

# The Auriga Academy Trust

## Whole Trust Pay Policy

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## **1. Scope, Purpose, Principles and Aims**

This policy applies to all staff employed by The Auriga Academy Trust.

This policy explains:

- The Trust's adopted pay framework for Teachers
- The Trust's adopted pay framework for Support Staff
- The criteria which will be considered when making pay decisions
- The process by which pay determinations / decisions will be made.

This policy has been developed to enable pay decisions to be made in compliance with the following regulations and legislation as amended from time to time: The Education (School Teacher's Appraisal) (England) Regulations 2012 - ("the regulations"), the Employment Rights Act 1996, 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.

This policy aims to be consistent with the principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

In adopting this policy, the aim is to:

- Maximise the quality of teaching and learning throughout the Trust
- Support the recruitment and retention of a high-quality teaching and support staff workforce
- Enable the Trust to recognise and reward staff appropriately for their contribution to the Trust / school
- Ensure that decisions on pay are managed in a fair, just and transparent way.

The Trust 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 Trust Board will ensure that all staff in school have access to advice, training and development opportunities appropriate to their needs. The Trust Board agrees to pass on national pay awards as appropriate.

As per the Scheme of Delegation, the Trust Board is accountable, and the CEO is responsible for ensuring that all staff pay recommendations are valid and that a fair and rigorous performance process has been followed. To do so Headteachers will provide a report on the Performance Appraisal process and outcomes to a panel of the school's Governing Board. These panels should satisfy themselves that the operation of the policy has been followed fairly and a rigorous review process has been undertaken and report on this to the Trust Pay Committee. The Trust Pay Committee will review the work of each school's Governing Board to ensure consistency of practice across the Trust.

The Trust Board Pay Committee will be consulted on and approve the recommended pay decisions concerning the Headteachers and the Executive team. The Trust is accountable and responsible for agreeing the CEO pay and reward.

### **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) ('the Document') and has been consulted on with staff and recognised trade unions.

This document sets out how the Trust 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) ('the Document'), the Conditions of Service for School Teachers in England and Wales (Burgundy Book) 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).

### 1.2 Support Staff

The Trust 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 ('The Green Book')),
- local agreements and conditions of service agreed/negotiated by the Local Authority, including a framework for grading posts through a job evaluation process, and
- terms and conditions of employment set by the Trust Board itself.

## 2. Equalities and Performance Related Pay

The Trust 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 Trust 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 Trusts / 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. Determining Teachers' Pay

### 3.1 Pay Reviews

The Trust Board will ensure that

- That each teacher's salary is reviewed annually with any changes taking effect from 1<sup>st</sup> September
- The review to support any decision on a change in salary will occur no later than 31<sup>st</sup> October
- That all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. This will be issued by Trust HR.

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. This statement will be issued by Trust HR.

### 3.2 Basic Pay Determination on Appointment

All posts are expected to be advertised under Teacher STPCD. Prior to advertising the pay range will be proposed by the school and agreed by the CEO in consultation with the Finance Director. On appointment the starting salary will be based on previous experience and qualifications.

In making a pay determination, the Headteacher 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

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

In exceptional circumstances there is discretion to award outside the advertised scale following interview or by awarding a recruitment incentive benefit to secure an appointment. Prior to doing so, Trust HR must be consulted and approval must be sought from the CEO and Finance Director.

### 3.3 Pay Progression based on Performance

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.

To be fair and transparent, assessments of performance will be properly rooted in evidence while being proportionate to be able to support robust decisions. The Trust will ensure fairness through consistent assessment which is quality controlled through a system of moderation and recourse to appeal.

The evidence used 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.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the CEO, having regard to the appraisal report and taking into account advice from the Headteacher. Any decision will be made in light of the school's budget and must 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 Pay Committee to ensure consistency of practice across the Trust.

### 3.4 Teachers on the Main Pay Range

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.

#### 3.4.1 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.

### **3.5 Movement to the Upper Pay Range**

Qualified teachers who have been assessed by the Trust 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.

