awarding of two incremental points for members of the Leadership Group, Main Pay and Upper Pay Scale Teachers and Leading Practitioners

Leadership Group

A Headteacher/Deputy/Assistant Head may be awarded one or two additional points within the Headteachers' Pay Range or individual pay range if they have demonstrated a sustained high quality of performance, having regard to the results of their most recent appraisal review and any pay recommendations arising therefrom.

The possibility of awarding two additional points raises the question of what standard of performance would justify the maximum award?

There is no guidance in the STPC&D but the following pointers may be considered:

- *Have they met the National Professional Standards in every respect and excelled in relation to particular Standards?*
- *Have they met or exceeded their performance targets while at the same time achieving an excellent level of overall performance?*
- *Is there clear evidence of their impact in terms of pupil outcomes? For example, have rigorous measurable outcomes for pupils (and/or staff and the wider school community) in the School Improvement Plan been fully achieved or exceeded?*
- *Has the school been judged 'outstanding' by Ofsted and/or 'highly effective' by the Local Authority?*

Main Pay and Upper Pay Scale Teachers

It is recommended that the pay progression for main pay scale teachers is addressed in the following manner: -

*A performance which **meets requirements** will receive a one-point increase within the pay scale, if headroom allows.*

*A performance which **fails to meet requirements** will not receive an increase.*

Schools may also consider recognising excellent performance in the following terms but should be aware of the need to have sound objective evidence to justify differentiated pay progression:

*A performance which **significantly exceeds requirements** may receive a two-point increase within the pay scale, if headroom allows.*

In relation to the awarding of a two point increase we suggest that the following questions be considered:

- *Have they excelled in relation to the Teachers' Standards?*
- *Have they met or exceeded their performance objectives while at the same time achieving an excellent level of overall performance?*
- *Is there clear evidence of their impact in terms of pupil outcomes? For example, have the majority of pupils they taught made progress that is above expectation based on prior attainment?*

Upper Pay Scale

Teachers will be assessed in accordance with the school's performance management policy to determine whether their contribution to the school has been **substantial and sustained** in addition to meeting the criteria for main pay scale teachers stated above.

*A performance which **significantly exceeds requirements** will receive a two-point increase within the pay scale, if headroom allows.*

*'**substantial**' means - of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and*

*'**sustained**' means - maintained continuously over a period of at least two school years. They will be able to demonstrate that their teaching expertise has grown over the relevant period and is consistently at least good.*

Appendix 5 : Template Pay Statements

It is a requirement of the School Teachers' Pay and Conditions Document that all teachers are issued with an annual pay statement from 01 September and whenever a change is made to salaries at any other time. Pay statements to be issued within one month of any change in salary.

Schools may also choose to issue pay statements to Support Staff. It is suggested that this is done following the incremental review each April.

Templates for each type of pay statement follow:

Appendix 5: 1 - Leadership Group

Appendix 5: 2 - Leading Practitioner

Appendix 5: 3 - Main scale and Upper Pay scale teachers

Appendix B: 4 - Unqualified Teachers

Appendix B: 5 - Support Staff

Appendix 5:1 **Annual Salary Statement – Leadership Group Teacher**

Name.....

School.....

Job Title.....

Effective Date.....

Salary Point as at 31/08/XX L.....

School Group.....

Salary Range as at 01/09/XX L.....to L.....

Headteachers only - If the range is above the school group range give reasons and whether additional payment is permanent or temporary. If temporary, state end date

.....

.....

Number of Performance Points Awarded (if any) from 01/09/XX

New Salary Point from 01/09/XX L.....

Annual Salary value on range from 01/09/XX £.....

Recruitment or Retention Incentives and Benefits (if any) (not applicable to Headteachers)

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit

End Date of award.....

Salary Safeguarding (if any)

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

Total inclusive annual salary £.....

Information on the safeguarding rules may be found at [Teachers Pay](#)

Signed on behalf of the Governing Body.....

Name.....Date.....

Appendix 5:2

Annual Salary Statement – Leading Practitioner

Name.....

School.....

Effective Date.....

Salary Point as at 31/08/XX LP.....

Salary Range as at 01/09/XX LP.....to LP.....

