

POLICY AMENDMENT / REVIEW TEMPLATE

Policy being Reviewed: Whole Trust Pay Policy

Date of Review: Nov 22

Name of School: Trust wide

Name of Committee: Trust

Name of person reviewing the policy: S Connor, Finance Director

Comments / Proposed Amendments: in brown on policy

Salary Updates:
 Teachers paycales have been updated wef 1/9/22.
 NHS Agenda for Change Payscale wef 1/4/22
 Support staff paycales have been updated wef 1/4/22.

12.7 Visa Sponsorship

Where the Trust has sponsored and supported an employee in obtaining a work visa for a fixed period of time, the employee will be required to repay the cost of the visa and application in the event their employment is terminated with the Trust.

- Less than one years' service 100% of the cost will be reimbursed to the Trust.
- One to two years 75% of the cost will be reimbursed to the Trust.
- Two to three years' service 50% of the cost will be reimbursed to the Trust.

12.8 Recruitment Incentives – Referral Reward

The Trust is continually looking to recruit high caliber individuals to address expansion, and vacant positions which arise due to internal promotions and natural staff turnover. The Trust is committed to recruiting high caliber individuals to work with existing teams. The Trust would like to promote the involvement of staff in developing these teams by offering a £250 incentive to recommend a suitable candidate for an advertised post. In the event the candidate is successful, and is in post for 3 months, the referral award will be paid.

10.1.4d Team Teach Training

Where a member of support staff, or an unqualified teacher, is a qualified Team Teach instructor, 2 days (13.5 hours) will be paid for delivering initial training and 1 day (6.5 hours) will be paid for delivering update training to staff across Trust schools. Up to 3 hours preparation time can also be claimed for each course delivered. This will be paid at either their hourly rate or as a Higher Level Teaching Assistant rate (Scale 6 NJC18), whichever is higher. This must be claimed using timesheets and approved by the Head Teacher.

An annual allowance of £102 will also be paid to support staff who are qualified Team Teach instructors for promoting and supporting others with Team Teach best practice.

Teachers are not eligible for this allowance as the duties fall within their teaching role as defined under Teacher standards. Teachers will be paid overtime if the courses are run outside their directed time. A maximum of 3 hours preparation may be awarded for a course regardless of the length.

TA or HLTA acting as Teacher Cover

Flat Rate £25 per Half Day

HLTA's will be paid this for adhoc Teacher cover in the event of unplanned absence due to sickness or leave of absence

Policy Revision Template Guidance Notes:

Policy elements

Policies will be reviewed and evaluated for any of the following reasons:

- **A scheduled periodical review** - Periodical revision of policies are important in order to anticipate problems and solve them before they arise. The time between each of the reviews will be defined by the responsible employee.
- **A suggestion from a competent source** - A competent source may be defined as any party that is closely related with the company or has authority to suggest modifications to its policies
- **An identified problem or issue.** In cases when an issue arises as a part of normal business, a policy or a part of it may be indicated as the source of the issue. In this case, we are committed to revise and correct the policy in order to avoid any of these issues appearing in the future.
- **A change in legislation**

What is the policy revision process?

Revisions may involve important or minor changes. Important changes include but are not limited to, those that:

- Alter established procedures, processes or other daily operations
- Modify the scope or objectives of the policy
- Relate to changes in legislation
- Correct a serious inconsistency
- Rewrite the entire policy

Minor changes include but are not limited to, those that:

- Clarify statements or terms
- Add a small part to the initial policy
- Correct mistakes
- Introduce a new complementary procedure or rule

Whether a change is important or minor will be at the discretion of the employee responsible for revisions. This employee may be a Policy coordinator, an HR manager or other pertinent staff. For Trust wide policies all reviews will be conducted by the relevant Trust committee. They will assess every policy by its effectiveness, completeness, consistency, clarity and legality. The revisions will be put in draft form and will have to be approved by the Trust Board following consultation with the Local Governing Body. Draft policies will be forwarded to the Chair of the Local Governing Body and it is their responsibility to distribute the policy to the appropriate sub-committee for comment. A minimum of 2 weeks will be allowed for comments to be returned.

Procedures

Procedure for revising a policy periodically or making an important change is as follows:

1. A date of the review will be set by the responsible employee (e.g. Finance Director)
2. The responsible employee will submit comments or suggestions to the Chair of the Local Governing Body prior the date of review. The policy may be put in draft form.
3. The Chair of the Local Governing Body is responsible for distributing the policy to the appropriate sub-committee for comment.
4. Following review all comments will be submitted on the Policy Review Template to the responsible employee.
5. The responsible employee will review and collate the comments submitted. The comments will be reviewed and considered by the Trust committee approving the policy and decide on the revisions. If applicable a consultant, legal official or a lawyer may be contacted to review the new draft. If no comments are received by the specified deadline it will be assumed that the school has approved any revisions / the draft policy.
6. The final form of a revised policy will be submitted for approval to the Trust Board.
7. The revision of the policy will be announced to employees and stakeholders through a newsletter or notification.
8. A new revision date will be set.
9. The revised policy will be published on the Trust website.

The procedure for making a minor change is as follows:

1. The responsible employee will decide if the change should be incorporated
2. They will prepare a draft including the minor change
3. The draft will be submitted for approval to the appropriate Trust sub-committee.
4. The date for revision of the policy will be adjusted

The Auriga Academy Trust

WHOLE TRUST PAY POLICY

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Appendix 2: Leadership Teacher Posts Group Size & Pay Range

Appendix 3: Support Staff NJC Pay Ranges

Appendix 4: Support Staff (therapists) NHS Pay Ranges

Appendix 5: Overtime Rates

Appendix 6: Auriga Academy Trust Backed Cycle Scheme

Appendix 7: Request for Course Approval for Tuition Reimbursement

1. Scope

This policy applies to all staff employed by the Trust.

1.1 Teachers

This policy covers pay arrangements for teachers who are being paid on the unqualified, main and upper pay ranges and the pay range for leading practitioners.

This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and recognised trade unions.

This document sets out how the School determines the salary of its teachers on the specified pay ranges and should be read in conjunction with the School Teachers' Pay and Conditions Document (STPCD) and the schools' framework of expectations against the Teachers Standards which is part of the Performance Appraisal Policy for Teachers.

The STPCD requires schools to have a pay policy which sets out the basis on which they determine teachers' annual pay review; and the procedures for determining appeals. Schools must stay within the legal framework set out in the Document and in other relevant legislation that affects all employers (for example, legislation on equality, employment protection and data protection).

This policy has been prepared taking into consideration the 2021 STPCD (referred to as 'the 2021 Document' for the purposes of this policy (DfE-00157-2020)).

1.2 Support Staff

The Trustees and each school's Governing Board (referred to as the Governing Board) recognise that the pay and conditions of employment for support staff will come from a number of sources; the National Joint Council for Local Government Services (National Agreement on Pay & Conditions of Service), local agreements and conditions of service agreed/negotiated by the Local Authority, including a framework for grading posts through a job evaluation process, and also terms and conditions of employment set by the Governing Board itself.

2. Equalities and Performance Related Pay

The Trustees and Governing Board will ensure that all processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence or maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis. The Trustees and Governing Board will monitor the equalities implications, outcomes and impact of decisions taken in the operation of this policy on an annual basis to assess its effect and the school's continued compliance with equalities legislation.