There is no automatic provision for a teacher to "step down" from the Upper Pay Range, once they have been assessed at this level, if employed in the same school.

#### **3.5.1 Applications to apply to be paid on the Upper Pay Range and progression within UPR**

Any qualified teacher on M6 may apply to be paid on / progress through 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.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. This school will not be bound by any pay decision made by another school.

#### **3.5.2 The Assessment**

An application from a qualified teacher will be successful where the Headteacher and CEO 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.

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.

### **3.5.3 Processes and Procedures**

The application will be reviewed and assessed by a Headteacher 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.

The Headteacher will 'recommend the application' or 'not recommend the application'. The Headteacher's recommendation will be moderated by another school leader 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 individual. The moderating Headteacher's opinion and comments will form part of the information considered by the CEO when assessing the application and it will be the CEO that takes the final decision.

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

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

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 (See **Section 5**).

### **3.5.4 Upper Pay Range Progression**

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.

### **3.6 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.

#### **3.6.1 Unqualified Teachers' Scale**

The school's pay range for an unqualified teacher is set out in Appendix 1. Unqualified teachers will be paid on a point within the Range as determined by the Headteacher / CEO in consultation with Trust HR and subject to the appropriate performance appraisal process.

#### **3.6.2 Unqualified Teachers' 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.

The Headteacher 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.

#### **3.6.3 Unqualified Teachers' Allowance**

Unqualified teachers are not eligible for teaching and learning allowances.

**The Trust 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

- a) taken on a sustained additional responsibility which
  - o is focussed on teaching and learning; and
  - o requires the exercise of a teachers' professional skills and judgement, or
- b) qualifications or experience which bring added value to the role being undertaken.

### **3.7 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.

**Trust HR** 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.

### **3.8 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 Headteacher's responsibility to determine the pay point an individual teacher will be paid.

### **3.9 Leadership Teacher Posts**

#### **3.9.1 Chief Executive Officer (CEO)**

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

#### **3.9.2 Headteacher**

The pay range for the Headteacher will be determined in accordance with criteria specified in the Document. Group size for each school and Headteacher pay range is detailed in Appendix 2. The Trust Pay Committee has final approval on all Headteacher pay awards.

The Trust 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 Trust 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 schools Headteacher Performance Review Panel has the opportunity to propose, and the Trust Pay Committee the 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 schools Headteacher Performance Review Panel 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 and / or Trust.

Pay ranges for headteachers must not normally exceed the maximum of the headteacher group. However, a schools Headteacher Performance Review Panel can propose to the Pay Committee that it exceeds 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 CEO proposes 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. Any additional payment must be approved by the Trust Pay Committee.

The CEO can propose to award a headteacher 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 considered when the pay range was initially determined. Any discretionary payment proposed by the CEO must be approved by the [Trust Pay Committee](#) in advance.

Where a senior leader has stepped up to cover the responsibilities of the Headteacher for a fixed period of time, the senior leader has delegated responsibilities from the Headteacher, and the pay range will be determined in accordance with the criteria specified in the 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 must be approved by the Trust Pay Committee.

### **3.9.3 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 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 CEO 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 and must be approved by the Trust Pay Committee.

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 CEO, following consultation with the Headteacher and Finance Director, 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 and / or Trust.

### **3.10 Discretionary Allowances and Payments**

Allowances are payable to teachers only. [Trust HR must be informed of any allowances awarded.](#)

#### **3.10.1 Teaching & Learning Responsibility Payments (TLRs)**

**TLR 1 & 2 Payments:** The CEO, following consultation with the Headteacher and Finance Director 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 Trust 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 CEO must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- a) it 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 CEO 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.

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

The CEO 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.

### **3.10.2 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 the 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 CEO 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.

### **3.10.3 Acting allowances**

Subject to the provisions set out in the 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.

The allowance will be determined by the CEO and signed off by the Trust Board. 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.