Number of Performance Points Awarded (if any) from 01/09/XX

New Salary Point from 01/09/XX LP.....

Annual Salary value on range from 01/09/XX £.....

Recruitment or Retention Incentives and Benefits (if any)

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit

.....

End Date of award.....

Salary Safeguarding (if any)

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

Total inclusive annual salary £.....

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at

.....

Signed on behalf of the Governing Body.....

Name.....Date.....

Appendix 5:3

Annual Salary Statement – Qualified Teacher

Name.....

School.....

Effective Date.....

Salary Point as at 31/08/XX MPR.....or UPR.....

Number of Performance Points Awarded from 01/09/XX MPR.....or UPR.....

New Salary Point from 01/09/XX MPR.....or UPR.....

Annual Salary value on range from 01/09/XX £.....

Allowances (if any)

SEN Amount £.....

TLR 1 or 2 Level.....Amount £.....

Nature of the significant responsibility for which TLR was awarded
(complete, or attach a copy of the Job Description)

.....

If TLR is paid for temporarily occupying the post of an absent colleague, the date or circumstances in which
the TLR payment will come to an end

.....

TLR3 Payment Amount £.....

Reason for temporary award

.....

End Date of TLR3 Payment

Recruitment or Retention Incentives and Benefits (if any)

Type of award: Recruitment.....Retention.....

Annual Amount of Payment £.....

Other Benefit

End Date of award.....

Salary Safeguarding (if any)

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

Total inclusive annual salary £.....

Information on the safeguarding rules may be found at [Teachers Pay](#)

The school's staffing structure and pay policy may be inspected at

.....

Signed on behalf of the Governing Body.....

Name.....Date.....

Appendix 5: 4

Annual Salary Statement – Unqualified Teacher

Name.....

School.....

Effective Date.....

Salary Point as at 31/08/XX UQT.....

Number of Performance Points Awarded from 01/09/XX (if any) UQT.....

New Salary Point from 01/09/XX UQT.....

Annual Salary value on range from 01/09/XX £.....

UQT Allowances (if any)

Amount £.....

Nature of the significant responsibility, experience or skills for which UQT Allowance was awarded (complete, or attach a copy of the Job Description)

.....

Salary Safeguarding (if any)

Type of Safeguarding.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

Total inclusive annual salary £.....

Information on the safeguarding rules may be found at [Teachers Pay](#)

.....

Signed on behalf of the Governing Body.....

Name.....Date.....

Appendix 5: 5

Annual Salary Statement – Support Staff Post

Name.....

School.....

Post.....

Effective Date.....

Pay Band as at 31/03/XX.....Pay Point as at 31/03/XX.....

Number of Performance Points Awarded from 01/04/20 (if any).....

Has a performance point been removed? Yes/No.....

New Salary Point from 01/04/XX.....

Annual Salary value on scale from 01/04/XX £.....

Merit/Incentive Payments (if any)

Amount £.....

Nature of and reason for the merit/Incentive payment with end date if applicable

.....

.....

Salary Safeguarding (if any)

Reason for Safeguarding.....

.....

Annual Safeguarded sum £.....

Date Safeguarding introduced.....

Latest date Safeguarding will end.....

Retention Payment (if any)

Amount £.....

Reason for Retention Payment.....

.....

Review/End Date.....

Total inclusive annual salary £.....

Information on support staff pay may be found in the NYCC pay policy and guidance for support staff.

.....