The Trustees and Governing Board will review this policy each year in accordance with equalities and other relevant legislation and regulation and will consult with staff and relevant unions before adopting and implementing any changes to the policy.

3. Principles and Aims

The policy aims to enable pay decisions to be made in compliance with the following employment legislation as amended: the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The Trust and Governing Board is committed to the operation of an appraisal process for teachers and support staff, with the objective of supporting the maximum professional development of all staff and progress of pupils. The governing Board will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs. The Trust and Governing Board agrees to pass on national pay awards as appropriate.

In the absence of this policy addressing a particular circumstance or situation the school's Governing Board will make a determination on any action to be taken through reference to the Document. The Governing Board will minute any action taken and inform the Trust's Finance Director in order to maintain consistency of practice across the Trust, with the policy being updated where deemed appropriate.

The policy aims to be consistent with the principles of public life – objectivity, openness and accountability.

In adopting this pay policy the aim is to:

- Maximise the quality of teaching and learning at the school
- Support the recruitment and retention of a high-quality staff workforce
- Recognise and reward staff appropriately for their contribution to the school
- Help to ensure that decisions on pay are managed in a fair, just and transparent way

As per the Scheme of Delegation, pay decisions at each school are made by the Personnel & Safeguarding Committee and approved by the Governing Board.

4. Determining Teachers' Pay

4.1 Pay Reviews

The Governing Board will ensure that each teacher's salary is reviewed annually, with effect from 1st September and no later than 31st October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

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

4.2 Basic Pay Determination on Appointment

The Governing Board will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Governing 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 context
- in exceptional circumstances the Governing Board have the discretion to award outside the advertised scale following interview
- awarding a recruitment incentive benefit to secure an appointment

4.3 Pay Progression based on Performance

There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school.

In the Trust all teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future

development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in the Trust's **Performance Appraisal Policy for Teachers and Leadership**.

Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain. In the case of Early Career Teachers (ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Governing Board, having regard to the appraisal report and taking into account advice from the Senior Leadership Team. The Governing Board will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

All Teacher pay recommendation will be reviewed at Trust level by the Trust Finance & Resources Committee to ensure consistency of practice across the Trust.

4.4 Assessment against Performance

To be fair and transparent, assessments of performance will be properly rooted in evidence. Within the Trust we will ensure fairness through consistent assessment which is quality controlled through a system of moderation and recourse to appeal.

The evidence we will use will include:

- Pupil progress and attainment
- Appraisal against the Teacher Standards
- Achievement of objectives

Moderated teachers' appraisal reports will contain a recommendation on pay progression for the teacher appraised.

5. Teachers Pay

5.1 Main Pay Range

5.1.1 Main Pay Range Banding

As outlined in Appendix 1 the Trust has 3 bands of practitioner to aid development, progression and appraisal:

- Band A – New Teacher M1 / M2
- Band B – Developing Teacher M3 / M4
- Band C – Established Teacher M5 / M6

All teachers within the Trust are expected to progress to the level of Established Practitioner as set out in the schools' expectations against the Teacher Standards. The schools' framework of expectations against the Teachers Standards for each level of practitioner is part of the **Performance Appraisal Policy for Teachers and Leadership** and should be read in conjunction with this document.

5.1.2 Main Pay Range Progression

Progression through the pay points and bands will be as follows:

Main Pay Range Point 1 (ECT) to Main Pay Range Point 2

On successful completion of their Induction Year ECT's will move to Main Pay Range Point 2 within Band A.

Main Pay Range Point 2 (Band A) to Main Pay Range Point 3 (Band B)

To move to Main Pay Range Point 3 in Band B a teacher will have been assessed as a competent practitioner with evidence of some outstanding practice against the Teachers Standards expectations of a New Teacher. They will have achieved their pupil progress and attainment targets in the context of any mitigating circumstances and will have completed their objectives as set at the beginning of the year.

Main Pay Range Point 3 to Main Pay Range Point 4 within Band B

To move to Main Pay Range Point 4 from Point 3 in Band B a teacher will have been assessed as a competent practitioner against the Teachers Standards expectations of a Developing Teacher. They will have achieved their pupil progress and attainment targets in the context of any mitigating circumstances and will have completed their objectives as set at the beginning of the year.

Main Pay Range Point 4 (Band B) to Main Pay Range Point 5 (Band C)

To move to Main Pay Range Point 5 (Band C) from Point 4 in Band B a teacher will be assessed as a good practitioner with evidence of some outstanding practice against the Teachers Standards expectations of a Developing Teacher. They will have achieved their pupil progress and attainment targets in the context of any mitigating circumstances and will have completed their objectives as set at the beginning of the year.

Main Pay Range Point 5 to Main Pay Range Point 6 within Band C

To move to Main Pay Range Point 6 from Point 5 in Band C a teacher will have been assessed as a competent practitioner against the Teachers Standards expectations of an Established Teacher. They will have achieved their pupil progress and attainment targets in the context of any mitigating circumstances and will have completed their objectives as set at the beginning of the year.

Where the schools' expectations against the Teacher Standards for a particular level of practitioner have caused such concern that one or more of the Teachers Standards are not met and require improvement through specific support, pay progression will be withheld. Any such concerns will be highlighted through performance management reviews throughout the year and support put in place. Withholding pay progression will not necessarily mean that a teacher will move into capability proceedings.

5.2 Upper Pay Range

Qualified teachers who have been assessed by this school as meeting the standards for payment on the Upper Pay Range will be paid in accordance with the school's upper pay range as outlined in Appendix 1.

5.2.1 Applications to apply to be paid on the Upper Pay Range

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

Applications may be made during the summer term of the academic year and must be received by the last Monday of the summer term. Assessment against the Upper Pay Range criteria and Teacher Standards expectations will be made during September of the new academic year and applicants will be advised of the outcome of their application before the end of September.

To support in the assessment of the application and to ensure all relevant evidence is captured Teachers should provide supporting information as set out in the form Appendix 1a.

The School will not be bound by any pay decision regarding the Upper Pay Range made by another school.

5.2.2 Criteria

An application from a qualified teacher will be successful where the Governing Board Assessment Panel is satisfied that:

- a) The teacher is **highly competent** in all elements of the relevant standards; and
- b) The teacher's achievements and contribution to the school are **substantial** and **sustained**

For the purposes of this pay policy:

- **'highly competent'** means

An experienced teaching practitioner whose lessons are observed as 100% good with the majority outstanding and who is able and willing to provide mentoring and coaching to other teachers; to support other teachers to achieve a high level of competence in all of the Teacher Standards; to engage in stretching professional development to support their practice and their role in supporting others.

- **'substantial'** means

To make a distinctive and significantly wide contribution to the work of the school and to the development and outcomes of the School Development Plan, not just raising standards of Teaching & Learning with their own groups of pupils. To be a role model for teaching and learning. To consistently demonstrate exemplary levels of professional conduct.

- **'sustained'** means

To demonstrate over a period of at least 2 years the ability to fulfil the expectations of the Teacher Standards at the Upper Pay Range and the ability to be highly competent at this level and make a substantial contribution to the school and its pupils as described above. They will have been expected to have shown that their teaching expertise has grown over the relevant period.

