

Pay Policy



ST CLARE

Catholic Multi Academy Trust

Adopted by St Clare Trust Board;

July 2025

Next review by St Clare Trust Board;

July 2026

This Pay Policy has been approved and adopted by the Trust for use in all its academies.

Commitment to Equality

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We guided by the principles of Catholic Social Teaching, in particular human dignity and dignity in work. We recognise the importance of overtly demonstrating:

- respect for the rights and dignity of employees
- support for all members of the community to flourish
- opportunities for all to participate and contribute.

DEFINITIONS

In this Pay Policy, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means any academy operated by St Clare Catholic Multi-Academy Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Board' means the board of Directors of the Trust.
- iii. 'Companion' means a willing work colleague not involved in the subject matter of the issue being dealt with under this policy, or a trade union official, an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Pay Policy.
- iv. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- v. 'Local Academy Committee' means the body carrying out the employment functions of the Trust in relation to the Academy.
- vi. 'Trust' means St Clare Catholic Multi-Academy Trust, which is the company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.
- vii. 'Working Day' means any day on which you would ordinarily work if you were a full-time employee. In other words, 'Working Day' will apply differently to teaching and non-teaching staff. However, part-time and full-time staff will not be treated differently for the purposes of implementing this Pay Policy.

1. Introduction & Scope

- 1.1 This policy sets out the framework for the Trust and its schools for making decisions about pay.
- 1.2 For the avoidance of doubt employees working on a part-time basis shall have the same opportunity to progress through the pay ranges as those working full-time.
- 1.3 The Trust complies with School Teachers Pay and Conditions and Burgandy for school teachers and the National Joint Council for support staff and Green book.
- 1.4 This Policy applies to all employees within the Trust, based within a school or the central team, with the exception of the setting of Executive Pay, which is covered in the Trust's Executive Pay and Remuneration Policy.

2. Responsibilities for implementing the policy

- 2.1 The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant contractual framework. The Headteacher has delegated day-to-day responsibility for operating the policy at schools. Whilst the CEO has delegated day to day responsibility for the operation of the policy for the Shared Services Team & Trust Officers.
- 2.2 Managers have a specific responsibility to ensure the fair and consistent application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

3. Purpose of this Policy

- 3.1 This policy supports the recruitment and retention of an effective workforce; recognising and rewarding staff appropriately for their contribution to the School or Trust Central Team and the wider Trust, ensuring that decisions on pay are managed in a fair, consistent and transparent way; and focussing on the importance of quality teaching, learning and service delivery and in doing so improving standards and making a positive impact on pupil and organisational development, progress and outcomes.

4. Determination of Pay on Appointment

- 4.1 The Headteacher will determine pay on appointment to posts in school. The CEO will determine pay on appointment to central or Trust wide posts.

- 4.2 Typically, new appointments will be paid at the first point of the scale for their post. The Headteacher (in consultation with the Trust) or CEO may determine a higher starting salary point within the salary range for the post, having regard to;
- relevant experience, expertise, qualifications and/or competencies;
 - recruitment/retention needs of the Trust/school/Central Team in respect of the post, taking into account the local labour market
- 4.3 The Trust adopts pay portability for classroom teachers, so that a newly appointed teacher does not start on less than the FTE salary (pro rata for part time) of their previous classroom teacher post.

5. Pay progression

- 5.1 There is an underlying assumption that all employees covered by this policy are meeting the requirements of their role and where applicable the Teachers Standards. Pay progression will be made automatically within the relevant grade, unless the employee is subject to a performance improvement plan in accordance with the formal stage of the Trust's Performance and Capability Policy. Normal pay progression is defined as one increment. This also, includes Early Careers Teachers after 1 year.
- 5.2 Where performance concerns have been identified a support plan will be agreed and put in place to improve performance, in accordance with the Capability Policy and Procedure. If despite this, and the employee enters the formal stage of the Capability Policy, there will be no progression during where the employee enters the formal stage of the Capability Policy there will be no pay progression during that academic year.
- 5.3 Where the formal stage of the Capability Policy is concluded with the outcome that performance has returned to a satisfactory level, any incremental progression that may have been due on the previous 1 September/1 April (as appropriate), will be paid from the date the process/meeting has decided that performance is satisfactory.