### **3.11 Overtime**

Any paid teacher overtime must be pre-approved by the Headteacher. Where the overtime does not involve teaching, it will be paid at the teacher's hourly rate excluding allowances e.g. for assisting a class in a non-teaching capacity. Overtime for attending training will include allowances.

### **3.12 Additional Payments**

With prior approval from the CEO and Trust Board, the Headteacher may make such payment as it sees fit to a teacher, other than a headteacher, in respect of:

- Continuing professional development undertaken outside the school day.
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school.
- Out-of-school Learning Activities.
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools.

Payment to classroom teachers will only be made in respect of activities undertaken outside of either the 1265 hours of directed time for full-time teachers; or the appropriate proportion of the 1265 hours of directed time for part-time teachers.

The related activities will require the exercise of the teacher's professional skills or judgement.

Any payment must be pre-approved by Trust HR (in consultation with the CEO and Finance Director) to ensure that there is fairness and parity between schools regards the approach to any additional payment. The basis of the payment (flat rate or hourly) will be determined by Trust HR on a case-by-case basis, having reviewed the nature of the activity being undertaken.

### **3.13 Unpaid leave / Strike action**

Where authorised unpaid leave of absence or unauthorised absence (e.g. strike action) occurs deductions of salary shall be calculated at a daily or part-daily rate based on the day's salary being 1/365th of a year for each day of the period of absence. This includes all applicable allowances.

### **3.14 Recruitment and retention incentives and benefits and Honorariums**

Trust Board approval must be obtained before awarding any such payment. Where the CEO, following consultation with the Headteacher and Finance Director 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 Trust level by the Trust Pay Committee.

There is no scope within the Document for honorarium payments. **The Trust Board** will not pay any honoraria to any member of the teaching staff to carry out their professional duties as a teacher.

In relation to all Leadership posts the Document states that recruitment and retention incentives should not be awarded other than as reimbursement as reasonably incurred housing or re-location costs. If this discretion has been applied in setting a pay range for recruitment purposes any further payment should not be made.

### **3.15 Safeguarding**

The Trust will operate salary safeguarding arrangements in line with the provisions of the Document.

### **3.16 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.

## **4. Determining Pay for 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 Trust and its constituent schools.

The Trust continues to recognise and match the Local Authority pay grade structure for all support staff and NHS bandings and pay scales for therapists.

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.

### **4.1 Increments**

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

A performance linked incremental scheme does not apply to the majority of support staff. Under LA conditions, these 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 appeals procedure as outlined in Section 5, of any determination in relation to their pay or any other decision taken that affects their pay.

#### **4.1.2 Higher Learning Teaching Assistants / Lead Teaching Assistants (OT) / Swim Instructor**

In recognition of the additional responsibility of HLTAs / Lead Teaching Assistants (OT) / Swim Instructors 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.

#### **4.1.3 Trust Staff (Central Administration Team)**

Annual progression is linked to performance. Decisions regarding pay progression will be made with reference to the individual'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.

#### **4.1.4 Annual Inflationary Increase**

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

#### **4.1.3 Apprentices**

##### **Agency Apprentices:**

Apprentices that are sourced using an apprenticeship agency will be paid at the rates specified by the agency, with the Trust being invoiced a monthly pre-agreed contract fee. Apprentices will be expected to work school hours. It is anticipated that placements will be for 12 to 18 months, depending on the course.

##### **Apprentices Employed Directly by the School:**

Apprentices that are employed directly by the Trust are employed for a fixed term contract based on the length of their course. It is anticipated that this would be for 12 to 18 months, depending on the apprentice provider and course. 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 at the start of the appropriate NJC banding for the relevant position and school.

#### **4.1.4 Therapy Staff**

Qualified therapists employed by the Trust are paid at the relevant NHS pay scale. Unqualified therapists will be paid on the support staff / NJC pay scales in accordance with the grading of their job role.

For qualified therapists Appendix 4 shows the values of the NHS Terms and Conditions of Service (Agenda for Change) pay points from 1 April.

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

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, the number of years' experience 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.