5.2.3 Assessment

- a. The application will be assessed by a panel reviewing the previous two full year appraisal reports, CPD records maintained by the applicant, an assessment against the criteria as described above and against the Teacher Standards expectations for the Upper Pay Range.
- b. Prior to the panel reviewing the application will be provisionally assessed by the applicant's current Headteacher who will 'recommend the application' or 'not recommend the application'.
- c. The Headteacher's recommendation will be moderated by another Headteacher within the Trust or, if none are available, by the Headteacher/Principal of another special school. (see Appendix 1b). The CEO will identify the moderating HT.
- d. The moderating Headteacher's opinion and comments will form part of the information considered by the Panel when assessing the application and it will be the Panel that takes the final decision.
- e. The Panel will constitute 2 governors and the Headteacher of the applicant's school.

A teacher demonstrating high levels of competence over 2 years as an Established Practitioner (paid at M6 in Band C) is deemed to have fulfilled the schools' criteria for sustained achievement.

If the applicant is successful in being assessed as suitable to be paid on the Upper Pay Range it will be effective from 1st September of that year.

Applicants will be notified of the outcome of their application within 1 week of their assessment by the panel.

Unsuccessful applicants will be provided with comprehensive feedback as to why they were not successful and the areas where further professional development are required.

Any appeal against a decision not to move the teacher to the upper pay range will be heard under the school's general appeals arrangements.

5.2.4 Upper Pay Range Progression

Any qualified teacher may apply to progress on the upper pay range and any such application will be assessed in line with this policy. Decisions regarding pay progression for teachers on the Upper Pay Range will be made with reference to the most recent appraisal report and teachers will be eligible to progress to the next point on the school's upper pay range where:

- they have been on their previous upper pay range point for 2 years.
- their appraisal outcome over the previous 2 years confirms that their performance has been assessed as highly competent as defined by the schools' expectations against the Teachers Standards for an Upper Pay Range teacher;
- they have achieved their pupil progress and attainment targets accounting for any relevant mitigation;
- they have achieved the objectives set for them at the beginning of each year

To progress from Upper Pay Range 2 to Upper Range Pay 3, significant whole school responsibility must have been clearly documented and demonstrated through the appraisal process.

Any points awarded on the upper pay range are permanent, while the teacher remains in the same post or takes up another post in this school and while they are able to fulfil the wider responsibilities of the role of an Upper Pay Range teacher.

5.3 Unqualified Teachers

An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.

5.3.1 Unqualified Teachers Scale

The school's pay range for an unqualified teacher is set out in Appendix 1.

5.3.2 Unqualified Teacher Progression

Decisions regarding pay progression will be made annually with reference to the most recent appraisal report. Decisions not to progress up the pay spine will be made in circumstances where concerns about standards of performance have been raised in writing as part of the performance management/appraisal process.

Any pay points awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at this school.

Unqualified teachers are not eligible for teaching and learning allowances. The Governing Board will not determine a salary for an unqualified teacher outside of the unqualified teacher pay spine.

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to a salary within the Main Pay Range which is the same or higher than the sum of salary paid on the Unqualified Teachers Pay Range.

5.3.3 Unqualified Teachers' Allowance

The Governing Board has the discretion to award an additional allowance to an unqualified teacher where it considers that, in the context of its staffing structure the teacher has taken on a sustained

additional responsibility which is focussed on teaching and learning and requires the exercise of a teachers' professional skills and judgement, or where the teacher holds qualifications or experience which bring added value to the role being undertaken.

5.4 Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Governing Board will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

Pay progression related to performance for the relevant levels of expectation at similar pay grades will apply taking account of their part-time status and responsibilities.

The salary of any pay allowances, except TLR3's for part time staff will be pro rata.

5.5 Short Notice/Supply Teachers

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

It is the School's responsibility to determine the pay point an individual teacher will be paid.

5.6 Leadership Teacher Posts

5.6.1 Chief Executive Officer (CEO)

The pay range for the CEO will be determined in accordance with criteria specified in the 2021 Document. Group size for Trust and CEO pay range is detailed in Appendix 2.

5.6.2 Executive Head / Headteacher

The pay range for the Headteacher will be determined in accordance with criteria specified in the 2021 Document. Group size for each school and Headteacher pay range is detailed in Appendix 2.

The Governing Board will determine a pay range (ISR) for the Headteacher taking into account the school's Headteacher Group size and the related pay range. The Governing Board will ensure that the Headteacher is paid within the minimum and the maximum of the school group size pay range.

The Headteacher must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress at the school, and will be subject to a review of performance against performance objectives before any incremental progression is awarded.

The Governing Board has discretion to consider movement by more than one reference point within the range in the following circumstances:

- The Head Teacher has made a significant contribution to the development of the school. Any significant contribution must be clearly quantifiable and evidence must be available to support it and the impact it has had to the school.

The Head Teacher has taken on additional responsibilities over and above those expected by the Governors and detailed in objectives. Additional responsibilities must be clearly identified and evidence must be provided to support the impact they have made to the school.

5.6.3 Determination of Discretionary Payments to Executive Headteachers / Headteachers

Pay ranges for headteachers should not normally exceed the maximum of the headteacher group.

However, a governing board can exceed the maximum if it determines that circumstances specific to the role warrant a higher than normal payment.

These circumstances might include:

- The context and challenge arising from pupil needs (e.g. a high level of deprivation in the community or high pupil mobility)
- A high degree of complexity and challenge which goes significantly beyond that expected of a headteacher of a similar-sized school
- Additional accountability not reflected when calculating the headteacher group (e.g. leading a teaching school alliance)

Where the Governing Board makes a determination to pay the Headteacher an additional payment, the total sum of this payment in any school year must not exceed 25% of the amount that corresponds to the Headteacher salary.

A governing Board can award a headteacher payments for temporary responsibilities or duties that are in addition to the post for which their salary has been determined.

These payments cannot be given for a reason or circumstance that was taken into account when the pay range was initially determined.

Any discretionary payment proposed by the Governing Board must be approved by the Trustees.

5.6.4 Headteacher Cover

The following applies where a senior leader has stepped up to cover the responsibilities of the Executive Headteacher or Headteacher for a fixed period of time.

As the senior leader has delegated responsibilities from the Executive Headteacher / Headteacher the pay range will be determined in accordance with the criteria specified in the 2021 Document. Group size will be determined based on the number of pupils the senior leader has delegated responsibility for. The senior leader will be paid at the minimum of the school group size pay range. Pay will be prorated for the number of days of responsibility undertaken. The Headteacher pay range is detailed in Appendix 2.

Depending on the period of cover, the senior leader must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress at the school, and will be subject to a review of performance against performance objectives before any incremental progression is awarded.

The pay range and any increment will be approved by the Trust Board.

5.6.5 Deputy, Head of Centre and Assistant Headteachers

The pay range for Deputy and Assistant Headteachers will be determined in accordance with criteria specified in the 2021 Document.

The Deputy or Assistant Headteacher's pay range must not exceed the maximum reference point of the Headteacher group for the school. As detailed in Appendix 2 the Trust continues to recognise the historic Leadership pay point ranges, however a Governing Board can award discretionary increments within the pay range if they deem a full pay increment is not appropriate. Appendix 2 outlines the pay ranges.

In determining the pay range for the Deputy or Assistant Headteacher, the Governing Board will ensure that the maximum of the Deputy or Assistant Headteacher's pay range must not exceed the minimum of the Headteacher group for the school. The pay range for a Deputy or Assistant Headteacher should only overlap the Headteacher's pay range in exceptional circumstances.