6. Pay Review

- 6.1 Support staff salaries will be effective from 1 April and will be applied when the annual NJC outcome is announced. Pay awards notified later in the year will be backed dated and arrears of pay, paid to 1 April.
- 6.2 The Trust will apply teachers STPC pay increases with effect from 1 September and implement no later than 31 October each year, and that all teachers (including those on the Leadership Pay Range) are given a written statement setting out their salary and any other financial benefits to which they are entitled.

7. Leadership Pay Range

- 7.1 The Leadership Pay Range is set out at in the appendices to this policy.
- 7.2 Neither a new post on the Leadership Pay Range nor any vacant post on the Leadership Pay Range will be advertised without prior approval of the Trust who shall set the appropriate range for the relevant role in accordance with the STPCD.
- 7.3 The pay scale for Headteachers will be set in accordance with the STPCD, taking into account the school's Headteacher group.
- 7.4 TLRs and Project Bonuses cannot be paid to employees on the Leadership Pay Range.

8. Classroom Teachers

- 8.1 Any vacant posts for classroom teachers will be advertised as being between the minimum of the Main Pay Range and the maximum of the Upper Pay Range set out in the appendices to this policy.
- 8.2 Teachers employed on an ongoing basis who work less than a full working week are deemed to be part-time. They will be given a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to working time arrangements and by comparison with the Schools timetabled teaching week for a full-time teacher in an equivalent post.
- 8.3 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.

9. THE UPPER PAY RANGE

- 9.1 The Upper Pay Range is set out in the appendices to this policy.
- 9.2 Any qualified teacher within the Trust may apply to be promoted to the Upper Pay Range. Only one such application may be made in an academic year and should be made by 31 October of that academic year.
- 9.3 If a person is placed on the Upper Pay Range that promotion will take effect immediately unless further evidence is required to support the application, e.g. examination results, when it will be implemented from the date the evidence is presented. It will not be backdated to the start of the academic year or the date of the application.
- 9.4 Applications should be made to the Headteacher in writing with supporting evidence the teacher considers appropriate. The Headteacher should assess the application within 20 working days.

9.5 The Headteacher may exercise discretion in considering an application from a teacher to join the Upper Pay Range if the Headteacher is satisfied that:

- (a) the teacher is highly competent in all elements of the Teachers' Standards, as applicable; and
- (b) the teacher's achievements and contribution to the Academy are substantial and sustained.

9.6 To pass these two tests, the teacher must demonstrate clear and secure evidence covering a continuous period of 2 years of:

- (a) all their teaching being at least consistently good with a significant proportion excellent;
- (b) excellent depth and breadth of knowledge, skills and understanding of the Teacher's Standards, as applicable, and of developing adherence to those Standards by colleagues;
- (c) consistently positive impact on pupil progress to achieve or exceed expected outcomes;
- (d) consistently positive impact on raising standards across the Academy, not just in the teacher's own classroom;
- (e) effectively demonstrating to colleagues good and excellent teaching and learning practice and how to make a contribution to the work of the Academy;
- (f) effectively working collaboratively across the Academy and/or the Trust in a wider role or outside the Trust;
- (g) effectively leading and developing a team; and
- (h) effective or innovative use of CPD opportunities.

The Head teacher in considering an application for the Upper Pay Range, will consult with the Executive to ensure consistency across the Trust.

10 Progression through the Upper Pay Range

10.1 A teacher will normally progress one point on the Upper Pay Range every two years.

10.2 In exceptional circumstances, the Headteacher may recommend additional progression of a further increment for those teachers where outstanding performance can be identified. To ensure consistency and fairness, these recommendations will be considered by the CEO/Executive team. Cases of exceptional performance are likely to include demonstration of;

- Meeting all Teacher Standards & consistently exceptional quality of teaching and learning practice
- Successful leadership of an initiative where impact on the school or Trust can be evidenced.