#### **4.1.5 Premises Staff**

In consultation with the Trust, Trust HR will determine the relevant NJC pay range appropriate for the responsibilities undertaken. Job descriptions will be reviewed and graded independently by Trust HR to benchmark any recommendation. Increments will be reviewed annually each year. An employee will only be entitled to an increment 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.

#### **4.2 Overtime Payments**

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

#### **4.3 Unpaid leave**

Where authorised unpaid leave of absence or unauthorised absence (e.g. strike action) occurs deductions of salary will be calculated by using the hourly rate multiplied by working hours lost.

#### **4.4 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 / FD / CEO must be able to objectively justify any honorarium decision and it must be ratified by the Trust 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 / Trust 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 / Trust.

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 / CEO for approval with the supporting evidence detailed in Appendix 3 of the AAT Performance Policy for Support Staff, and
- agreed by Trust Board as per the scheme of delegation. 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).

## **4.5 Allowances**

### **4.5.1 Additional Responsibility Allowance**

The Headteacher has the discretion to propose an additional allowance to a member of support staff where it considers that, in the context of the school's staffing structure the individual has

- a) taken on a sustained additional responsibility which is focussed on teaching and learning
- b) qualifications or experience which bring added value to the role being undertaken, and
- c) responsibilities over and above their current job description.

To ensure consistency across the Trust, any award must be pre-vetted by Trust HR before being approved by the CEO and Finance Director in line with the provisions of this policy. The form in Appendix 5 should be completed and sent to Trust HR to support a request.

All additional responsibility allowances will be for a specified time as agreed with the Headteacher. Additional Responsibility Allowances will be reviewed in September of each year to ensure the criteria and justification for the rewards is still valid.

### **4.5.2 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) and certification is maintained.

### **4.5.3 Lunch Duty Allowance**

Where a member of staff covers a half hour lunch duty an allowance may be claimed. This is in recognition of a voluntary decision to forgo a lunch break.

### **4.5.4 Covering a Lesson**

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

### **4.5.5 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.

#### **4.6 Part and Term Time Employees**

Part-time and Term-Time Only 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.

#### **4.7 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.

### **5. Appeals against Pay Progression decisions**

The Trust 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 the Trust Board and each schools Governing Body as the means by which appeals against pay decisions are considered.

#### **5.1 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 Headteacher or the Trust Board (for Headteachers); 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 one companion who may be either a work colleague or a trade union representative.

#### **5.2 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 within 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, or Trust Board where appropriate. 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.

### **5.3 Formal Stage**

On receipt of the written appeal, the Clerk (Governance Professional) to the Governing Board will establish an Appeal Committee that should consist of three governors / Trustees, 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 Appeal Committee may include governors from another school within the Trust. "The decision maker" will be required to attend the meeting. Trust HR will act as advisor to ensure consistency of appeal decisions across the Trust.

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.

### **5.4 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, who will forward a copy onto the Clerk to the Board of Governors.
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.

## **6 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 Trust HR will apply appropriate refunds as soon as possible.

Employees are expected to draw to the attention of the Headteacher / Finance Director 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.

## **7 Benefits**

### **7.1 Employee Assistance Programmes**

All schools within the Trust are members 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](mailto:hr@aurigaacademytrust.org.uk)).

## 7.2 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. To claim business mileage please use the appropriate expense claim form.

## 7.3 Eye Care

Under the Health and Safety (Display Screen Equipment (DSE)) Regulations 1992 <http://www.hse.gov.uk/pubns/indg36.pdf> display screen equipment users are entitled to an eye test, if they ask for one, and glasses if an employee needs them for DSE use.

To request authorisation for an eye test please email [hr@aurigaacademytrust.org.uk](mailto:hr@aurigaacademytrust.org.uk). The Trust will only pay for glasses for DSE work if the test shows an employee needs special glasses prescribed for the distance the screen is viewed at. If an ordinary prescription is suitable, the Trust will not pay for glasses. For further clarification please email [hr@aurigaacademytrust.org.uk](mailto:hr@aurigaacademytrust.org.uk).