Deputy and Assistant Headteachers must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any incremental progression is awarded.

The Governing Board will consider movement by more than one point in the following circumstances:

- The Deputy / Assistant Head Teacher has made a significant contribution to the development of the school. Any significant contribution must be clearly quantifiable and evidence must be available to support it and the impact it has had to the school.
- The Deputy / Assistant Head Teacher has taken on additional responsibilities over and above those expected by the Governors and detailed in objectives. Additional responsibilities must be clearly identified and evidence must be provided to support the impact they have made to the school.

6. Discretionary Allowances and Payments

Allowances are payable to teachers only.

6.1 Teaching & Learning Responsibility Payments (TLRs)

6.1.1 TLR 1 & 2 Payments

The Governing Board can award a TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of its staff structure to ensure the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

The values of the TLRs to be awarded are set out in Appendix 1.

A teacher cannot be in receipt of a TLR1 and TLR2 at the same time.

The Governing Board will pay TLR 1 and 2 payments to teachers as indicated in the schools' staffing structure. The criteria for the award of TLR 1 and 2 payments are as follows:

Before awarding any TLR 1 or 2 payments the Governing Board must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a) is focused on teaching and learning;
- b) requires the exercise of a teacher's professional skills and judgement;
- c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1 payment, the Governing Board must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.

6.1.2 TLR 3 Payments

A TLR3 will be awarded to a classroom teacher undertaking a clearly time-limited school improvement project or one-off externally driven responsibilities.

The annual value of the TLR3 is set out in Appendix 1.

The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

A teacher cannot be in receipt of a TLR1 and TLR2 at the same time; however they can receive a TLR3 in addition to either TLR1 or TLR2.

Before making any TLR3 payment, the Governing Board must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

Where the Governing Board wishes to make TLR3 payments, the proposed responsibilities, level of payment and the duration of payment will be set out clearly.

The Governing Board will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need. TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

6.2 Special educational needs (SEND) allowances

The annual value of a SEND Allowance is set out in Appendix 1.

SEND allowances can be held at the same time as TLRs.

The Trust recognises 3 levels of SEND allowance (SEND1 / SEND1A / SEND2) and it is at the discretion of each school and Governing Board to determine which level of SEND allowance a member of staff should be awarded. In general, all teachers will be awarded the lower level of SEN allowance on appointment (SEND1). However, in deciding the level of this allowance on appointment the Governing Board will take into account the following:

- 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.

Following two years of working solely with young people with SEN the allowance will rise to the mid-rate, SEND1A, based on a satisfactory performance appraisal over the previous two years.

Following further satisfactory performance appraisal over the next two years the SEN allowance will rise to SEND2.

In recognition that in many instances Unqualified Teachers are performing the same role as Teachers, and teaching pupils with special education needs, a SEN allowance may be awarded where the individual is:

- teaching routinely and the teaching responsibility is built into the school timetable.
- acts as a cover supervisor and takes full class responsibility.
- planning and delivering accredited courses.

6.3 Acting allowances

Subject to the provisions set out in the 2021 Document, where any teacher is required to act as head teacher, deputy head teacher or assistant head teacher for a period in excess of four weeks, they will receive an additional allowance in order that the total pay received is within the pay range of the substantive post holder.

Payments will be backdated to the day on which the teacher assumed those duties. No pressure, direct or indirect, will be placed on teachers to act up where such acting up is voluntary on their part.

6.4 Recruitment and retention incentives and benefits and Honorariums

Where the Governing Board wishes to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly before awarding such payments and these payments will be reviewed annually at Governing Board and Trust level. Trust approval must be obtained before awarding any such payment.

There is no scope within the 2021 Statutory Teacher's Pay & Conditions Document for honorarium payments. The Governing Board will not pay any honoraria to any member of the teaching staff to carry out their professional duties as a teacher.

6.5 2021/22 Teacher's and Senior Leaders Indexation Allowance

The 2010 Teachers' Pension Scheme Regulations, establish that the calculation method for the 'best consecutive three years in ten' average salary only applies indexation to a salary year if the salary rate changes from the previous year. Where the salary does not change, this leads to non-indexation of that salary, which is used to calculate a teacher's pension and consequently a pension loss for teachers and school leaders. In September 21 there was no indexation as teachers did not receive an inflationary increase. To address any detrimental effect to teachers and school leaders' pensions in the future, the following allowances will be paid in March 21 in accordance with the STPCD:

Teachers - £1 recruitment and retention allowance.

Assistant Headteachers and Deputy Headteachers (STPCD Section 26 (26.1 (a)) - £1 Trust joint CPD allowance, for Trust training conducted outside normal working hours.

Headteacher (STPCD Section 10.1) – a one-off £1 allowance for the temporary duties associated with COVID testing, training and monitoring responsibilities.

7. Pay increases arising from changes to the Document

All teachers will be paid in accordance with the statutory provisions of the Document as updated from time to time.

8. Safeguarding

The Governing Board will operate salary safeguarding arrangements in line with the provisions of the 2021 Statutory Teacher's Pay & Conditions Document.

9. Appeals against Pay Progression decisions

The Governing Board is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

The process set out below is consistent with dispute resolution provisions of employment law and has been adopted by each school as the means by which appeals against pay decisions are considered.

9.1 Appeals Procedure

It is the intention that the Appeals Procedure will be dealt with promptly, thoroughly and impartially.

Where staff consider that a pay decision is incorrect or unjust, they may appeal against that decision, especially when there is new evidence to consider. The appeal should be in writing to either the head teacher or the Governing Board; their appeal should include sufficient details of its basis. Appeals should be heard without unreasonable delay and at an agreed date, time and place.

Employees have a statutory right to be accompanied at any stage of an appeal hearing by a companion who may be either a work colleague or a trade union representative.

9.2 Informal Stage

As part of the pay determination process, the line manager (“the recommendation provider”) will make a recommendation to the “the decision maker” (the person/s or committee responsible for approving the pay recommendation) supported by relevant assessment evidence. On determining a teacher’s pay, “the decision maker” will write to the teacher advising them of the pay decision, the reasons for it and will, at the same time, confirm their right to appeal the decision to “the decision maker”.

If the teacher wishes to appeal the decision, they must do so in writing to “the decision maker”, normally with 10 school working days or within a mutually agreed alternative timescale. The appeal must include a statement, in sufficient detail, of the grounds of the appeal. In the event that an initial appeal is raised, “the decision maker” must then arrange to meet the teacher to discuss the appeal. “The recommendation provider” should also be invited to the meeting to clarify the basis for the original recommendation.

“The decision maker” will reconsider the decision and write to the teacher to notify them of the outcome of the review and of the teacher’s right of appeal to the Governing Board. If the teacher wishes to exercise their right of appeal, they must write to the Clerk of the Governing Board at the earliest opportunity and normally within 10 school working days, including a statement of the grounds of the appeal and sufficient details of the facts on which they will rely. This will invoke the Formal Stage of the Appeal Procedure.

9.3 Formal Stage

On receipt of the written appeal, the Clerk to the Governing Board will establish an Appeal Committee that should consist of three governors and the Trust HR Administrator, none of whom are employees in the school or have been previously involved in the relevant pay determination process and convene a meeting of the Appeal Committee at the earliest opportunity and no later than 20 school working days of the date on which the written appeal was received. “The decision maker” will be required to attend the meeting.