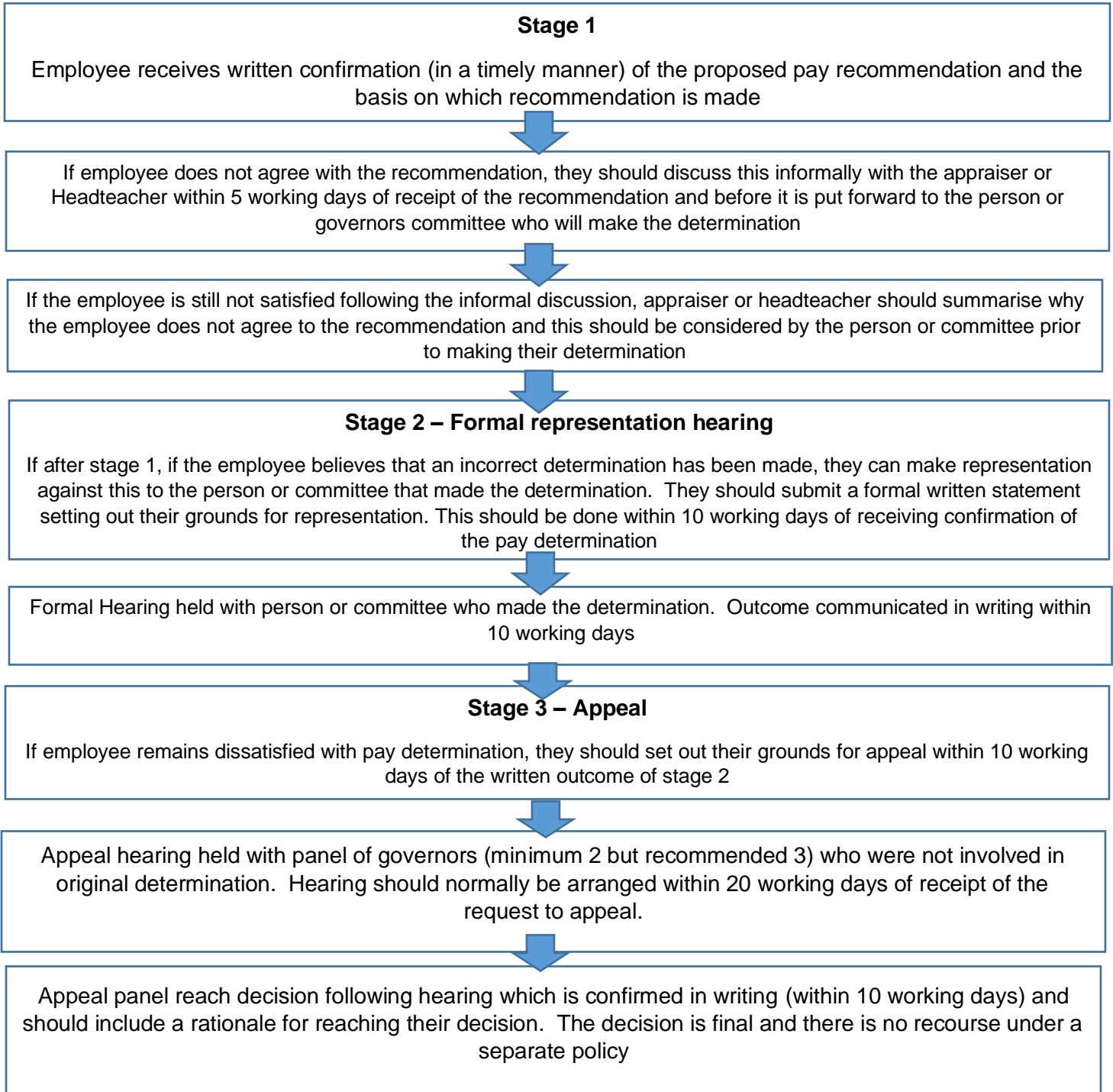
Signed on behalf of the Governing Body.....

Name.....

Date.....

APPENDIX 6 Pay Hearing and Appeal Flowchart (Teaching staff)

In line with your scheme of delegation you need to be clear from the outset of the appraisal process, who will make the recommendation and who will make the determination as this cannot be the same person.



Additional Reading

Useful discussion document to support the Boards to make informed decisions around setting pay

DfE Implementing your schools approach to pay -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/786098/Implementing_your_school_s_approach_to_pay.pdf

School Teachers' Pay and Conditions Document ('the STPCD')

<https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

How to calculate an ISR

<https://schoolleaders.thekeysupport.com/staff/pay-and-progression/leadership-pay/leadership-pay-determining-reviewing-pay-ranges/>

Setting Pay for executive Head/Principles and Chief Executive Officers (ASCL)

<https://www.ascl.org.uk/download.AB9B8856-1A62-4BEC-B018E3D527A7DE96.html>

Governance Handbook

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/788234/governance_handbook_2019.pdf