## 7.4 Auriga Rewards

Auriga Rewards is a one-stop-shop staff benefits platform exclusively available to Trust employees. All employees have an account. If staff cannot access their account, they should contact [HR@aurigaacademytrust.org.uk](mailto:HR@aurigaacademytrust.org.uk).

The platform gives access to discounts to save money on everyday purchases from over 800 retailers. There are exclusive offers on everything from groceries, fashion, travel, dining, entertainment and gifts for special occasions. There's a whole host of recognisable retailers on the site and something for everyone.

The programme offers multiple ways to save:

Instant vouchers are available anytime, anywhere, from any device. They are immediately accessible and redeemable from an employee's account. To use Instant Vouchers, log into the discounts programme, find the retailer and pay a reduced amount. The voucher will be a unique code, barcode or QR code sent electronically within seconds to use in-store or online.

Cashback puts real money back in an employee's pocket simply for shopping online through the platform. Find the retailer through the platform and click on the Cashback link. The link goes straight to the retailer's website where an employee can shop as normal. There are no fees or withdrawal limits. Money can be withdrawn from the online account into an employee's bank account at any time, or it can be used to purchase Instant Vouchers through the discounts site.

Reloadable cards can help an employee's save with retailers they use regularly (like supermarkets). Log in to the programme or app, choose the retailer and purchase a Reloadable Card paying a reduced amount for it. Activate the card and start saving! Top-ups are done the same way.

Instant Reloadable Vouchers combine everything members love about Instant Vouchers and Reloadable Cards. Not only are they completely digital, so an employee can access them immediately without having to wait for a physical card to arrive, but they can also be topped up as often as the employee likes. This means there will be no leftover balance on several vouchers and an employee still only pays the discounted SmartSpending™ price.

Discount Codes are single-use, unique codes generated for members which means the code can't be shared or found elsewhere. Employees just enter the code when checking out on the retailer's website.

EasySaver™ cards provide employees with fantastic discounts at more than 40 of the UK's favourite high-street stores. What's more, this Instant Reloadable Card means that employees can save on the go and have the flexibility to save at some of their favourite stores with just one card.

Employees can also download the **SmartSpending app** for free from the App Store and Google Play and save anywhere, anytime!

If Trust employees need help or assistance with any aspect of their account, please read the FAQs or contact Rewards Gateway's 24/7 online chat service, accessed via the "Help" section on the Auriga Rewards platform or call 0203 780 1891. Alternatively, please email Trust HR [aurigaacademytrust.org.uk](mailto:aurigaacademytrust.org.uk).

### **7.5 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 7 gives further details.

### **7.6 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 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 CEO and Finance Director. The decision of the Trust Board Finance & Resource Committee shall be final.

To receive reimbursement, the member of staff must submit a **Request for Course Approval for Tuition Reimbursement Form** (Appendix 8) 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.

### **7.7 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.

### **7.8 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 6 months, the referral award will be paid.

### **8 Monitoring**

The Trust 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 23/24

Level of Practice	Band	Pay Point	Salary
New Teacher	Band A	MPR 1	£34,514
		MPR 2	£36,320
Developing Teacher	Band B	MPR 3	£38,219
		MPR 4	£40,218
Established Teacher	Band C	MPR 5	£42,654
		MPR 6	£46,001

Upper Pay Range	Salary
Point 1	£47,592
Point 2	£49,353
*Point 2a – <b>DO NOT USE</b>	£49,704
Point 3	£51,179

\* 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 has ceased to exist 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	£24,415
Point 2	£26,779
Point 3	£29,141
Point 4	£31,229
Point 5	£33,590
Point 6	£35,954

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	£9,272 to £15,690
TLR 2a	£3,214
TLR 2b	£5,344
TLR 2c	£7,847
TLR 3	£639 and £3,169

SEND Allowance	
SEND 1	£2,539
SEND1A	£3,696
SEND 2	£5,009



## Appendix 1a: Application for Progression to Upper Pay Range

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

<b>Name</b>	
<b>Position &amp; Current Scale</b>	
<b>School &amp; Campus</b>	

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>	
<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>	
<i>Other evidence which you wish to be considered</i>	