The Chair of the Appeal Committee will invite the employee to set out their case. “The decision maker” will also be asked to take the committee through the procedures that were observed in their part of the pay policy determination process.

Following the conclusion of representations by all relevant parties, the Appeal Committee will then consider all the evidence in private and reach a decision. The Appeal Committee will write to the teacher notifying them of their decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the Appeal Committee is final.

9.4 Appeals Procedure for teachers leaving the school

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

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

- 1) The teacher must have set out details of their appeal in writing;
- 2) The teacher must have sent a copy of their appeal to the Chair of the Governing Board;
- 3) The Chair of the Governing Board will consult with relevant school personnel and provide the teacher with an appropriate written response on behalf of the school.

10. Determining Pay for Support Staff

The Governing Board, in conjunction with the Headteacher, will undertake an annual review of the pay and duties performed by support staff. If as a result of any review it is necessary to consider a change in the duties of any member of the support staff, consultation will take place with the member/s of staff concerned and Union representatives to ensure appropriate changes are made to job descriptions.

The policy aims to enable pay decisions to be made in compliance with the following employment legislation as amended: the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

The policy aims to be consistent with the principles of public life – objectivity, openness and accountability.

10.1 Pay Rates and Allowance – Support Staff

Support staff are defined as all staff who are not a member of senior leadership or a teacher. The Trust recognises that all support staff are integral to meeting the needs of the pupils and to the continued operations of the school and Trust.

On formation of the Trust it was agreed that the Trust would continue to recognise and match the Local Authority pay grade structure for all school support staff.

To be consistent with the treatment of local authority school support staff, the Trust will recognise and match NHS pay scales for therapists.

10.1.1 Increments

Teaching Assistants, School Meals Supervisory Assistants (SMSAs) and Administration Staff

A performance linked incremental scheme does not apply to the majority of support staff and staff are employed on scales that permit annual incremental progression. Increments are payable only within the grade range applicable to the post concerned (please see Appendix 3) unless otherwise stated in the employee's contract of employment or an authorised contractual variation.

Where an individual is consistently performing above the level of their peers, a performance linked increment (as detailed in Appendix 3 of this policy) can be requested by an employee's manager. A performance linked increment can only be requested following an individual's annual appraisal (please see the AAT Performance Policy for Support Staff). Any request must be forwarded to the Head Teacher for approval with the supporting evidence detailed in Appendix 3 of the AAT Performance Policy for Support Staff.

Increments will be reviewed annually on 1 April each year. An employee will only be entitled to an increment on 1 April if they have been employed for 6 months. If they have not been employed for 6 months they will be entitled to an increment review on 1 September.

An increment may be withheld following an adverse performance appraisal report on an employee as documented in one to one supervision meetings or at an appraisal.

Probationers will be judged on the progress they have made during their probationary period. The school may decide to pay a previously withheld increment if the employee's performance is deemed to have reached the required level within the following 12 month period with effect from a date determined by the school.

Increments may be accelerated at the discretion of the school on the grounds of special merit or ability as documented in one to one supervision meetings or at an appraisal subject to the maximum of the scale not being exceeded.

On appointment or promotion employees will normally be appointed to the minimum point of the grade.

An employee who for any reason other than the annual leave of an employee is required to undertake the full duties of a higher graded employee for a continuous period is entitled to receive a higher salary in accordance with the LA conditions of service or in accordance with locally agreed arrangements.

An employee may seek a review, through the school's Grievance Procedure, of any determination in relation to their pay or any other decision taken that affects their pay.

Higher Learning Teaching Assistants / Lead Teaching Assistants (OT) / Swim Instructor

In recognition of the additional responsibility HLTAs are expected to undertake, annual progression is linked to performance. Decisions regarding pay progression will be made with reference to the HLTA's appraisal report and the pay recommendations they contain. Increments are payable only within the grade range applicable to the post concerned unless otherwise stated in the employee's contract of employment or an authorised contractual variation.

Increments will be reviewed annually on 1 September each year. An employee will only be entitled to an increment on 1 September if they have been employed for 6 months. If they have not been employed for 6 months they will be entitled to an increment review on 1 April.

Where an individual is consistently performing above the level of their peers, a performance linked increment (as detailed in Appendix 3 of this policy) can be requested by an employee's manager. A performance linked increment can only be requested following an individual's annual appraisal (please see the AAT Performance Policy for Support Staff). Any request must be forwarded to the Head Teacher for approval with the supporting evidence detailed in Appendix 3 of the AAT Performance Policy for Support Staff.

The annual inflationary increase for support staff will be applied from 1 April.

Apprentices

Apprentices are employed for a fixed term contract based on the length of their course. It is anticipated that this would be for 1 year. No annual grade increment applies. It is at the discretion of each school as to whether to offer a permanent position to an apprentice. Employment would be subject to:

- A position being available.
- Undertaking the full interview process.
- Successfully completing the apprenticeship programme.
- Satisfactory performance and attendance.

Employment would be offered as a Teaching Assistant at the starting NJC banding for the relevant school.

Therapy Staff

Therapists employed by the Trust are paid at the relevant NHS payscale. Appendix 3 shows the values of the NHS Terms and Conditions of Service (Agenda for Change) pay points from 1 April 2019. Following the 2018 changes to the NHS Terms and Conditions of Service, spine points are no longer used. Appendix 4 corresponds to the new pay structure value.

In determining which NHS Band an individual should be employed at, reference will be made to their previous employment and the NHS banding descriptors.

In recognition of the additional responsibility therapists are expected to undertake, annual progression is linked to performance. Decisions regarding pay progression will be made with reference to the Therapist's appraisal report and the pay recommendations they contain.

Increments will be reviewed annually on 1 September each year. An employee will only be entitled to an increment on 1 September if they have been employed for 6 months. If they have not been employed for 6 months they will be entitled to an increment review on 1 April.

As therapy staff are being employed as support staff, on being employed by the Trust, they will automatically be enrolled into the local government pension scheme.

Premises Staff

In consultation with the school, each Governing Board will determine the relevant NJC pay range appropriate for the responsibilities undertaken. Job descriptions will be reviewed and graded independently by the school's HR consultant in order to benchmark any recommendation. Increments will be reviewed annually on 1 April each year. An employee will only be entitled to an increment on 1 April if they have been employed for 6 months. If they have not been employed for 6 months they will be entitled to an increment review on 1 September.

10.1.2 Overtime Payments

Overtime payment will be paid in accordance with locally agreed terms and conditions. Please see Appendix 4.

10.1.3 Honorariums and Bonuses for unqualified Teaching and Support Staff

An **honorarium payment** to support staff (including administration staff) and unqualified teaching staff (including cover supervisors) based on the employee undertaking a specific project outside of their job profile may be made. The Headteacher must be able to objectively justify any honorarium decision and it must be ratified by the Governing Board. Honorariums will be paid at the end of the academic year in recognition of the additional work undertaken. The amount of the honorarium is at the discretion of the school but it should not exceed £250. In exceptional circumstances, for instance where an individual has taken on additional responsibilities over a prolonged period of time (for example when covering a vacancy whilst continuing with their own duties), a higher amount may be proposed by the Head Teacher and Local Governing Board with additional sign off required from the Trust Finance Director and CEO. A clear rationale for the basis of pay must be presented and be applied consistently across the school.