11. LEADING PRACTITIONERS

11.1 The Leading Practitioner Range is set out in the appendices to this policy

11.2 Leading Practitioner roles which must have the primary purpose of modelling and leading improvement of teaching skills may only be advertised with the approval of the Trust..

11.3 TLRs and Project Bonuses may not be paid to Leading Practitioners.

12. Teaching and Learning Responsibility Payments

12.1 TLR1 and 2 payments are permitted only for a post of significant responsibility which:

- (a) focusses on teaching and learning;
- (b) requires exercise of professional skills and judgement;
- (c) requires leading, managing or developing a subject or curriculum area or pupil development across the curriculum;
- (d) impacts on the educational progress of pupils other than the teacher's own class; and (f) involves leading developing and enhancing the teaching practice of other staff.
- (e) Where a TLR 1 or TLR2 are awarded to part time teachers, they will be paid pro rata at the same proportion as the teachers part time contract.
- (f) A TLR 1 post must also involve management responsibility for a significant number of people.
- (g) Teachers will not be expected to undertake such additional responsibilities on a permanent basis without payment of a permanent TLR1 or TLR2 payment.

- (h) TLR1 and TLR2s may only be awarded on a temporary basis to a teacher occupying the post temporarily for secondments, maternity cover, sick leave or vacancies pending permanent appointment. The teacher must be notified at the start of a temporary TLR1 and 2 of either the date or circumstances in which the temporary TLR 1 or TLR2 will end.
- (i) The minimum and maximum values for TLR1, TLR2 and TLR3 are set out in this link: [insert link]..
- (j) TLR1 and TLR2s may only be created as part of the staffing structure approved by the Trust.
- (k) The values of TLR1s and TLR2s can be found in the above link.
- (l) We may make a TLR3 payment between the minimum and maximum set out in the appropriate table in the above link to classroom teachers for clearly time-limited school improvement projects, or one off externally driven responsibility. The duration of the fixed term must be established at the start and payment should be made monthly from the and payment should be made monthly for the duration of the fixed term.
- (m) Each such TLR3 must be advertised internally and requires prior approval of the Trust. A TLR3 is not subject to salary safeguarding provisions.
- (n) A TLR3 may be paid to the holder of a TLR1 or a TLR2.
- (o) No TLR is payable to a member of the Leadership Pay Range or the Leading Practitioner Range.
- (p) All TLR payments are pensionable under the Teachers' Pension Scheme.

13. Recruitment and Retention Allowances and Incentives

- 13.1 We may make such payments or provide such other financial assistance, support or benefits to a teacher as we consider to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.
- 13.2 We will review the use of existing and future allowances annually.
- 13.3 Recruitment and Retention Allowances and Incentives require the prior approval of the Trust CEO up to a limit of £5,000 and the full Board for amounts above £5,000 and will not be paid to persons on the Leadership Pay Range other than as reimbursement for housing or relocation costs and will need to be receipted.
- 13.4 Recruitment and Retention Allowances are pensionable under the Teachers' Pension Scheme.
- 14. Special Educational Needs Allowance

- 14.1 Special Educational Needs Allowances may be awarded to a classroom teacher in accordance with the table within the appendices to this policy.

15. Additional Payments for Teachers

15.1 The Trust may make additional payments in accordance with STPCD to staff (other than the Headteacher) for:

- (a) CPD outside of the academy day;
- (b) activities relating to the provision of initial teacher training as part of ordinary conduct of the Trust and/or school;
- (c) participation in out-of-school hours learning activity agreed by the Headteacher; and
- (d) additional responsibilities and activities due to or in respect of the provision of service by a Headteacher relating to the raising of educational standards to one or more additional schools.

PROVIDED:

- (a) the Headteacher shall have given prior approval; and
- (b) the total of school payments are reported termly to the Trust.

15.2 Participation in any such activities is entirely voluntary for classroom teachers.

15.2 All additional payments are pensionable under the Teachers' Pension Scheme.

16. Acting Allowances

- 16.1 We will pay an acting allowance to a staff member who is temporarily assigned and carrying out duties of higher graded role (support staff) or a teacher on the Leadership Pay Range after 4 continuous weeks, commencing from the day on which such duties are first assigned and completed (pro rata where less than 1 FTE).