**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 a decision being made regards your application, your evidence will be assessed by your Headteacher who will recommend or not recommend your application based on your evidence. That recommendation will be moderated by a leader from another school / CEO. It will be the Trust that makes the final decision.*

Signed: \_\_\_\_\_  
Page Break

Date: \_\_\_\_\_

**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*

<b>Teacher Name</b>	
<b>Position &amp; Current Scale</b>	
<b>School &amp; Campus</b>	
<b>Moderator Name</b>	
<b>Moderator School</b>	

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 23/24

### CEO / Headteacher Group Size and Pay Range

School	Group Size	Salary Range (Outer London)	Range
Capella House School	3	£80,944 - £85,965	L21 – L24
Strathmore	5	£88,890 - £97,642	L25 – L29
Clarendon	6	£95,377 - £102,364	L28 – L31
Trust (CEO)	7	£115,210 - £122,437	L36 – L39

### Deputy and Assistant Headteachers and Head of Centre Pay Ranges

	Salary Range (Outer London)	Range
Deputy Head Teacher	£72,144 - £79,076	L16 – L20
Assistant Head Teacher	£62,703 - £72,144	L10 – L16
Head of Centre	£62,703 - £72,144	L10 – L16

### Finance Director and Trust Finance Manager Pay Ranges

	Salary Range (Outer London)	Range
Finance Director	£72,144 - £79,076	L16 – L20
Trust Finance Manager (equivalent to PO8)	£55,822 - £61,225	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-23
	Sc 1A/B	2	£ 25,854
Sc 1C/2		3	£ 26,238
		4	£ 26,634
	Sc 3	5	£ 27,030
		6	£ 27,438
		7	£ 27,855
Sc 4		8	£ 28,272
		9	£ 28,698
		10	£ 29,139
		11	£ 29,583
		12	£ 30,033
	Sc 5	13	£ 30,495
		14	£ 30,963
		15	£ 31,440
		16	£ 31,926
		17	£ 32,421
		18	£ 32,925
Sc 6		19	£ 33,438
		20	£ 33,957
		21	£ 34,491
		22	£ 35,031
		23	£ 35,577
	SO1	24	£ 36,045
		25	£ 36,567
		26	£ 37,443
SO2	PO1	27	£ 38,364
		28	£ 39,264
		29	£ 39,951
		30	£ 40,833
PO2		31	£ 41,808
	PO3	32	£ 42,840
		33	£ 44,019
		34	£ 45,021
		35	£ 46,041
PO4		36	£ 47,040
		37	£ 48,060
		38	£ 49,083
	PO5	39	£ 50,031
		40	£ 51,093
		41	£ 52,116

<b>PO6</b>		<b>42</b>	£ 53,136
		<b>43</b>	£ 54,129
		<b>44</b>	£ 55,155
	<b>PO7</b>	<b>45</b>	£ 56,172
		<b>46</b>	£ 57,201
		<b>47</b>	£ 58,248
<b>PO8</b>		<b>48</b>	£ 59,328
		<b>49</b>	£ 60,468
		<b>50</b>	£ 61,617
		<b>51</b>	£ 62,748
	<b>PO9</b>	<b>52</b>	£ 63,879
		<b>53</b>	£ 65,025
<b>RMG1</b>		<b>54</b>	£ 66,156
		<b>55</b>	£ 67,290
		<b>56</b>	£ 68,439
		<b>57</b>	£ 69,579
	<b>RMG2</b>	<b>58</b>	£ 70,710
		<b>59</b>	£ 71,850
		<b>60</b>	£ 73,311
		<b>61</b>	£ 74,793
<b>RMG3</b>		<b>62</b>	£ 76,311
		<b>63</b>	£ 77,865
		<b>64</b>	£ 79,446
		<b>65</b>	£ 80,994