Where a member of support staff has reached the top of their pay range for at least 12 months a **bonus payment** may be granted in recognition of

- successfully meeting their objectives; and
- demonstrating commitment over and above normal operating performance

following the individual's annual appraisal (please see the AAT Performance Policy for Support Staff).

Any bonus request must be

- forwarded to the Head Teacher for approval with the supporting evidence detailed in Appendix 3 of the AAT Performance Policy for Support Staff, and
- agreed by the Local Governing Board Pay & Personnel Committee. This decision is final and not subject to appeal.

Bonus payments, to approved eligible staff, will be made annually in September or April (depending on the date of appraisal), have a fixed value of £250 (pro-rata for part time staff).

10.1.4 Allowances

10.1.4a First Aid Allowance: The Health and Safety (First Aid) Regulations 1981 require employers to provide adequate numbers of first aiders, facilities and equipment to enable first aid to be given to employees who are injured or who fall ill at work. These regulations apply to schools in the same way as all other workplaces. Their requirements deal only with employees and do not specifically cover non-employees such as, pupils and other visitors to the school premises. Nevertheless, under the provisions of the Health and Safety at Work Act 1974, employers have a duty to ensure, so far as is reasonably practicable, the health and safety of non-employees. Specific legal requirements do, however, apply to first aid provision for very young children. These are set out in the DfE document Statutory framework for the early years foundation stage (September 2014).

Being a first aider is a voluntary matter unless it is in an employee's contract of employment. A First Aid Allowance of £102 (matched to Local Authority rates) is paid to all staff who have undertaken the AfC 3 day First Aid at Work training or the 2 day Paediatric First Aid (or recognised equivalents).

10.1.4b Lunch Duty Allowance

Where a Clarendon Teacher covers a half hour lunch duty an allowance may be claimed.

10.1.4c Covering a Lesson

Where a Teaching Assistant is requested to cover a lesson on behalf of a Teacher, the Teaching Assistant will be rewarded an additional payment at the discretion of the school.

10.1.4d Team Teach Training

Where a member of support staff, **or an unqualified teacher**, is a qualified Team Teach instructor, 2 days (13.5 hours) will be paid for delivering initial training and 1 day (6.5 hours) will be paid for delivering update training to staff across Trust schools. Up to 3 hours preparation time can also be claimed for each course delivered. This will be paid **at either their hourly rate or as a Higher Level Teaching Assistant rate (Scale 6 NJC18), whichever is higher**. This must be claimed using timesheets and approved by the Head Teacher.

An annual allowance of £102 will also be paid to support staff who are qualified Team Teach instructors for promoting and supporting others with Team Teach best practice.

Teachers are not eligible for this allowance as the duties fall within their teaching role as defined under Teacher standards. **Teachers will be paid overtime if the courses are run outside their directed time. A maximum of 3 hours preparation may be awarded for a course regardless of the length.**

10.1.5 Part and Term Time Employees

Part and Term Time Employees should be paid within the salary scale for the post and paid proportionately with regard to the hours actually worked and additionally, in respect of term-time only staff, the number of weeks worked. Overtime rates where applicable would only be paid in respect of those hours worked over and above 36 hours in any week.

10.2 Job Evaluations

Employees are entitled to be paid the rate for the role provided that they are fulfilling the full duties and responsibilities of the grade. All non-teaching posts should have up to date job descriptions and person specifications and have been evaluated under a recognised job evaluation scheme. Where an employee disputes the evaluated grade of the post they would need to progress this through the schools' Grievance Procedure.

11 Over / Under Payments

Should an overpayment occur, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule.

Where an employee is due to leave employment the balance owing may be deducted from their final salary. In the case of former employees, recovery of overpayments will be pursued.

In the case of underpayments, the Governing Board will apply appropriate refunds as soon as possible.

Employees are expected to draw to the attention of the Headteacher any overpayment or underpayment as soon as possible. The Trust and / or school will draw to the attention of an employee any overpayment or underpayment as soon as possible.

12 Benefits

12.1 Employee Assistance Programmes

Each school within the Trust is a member of an Employee Assistance programme. This service is free to all employees. Details of how to access this can be found in the school's Staff Handbook or can be obtained from Trust HR (hr@aurigaacademytrust.org.uk).

12.2 Business Mileage

Business mileage is paid for authorised school business travel and is based on HMRC approved mileage rates, provided that the vehicle is taxed and insured for business use. In order to claim business mileage please use the appropriate expense claim form.

12.3 Kew Gardens Membership

The Trust is a Corporate Member of Kew Gardens. Entry to Kew Gardens and Wakehurst Place is free to all Trust employees. In order to access this benefit please contact the Trust Administrator.

12.4 Eye Care Scheme (Corporate eye care at Vision Express)

Under the Health and Safety (Display Screen Equipment) Regulations 1992:
<http://www.hse.gov.uk/pubns/indg36.pdf>

Each employee is entitled to:

- A full eye test including Digital Retinal Photography
- A discount of £45 (provided by Vision Express) on a complete pair of glasses of any prescription

To request a voucher please email hr@aurigaacademytrust.org.uk. Trust HR will apply for the voucher on your behalf and email it to you. Vouchers can then be printed off for use. The vouchers will require an authorising signature and all vouchers are valid for 90 calendar days from the date of download.

12.5 Cycle Scheme

The Auriga Academy Trust is keen to support all employees purchasing bicycles or bike accessories. Each school within the Trust is registered with The Cycle Scheme <https://www.cyclescheme.co.uk>. Cyclescheme is an employee benefit that can save employees 25-39% on a bike and accessories through monthly tax efficient deductions. The school will pay for a bike and / or accessories up front, up to a value of 80% of an employee's monthly salary (inc VAT), which is then repaid by the employee through the payroll by 12 monthly tax efficient salary deductions. **Appendix 6** gives further details.

12.6 Tuition Reimbursement

The Trust is committed to investing in the development of its staff. The Trust and each school has a training and development budget. The focus of each budget is to train staff in order to meet the needs of pupils. However, the Trust and school will consider reimbursing, or contributing towards, professional education tuition fees which will enhance the role of the individual within the organisation or meet a strategic objective which is beneficial to the school or Trust as a whole. For example, a school may contribute towards a teachers Post Graduate Study at Masters Level or for further professional education relevant to a teaching or support staff position. The school will consider paying for the whole, or part of, the tuition fee element of the cost of the course. Staff are responsible for paying registration and application fees and for books and resources.

The amount available, if any, to be reimbursed to any applicant, is subject to the available budgeted funds. The number of applications will also be taken into consideration. The decision to make an award, and the amount awarded, in respect of any application is entirely at the discretion of the Head Teacher and the Personnel Committee. The decision of the Personnel Committee shall be final. Central Trust staff should apply to the CEO with the application being approved by the Trust Personnel Committee.

To receive reimbursement, the member of staff must submit a **Request for Course Approval for Tuition Reimbursement Form** (Appendix 7) to their Headteacher, with proof of payment of any course fees, or evidence of the course fee if not yet paid. The application form includes a signed statement acknowledging that the applicant has read the Tuition Reimbursement section of the Whole Trust Pay Policy and understands the circumstances under which they will be required to repay any monies received. The applicant will be informed of any reimbursement after the termly Personnel Committee

meeting. Reimbursement will be paid following proof that the applicant has paid the course fee. Alternatively the school can arrange to pay the fees directly to the provider if appropriate.