17. 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. Teachers working in this capacity will be paid the rate for the job, which will normally be a maximum of main pay range point 6.

18. Support Staff Pay Scales

- 18.1 Support staff pay will follow the NJC pay scales for local government support staff and any relevant local agreements, set out in the appendices to this policy. Pay progression through any pay range is automatic for support staff.
- 18.2 New roles created will have the job description and person specification evaluated by the Trust in accordance with NJC guidance and the Green Book. Advice will be sought from the Trust HR professionals.
- 18.3 If at any time the Headteacher/Manager, in consultation with the Trust, considers that a member of support staff is being asked to undertake, or has undertaken, increased responsibilities on a permanent basis, they shall refer the job description of the post, with the new responsibilities, in consultation with the Trust HR professionals. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher/Manager.
- 18.4 Where the Headteacher considers it appropriate at the point of pay review, they may recommend that a named member of the support staff shall be awarded an honorarium for excellence in performance during the previous year. The honorarium may either be paid as a lump sum payment at the next salary payment after the appropriate committee's decision, or as a 1/12 increase in monthly salary over the next year. The payment of an honorarium in one year shall not entitle you to payment of an honorarium in subsequent years and shall not confer on you a contractual entitlement to an honorarium each year. The honorarium will be treated as a non-consolidated payment.

19. Overtime Payments for Support Staff

- 19.1 The Trust shall not pay any member of support staff overtime unless it is approved in advance in writing by the Headteacher/Manager in accordance with Green book conditions for staff on scale points at or below SCP 22, once more than 37 hours has been worked in a working week
- 19.2 Any overtime paid will be paid in accordance with section 2.6 of the Green book.

20. Salary Sacrifice Arrangements

- 20.1 We may operate a salary sacrifice arrangement to all staff which may include any arrangement under which the member of staff gives up the right to receive part of their gross salary in return for the Trust's agreement to provide a benefit-in-kind under the following schemes. These schemes will be from time to time reviewed and amended and do not form part of contracts of employment. Examples of such schemes:
- a) a childcare voucher or other childcare benefit scheme (this was closed to new members in 2018)
 - b) Cycle to Work

- c) Shared Cost AVCs
- d) that benefit-in-kind is exempt from income tax

21. Bonuses and Honoraria

- 21.1 Other than described below or in 18.4 the Trust may not make any payment in the form of a bonus or honorarium.
- 21.2 The Trust may approve the creation of time limited Project Bonuses worth no more than £2500. A person may receive no more than one Project Bonus in an academic year.
- 21.3 A Project Bonus is only payable on the successful completion of a project. The availability of the project must be internally advertised to all staff.
- 21.4 A Project Bonus may not be paid to a member of teaching staff on the leadership spine. A Project Bonus may not be paid alongside a TLR3 for the same work.
- 21.5 Treatment of a Project Bonus in relation to pensions will be subject to the relevant pension scheme for the member of staff.

22. Statutory Leave (for example: Maternity Leave, Shared Parental Leave and Adoption Leave)

- 22.1 Those staff absent from work will receive pay progression in the normal way, as set out in section 5.

23. Appeals

Where any employee feels that a determination on their pay is unfair, they have the right to appeal.

Employees should attempt to resolve the matter informally at first, by speaking to their line manager.

If the employee is not satisfied that the matter has been resolved through an informal approach, they can make a formal appeal by writing to the relevant appeal manager*, setting out their reasons for the appeal. Reasons may include:

- The pay policy was incorrectly applied
- The pay determination contravenes statutory guidance
- The pay determination contravenes equality legislation
- Relevant evidence was not taken into account when making the determination

If the appeal is upheld, the Trust will re-issue the pay statement with the correct information and ensure it is applied through payroll.

*The procedure to follow in the case of an appeal is the same as that which is set out in the formal stage of the Trust Grievance Policy. This procedure identifies the appropriate manager at the first and second formal stage.