**Support Staff Pay Ranges:**

<b>Role</b>	<b>Scale</b>	<b>Range</b>
School Meals Supervisor Assistant (SMSA)	Scale 1C	NJC3-NJC4
Apprentice (employed directly)	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
<i>Trust Administration Staff:</i>		

Trust HR Manager Trust Estates Manager Trust Pupil Administration Manager	PO1 PO2 SO2	NJC27 – NJC30 NJC29 – NJC33 NJC26 – NJC28
Trust Finance Officer Trust HR Administration Assistant	Scale 6	Automatic Progression: NJC18 – NJC20 Performance linked increment: NJC21 – NJC22
Trust Finance Assistant Trust Pupil Administration Assistant Trust Cover Supervisor	Scale 5	Automatic Progression: NJC12 - NJC15 Performance linked increment: NJC16 – NJC17

**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 1<sup>st</sup> April 2023**

<b>Band</b>	<b>Minimum years of experience</b>	<b>2023/24 annual value (£) Inc Outer London Weighting (FTE)</b>
<b>Band 5</b> Includes many newly qualified clinical professionals. Examples of roles at band 5 in a school's context: learning disability nurse.	< 2 years	32,720
	2 - 4 years	35,235
	4 +	39,769
<b>Band 6</b> Examples of roles at band 6 in a school's context: clinical psychologist, occupational therapist.	< 2 years	40,701
	2 - 5 years	42,786
	5+ years	48,054
<b>Band 7</b> Examples of roles at band 7 in a school's context: advanced speech and language therapist.	< 2 years	49,178
	2 - 5 years	51,432
	5+ years	55,492
<b>Band 8a</b> Examples of roles at band 8a in a school's context: nurse consultant (mental health).	< 5 years	56,388
	5+ years	62,785
<b>Band 8b</b> Examples of roles at band 8b in a school's context: consultant psychologist.	< 5 years	64,408
	5+ years	73,961



**APPENDIX 5 – ADDITIONAL RESPONSIBILITY REQUEST**

The Headteacher has the discretion to propose an additional allowance to a member of support staff where it considers that, in the context of the school's staffing structure the individual has

- a) taken on a sustained additional responsibility which is focussed on teaching and learning
- b) responsibilities over and above their current job description, and
- c) qualifications or experience which bring added value to the role being undertaken.

The Headteacher must complete this form and send to Trust HR.

<b>Name</b>	
<b>Position &amp; Current Scale</b>	
<b>School &amp; Campus</b>	
<b>Background:</b>	
<b>Additional Responsibility:</b>	
<b>Staffing Structure Considerations</b>	
<b>Qualifications</b>	
<b>Proposed Award</b>	
<b>Proposed by (Headteacher)</b>	
<b>Finance Director Approval</b>	
<b>CEO Approval</b>	

## APPENDIX 6 - OVERTIME

### General Policy

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 submitted to Trust HR for processing. Unauthorised timesheets will not be paid. Overtime will be paid in accordance with the timesheet submission deadlines set by Trust HR.

Teachers: Where the overtime does not involve teaching, it will be paid at the teacher's hourly rate excluding allowances e.g. for assisting a class in a non-teaching capacity. Overtime for attending training will include allowances.

Support Staff: Overtime will be paid at the hourly rate of the employee.

Caretaking Staff: 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:

<b>Strathmore Responsibility</b>	
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 overtime 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 7 – 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 8 – TUITION REIMBURSEMENT FORM**

<b>Request for Course Approval for Tuition Reimbursement</b>	
<b>Name:</b>	<b>Date of Claim:</b>
<b>Position:</b>	
<b>Course Title &amp; Provider:</b>	
<b>Duration of Course &amp; Costs:</b>	
<b>Nature of Course:</b>	
<b>How this course will directly benefit your current role or future role(s) at the school / Trust:</b>	
<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>	
<b>Applicant:</b>	<b>Date:</b>
<b>Headteacher Authorisation:</b>	<b>Date:</b>
<b>Personnel Committee:</b>	<b>Date:</b>
<b>Amount to be awarded:</b>	