Employees will be required to repay the school tuition reimbursement received in the following circumstances:

- **Employees with less than three years of continuous service** receiving tuition reimbursement shall be required to remain an employee of the Trust for two complete school years following the year in which tuition reimbursement is received. Employees with less than three years of continuous service who leave their employment with the Trust within one year shall return 100% of all reimbursement monies paid by the school / Trust in the previous complete school year. Employees with less than three years of continuous service who leave their employment within two years shall return 75% of all reimbursement monies paid by the school / Trust in the previous two complete school years.
- **Employees with three or more years of continuous service** shall be required to remain an employee of the school for one complete school year following the year in which tuition reimbursement is received. Employees with more than three years of continuous service who leave their employment with the school shall return 100% of all tuition monies paid by the school in the previous complete school year.

12.7 Visa Sponsorship

Where the Trust has sponsored and supported an employee in obtaining a work visa for a fixed period of time, the employee will be required to repay the cost of the visa and application in the event their employment is terminated with the Trust.

- Less than one years' service 100% of the cost will be reimbursed to the Trust.
- One to two years 75% of the cost will be reimbursed to the Trust.
- Two to three years' service 50% of the cost will be reimbursed to the Trust.

12.8 Recruitment Incentives – Referral Reward

The Trust is continually looking to recruit high calibre individuals to address expansion, and vacant positions which arise due to internal promotions and natural staff turnover. The Trust is committed to recruiting high calibre individuals to work with existing teams. The Trust would like to promote the involvement of staff in developing these teams by offering a £250 incentive to recommend a suitable candidate for an advertised post. In the event the candidate is successful, and is in post for 3 months, the referral award will be paid.

13 Monitoring

The Governing Board will monitor the outcomes and impact of this policy on an annual basis including trends in progression across specific groups of teachers to assess its effect and the school's continual compliance with equalities legislation.

APPENDIX 1 – TEACHER PAY GRADES 22/23

Level of Practice	Band	Pay Point	Salary
New Teacher	Band A	MPR 1	£32,407
		MPR 2	£34,103
Developing Teacher	Band B	MPR 3	£35,886
		MPR 4	£37,763
Established Teacher	Band C	MPR 5	£40,050
		MPR 6	£43,193

Upper Pay Range	Salary
Point 1	£44,687
*Point 1a – DO NOT USE	£45,357
Point 2	£46,340
*Point 2a – DO NOT USE	£46,704
Point 3	£48,055

* On creation of the Trust a review was undertaken of Teachers' salaries bandings and pay ranges across the two schools (Clarendon and Strathmore) in order to create consistency of practice between the schools. TUPE arrangements were adhered to and 2 additional UPR Points were created, Point 1a and Point 2a, in order to recognise 2 anomalies. Point 1a and Point 2a should NOT be used for determining a new teachers starting salary. Point 1a and Point 2a will cease to exist in the event that the Teachers in question progress to a higher band or cease to work for the Trust.

Unqualified Teachers Scale	Salary
Point 1	£22,924
Point 2	£25,144
Point 3	£27,362
Point 4	£29,323
Point 5	£31,539
Point 6	£33,759

Unqualified teachers will be paid on a point within the above Range as determined by the Governing Board and subject to the appropriate performance appraisal process.

Teaching & Learning Responsibility Payments (TLRs)	Range
TLR 1	£8,706 to £14,732
TLR 2a	£3,017
TLR 2b	£5,018
TLR 2c	£7,368
TLR 3	£600 and £2,975

SEND Allowance	
SEND 1	£2,384
SEND1A	£3,470
SEND 2	£4,703

**Appendix 1a
Application for Progression to Upper Pay Range**

Please ensure you have read Section 5 of the AAT Whole Trust Pay Policy

Name	
Position & Current Scale	
School & Campus	

In assessing your threshold application, the Governing Board Panel will consider the result of your 2 most recent appraisals. To support in the assessment of your application and to ensure all relevant evidence is captured please provide supporting information as set out below:

Evidence that you are highly competent in all areas of the professional standards for teachers

Criteria	Supporting Evidence
<i>Professional Standards Evidence of the ways in which you demonstrate your high level of competence</i>	
<i>Teaching and Learning Evidence of Consistently Good Teaching and Learning with some aspects of outstanding in key areas of practice</i>	
<i>Evidence of providing advice and guidance to others on effective teaching practice</i>	
<i>Evidence of helping others to meet the professional standards and develop their teaching practice</i>	

Evidence that your achievements and contribution to the academy are substantial and sustained

Criteria	Evidence
<i>Evidence of whole school impact and critical role you play in the life of the school</i>	
<i>Evidence of ways in which you are a role model for teaching and learning</i>	
<i>Evidence of the ways in which you make distinctive contribution to the raising of pupil standards in areas beyond your own teaching responsibility</i>	

<p><i>Evidence of ways in which you take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning</i></p>	
<p><i>Other evidence which you wish to be considered</i></p>	

Sources of Evidence

Please note you may cite other sources of evidence to support your answers for example:

- *Lesson Observations*
- *Performance Objectives*
- *Pupil progress data*
- *Assessment against the relevant standards*

Prior to the Governing Board Assessing Panel making a decision on your application, your evidence will be assessed by your teacher who will recommend or not recommend your application based on your evidence. That recommendation will be moderated by the Headteacher of another Trust School prior to being considered by the Panel. It will be the Panel that makes the final decision.

Signed: _____ *Date:* _____

Page Break

**Appendix 1b
Application for Progression to Upper Pay Range –
Moderation of Recommendation**

Please ensure you have read Section 5 of the AAT Whole Trust Pay Policy

<u>Teacher Name</u>	
<u>Position & Current Scale</u>	
<u>School & Campus</u>	
<u>Moderator Name</u>	
<u>Moderator School</u>	

Headteachers recommendation	Pass	Fail
Please state if you agree with the recommendation of the Headteacher	Yes	No

If you disagree please note in which areas specifically your view differs

Evidence that applicant is highly competent in all areas of the professional standards for teachers

Supporting Evidence	Comments

Evidence that achievements and contribution to the school are substantial and sustained

Supporting Evidence	Comments

Other evidence considered

Supporting Evidence	Comments

Signed: _____ *Date:* _____

APPENDIX 2 – LEADERSHIP TEACHER POSTS 22/23

CEO / Headteacher Group Size and Pay Range

School	Group Size	Salary Range (Outer London)	Range
Capella House School	3 (20/21: 38 pupils)	£76,003 - £80,718	L21 – L24
Strathmore	5	£83,464 - £91,682	L25 – L29
Clarendon	6	£100,774 - £104,606	L33 – L35
Trust (CEO)	7	£108,178 - £114,964	L36 – L39

Deputy and Assistant Headteachers and Head of Centre Pay Ranges

	Salary Range (Outer London)	Range
Deputy Head Teacher	£67,740 - £74,249	L16 – L20
Assistant Head Teacher	£58,876 - £67,740	L10 – L16
Head of Centre	£58,876 - £67,740	L10 – L16

Finance Director and Trust Finance Manager Pay Ranges

	Salary Range (Outer London)	Range
Finance Director	£67,740 - £74,249	L16 – L20
Trust Finance Manager (equivalent to PO8)	£52,415 - £57,488	L5 – L9

Please note that Trust administrative staff salaries are calculated using the support staff methodology and are enrolled automatically in the lgps.

APPENDIX 3 – SUPPORT STAFF NJC Salaries and Pay Ranges (Outer London)

The following National Joint Council Pay Scales are used as the basis for calculating support staff salaries:

Grade		NJC	01-Apr-22
	Sc 1A/B	1	£23,457
		2	£23,628
Sc 1C/2		3	£24,012
		4	£24,408
	Sc 3	5	£24,804
		6	£25,212
		7	£25,629
Sc 4		8	£26,046
		9	£26,472
		10	£26,913
		11	£27,357
		12	£27,807
	Sc 5	13	£28,269
		14	£28,737
		15	£29,214
		16	£29,700
		17	£30,195
		18	£30,699
Sc 6		19	£31,212
		20	£31,731
		21	£32,265
		22	£32,805
		23	£33,351
	SO1	24	£33,819
		25	£34,341
		26	£35,217
SO2	PO1	27	£36,138
		28	£37,038
		29	£37,725
		30	£38,607
PO2		31	£39,582
	PO3	32	£40,614
		33	£41,793
		34	£40,565
		35	£42,795
PO4		36	£43,815
		37	£44,814
		38	£45,834
	PO5	39	£47,805
		40	£48,867

		41	£49,890
PO6		42	£50,910
		43	£51,930
		44	£52,929
	PO7	45	£53,946
		46	£54,975
		47	£56,022
PO8		48	£57,102
		49	£58,209
		50	£59,313
		51	£60,402
	PO9	52	£61,491
		53	£62,595
RMG1		54	£63,682
		55	£64,775
		56	£65,880
		57	£66,976
	RMG2	58	£68,065
		59	£69,164
		60	£70,571
		61	£71,997
RMG3		62	£73,456
		63	£74,955
		64	£76,475
		65	£77,965

Support Staff Pay Ranges:

Role	Scale	Range
School Meals Supervisor Assistant (SMSA)	Scale 1C	NJC3-NJC4
Apprentice	Scale 1B	NJC3
Play Leader - Strathmore	Scale 4	Automatic Progression: NJC7 – NJC10 Performance linked increment: NJC11
Teaching Assistant – Clarendon Teaching Assistants – Capella House	Scale 4	Automatic Progression: NJC9 – NJC10 Performance linked increment: NJC11
Teaching Assistant – Strathmore Teaching Assistants – The Gateway	Scale 5	Automatic Progression: NJC12 – NJC15 Performance linked increment: NJC16 – NJC17
Higher Learning Teaching Assistant (HLTA) Lead Teaching Assistant (OT) Health & Wellbeing Lead	Scale 6	Performance linked increment: NJC18 – NJC20
School Administration Staff	Scale 5	Automatic Progression: NJC12 - NJC15

		Performance linked increment: NJC16 – NJC17
Trust Administration Staff: Trust Finance Officer		Performance linked increment: Automatic Progression: NJC12 - NJC15 Performance linked increment: NJC16 – NJC17
Trust HR Administration Trust Estates Officer	Scale 5/6 PO1	NJC12 – NJC22 NJC12 – NJC22

Premises Staff

In consultation with the school, each Governing Board will determine the relevant NJC pay range appropriate for the responsibilities undertaken. Job descriptions will be reviewed and graded independently by the school's HR consultant in order to benchmark any recommendation.

APPENDIX 4 - SUPPORT STAFF (Therapists) NHS Pay Ranges from 1st April 2022

Band	Minimum years of experience	2021/22 annual value (£) Inc Outer London Weighting (FTE)
Band 5 Includes many newly qualified clinical professionals. Examples of roles at band 5 in a school's context: learning disability nurse.	< 2 years	31,163
	2 - 4 years	33,557
	4 +	37,875
Band 6 Examples of roles at band 6 in a school's context: clinical psychologist, occupational therapist.	< 2 years	38,762
	2 - 5 years	40,749
	5+ years	45,765
Band 7 Examples of roles at band 7 in a school's context: advanced speech and language therapist.	< 2 years	46,836
	2 - 5 years	48,983
	5+ years	52,849
Band 8a Examples of roles at band 8a in a school's context: nurse consultant (mental health).	< 5 years	53,703
	5+ years	59,796
Band 8b Examples of roles at band 8b in a school's context: consultant psychologist.	< 5 years	61,341
	5+ years	70,439

APPENDIX 5 - OVERTIME

General Policy

Over time is paid at the hourly rate of the employee. All overtime must be pre agreed with the employee's direct supervisor and recorded on a proforma timesheet. All timesheets must be authorised by SLT before being paid.

Caretaking time will be paid at time and a half at his/her hourly rate for pre agreed hours undertaken on a Saturday, Sunday and Bank Holiday.

The following rates apply for specific tasks:

Strathmore Responsibility	
SMSA acting as TA Cover	NJC14 per hour
TA or HLTA acting as Teacher Cover	Flat Rate £25 per Half Day HLTA's will be paid this for adhoc Teacher cover in the event of unplanned absence due to sickness or leave of absence
Residential Educational Visits	At the discretion of the Headteacher, residentials will be paid at either 1/4 day OT to be charged per 1 day worked at the individuals relevant grade or alternatively 1/4 day in lieu will be awarded for each day worked. The method of reward will be advertised before the residential so that staff are aware of the options available.

Appendix 6 - Auriga Academy Trust Backed Cycle Scheme

The Auriga Academy Trust is keen to support all employees purchasing bicycles or bike accessories. Each school within the Trust is registered with The Cycle Scheme <https://www.cyclescheme.co.uk>. The Cyclescheme is an employee benefit that can save employees 25-39% on a bike and accessories through monthly tax efficient deductions. The school will pay for a bike and / or accessories up front, **up to a value of 80% of an employee's monthly salary** (inc VAT), which is then repaid by the employee through the payroll by 12 monthly tax efficient salary deductions.

To get started with The Cycle Scheme <https://www.cyclescheme.co.uk>, you will need:

- 1) The **employer code**. Each school has its own unique code:

The Clarendon employer code is: **cce014**.

The Strathmore employer code is: **f6bd14**

The Capella House employer code is: **bf10fbb**

- 2) You will need your **payroll number** – this can be found on your payslip.
- 3) You'll need an idea of the **value of the bike and other items you need** for your commute. The Cyclescheme is linked to over 2000 retailers and they can help you find one local to you <https://www.cyclescheme.co.uk/getting-a-bike>.

Having processed the application on the website the school will receive a request for a certificate. On approval the school will then be sent an invoice for the amount you want to put under the scheme, and once this is paid by the school, a final certificate is issued. The school will then set up 12 monthly deductions from your salary for the value of the invoice including the VAT. If you leave before the full amount is repaid the balance owing will be deducted from your final salary.

Appendix 7

Request for Course Approval for Tuition Reimbursement	
Name:	Date of Claim:
Position:	
Course Title& Provider:	
Duration of Course & Costs:	
Nature of Course:	
How this course will directly benefit your current role or future role(s) at the school / Trust:	
<p>I have read the TUITION REIMBURSEMENT section of the Whole Trust Pay Policy and agree that they form the terms governing a legally binding agreement between school / Trust and me. I understand that this agreement includes, without limitation, terms specifying circumstances in which I may be required to repay any monies granted under the terms of this agreement and I confirm my acceptance of those terms.</p>	
Applicant:	Date:
Headteacher Authorisation:	Date:
Personnel Committee:	Date:
Amount to be awarded:	