



Teacher Pay Policy

Document provenance

This policy was approved by Trustees as follows –

Approver: Personnel Committee

Date of Approval: September 2020

ELT Owner: Chief Operating Officer

Date of Review: July 2021

Unless there are legislative or regulatory changes in the interim, this policy will be reviewed every year. Should no substantive changes be required at that point, the policy will move to the next review cycle.

Policy purpose and summary

This Policy outlines the pay process for Teachers.

This policy will be interpreted and applied in accordance with the employers' duty to respect the rights of employees under the Human Rights Act¹, particularly the rights to freedom of speech, privacy, freedom of religion and belief and the right to freedom of association.

Recognised Trade Unions have been consulted on this policy.

Summary of changes at last review:

- Significant changes were made to this policy in 2019 to incorporate the Trust wide move to automatic pay progression and changes reflected in each section of this policy. This year the inly changes made to this policy are the inclusion of the updated 2020-2021 pay scales.

Related policies or guidance:

- Teacher Appraisal Policy²

¹ <http://www.legislation.gov.uk/ukpga/1998/42/contents>

² <https://www.e-act.org.uk/wp-content/uploads/2019/10/Teacher-Appraisal-Policy-APPROVED-Jul-19.pdf>

Teacher Pay Policy

1. Introduction

1.1. This policy applies to the pay of all E-ACT teachers. In adopting this pay policy E-ACT aims to:

- maximise the quality of teaching and learning at E-ACT
- support the recruitment and retention of a high-quality workforce
- enable the Academy to recognise and remunerate all staff appropriately for their contribution to the Academy
- complement E-ACT's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their jobs effectively.
- ensure that decisions on pay are managed in an equitable, just and transparent way
- all additional pay awards will be monitored and reviewed for equality.

1.2. The Board of Trustees and the Executive believe that the Teachers Pay Policy should be a mechanism to enable and facilitate all our members of staff to improve.

1.3. Pay decisions are made in line with E-ACT's Scheme of Delegation, available on the Governance page of E-ACT's intranet site.

1.4. Implement the Pay Policy with consideration to staffing and financial budget plans, working with the Regional Operations Director to ensure that appropriate funding is allocated to pay progression at all levels and across all groups.

1.5. All teachers employed by E-ACT are employed on the Conditions of Service for School Teachers in England and Wales (the Burgundy Book, 2000) and paid in accordance with the provisions of the School Teachers' Pay and Conditions Document³, as updated from time to time.

1.6. All pay-related decisions are made taking full account of E-ACT and the Academy's improvement plan and the aims outlined at 1.1. All pay-related decisions are taken in compliance with relevant employment law.

1.7. All teachers working for the Trust are expected to contribute to student progress.

1.8. Annual pay progression is automatic and is not linked to performance.

1.9. Teachers' Standards⁴ (DfE 2011) are considered minimum standards at E-ACT. Both the Teacher Standards' and Headteacher Standards⁵ (DfE 2020) will be used as a backdrop for the appraisal process for Headteachers.

³ <https://www.gov.uk/government/publications/school-teachers-pay-and-conditions>

⁴ <https://www.gov.uk/government/publications/teachers-standards>

⁵ <https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020>

2. Discretionary Pay Awards

2.1. Discretionary pay awards will only be made in accordance with the criteria set out in this policy.

3. Safeguarding

3.1. Where a pay determination leads (or may lead) to the start of a period of safeguarding, E-ACT will comply with the relevant provisions of the STPCD. They will give the required notification as early as possible, and no later than one month after the determination of pay has been made. The revised salary, if it is lower, will take effect after the contractual notice period.

3.2. Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

4. Pay Reviews

4.1. E-ACT will ensure that every teacher's salary is reviewed with effect from 1st September each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.

4.2. E-ACT is committed to ensuring that Appraisal is a supportive, development process which ensures employees have the skills and support they need to carry out their role effectively. It should help ensure that staff continue to improve their professional practice throughout their careers.

4.3. Annual pay lift will be applied to all pay points and allowances.

5. Pay Decisions

5.1. E-ACT will award a point for each year of employment as a classroom teacher, unless a teacher's performance has not been satisfactory and they are subject to a formal capability process.

5.2. Where teaching, progress or compliance with Teachers' Standards is not meeting expectations the Headteacher will determine support and if necessary the capability procedure will be used. In this situation there would be no pay progression that year.

5.3. The process for awarding against exceptional performance is outlined in Appendix 4.

6. Pay scale for E-ACT Leadership

6.1. The E-ACT Leadership Pay Scale will be in accordance with the Leadership Pay Range set out in the STPCD:

Leadership Group	England	Inner London	Outer London	Fringe Area
L1	£42,195	£50,167	£45,542	£43,356
L2	£43,251	£51,229	£46,601	£44,415
L3	£44,331	£52,313	£47,676	£45,495
L4	£45,434	£53,414	£48,785	£46,604
L5	£46,566	£54,552	£49,919	£47,737
L6	£47,735	£55,715	£51,082	£48,901
L7	£49,019	£57,003	£52,371	£50,190
L8	£50,151	£58,132	£53,499	£51,314
L9	£51,402	£59,380	£54,750	£52,568
L10	£52,723	£60,701	£56,072	£53,888
L11	£54,091	£62,066	£57,436	£55,254
L12	£55,338	£63,319	£58,688	£56,506
L13	£56,721	£64,700	£60,073	£57,890
L14	£58,135	£66,114	£61,479	£59,302
L15	£59,581	£67,556	£62,926	£60,744
L16	£61,166	£69,146	£64,514	£62,333
L17	£62,570	£70,552	£65,921	£63,746
L18	£64,143	£72,125	£67,496	£65,310
L19	£65,753	£73,715	£69,087	£66,900
L20	£67,364	£75,345	£70,713	£68,536
L21	£69,031	£77,011	£72,383	£70,204
L22	£70,745	£78,725	£74,090	£71,914
L23	£72,497	£80,472	£75,842	£73,661
L24	£74,295	£82,277	£77,643	£75,466
L25	£76,141	£84,119	£79,489	£77,307
L26	£78,025	£86,001	£81,372	£79,195
L27	£79,958	£87,933	£83,305	£81,124
L28	£81,942	£89,919	£85,290	£83,105
L29	£83,971	£91,953	£87,316	£85,139
L30	£86,061	£94,039	£89,406	£87,221
L31	£88,187	£96,168	£91,539	£89,357
L32	£90,379	£98,355	£93,724	£91,549
L33	£92,624	£100,604	£95,975	£93,795
L34	£94,914	£102,894	£98,263	£96,083
L35	£97,273	£105,253	£100,620	£98,443
L36	£99,681	£107,658	£103,026	£100,848
L37	£102,159	£110,142	£105,509	£103,327
L38	£104,687	£112,664	£108,037	£105,855
L39	£107,239	£115,215	£110,584	£108,402
L40	£109,914	£117,898	£113,266	£111,086
L41	£112,660	£120,645	£116,010	£113,828
L42	£115,483	£123,461	£118,828	£116,653
L43	£117,197	£125,098	£120,513	£118,356

6.2. When determining leadership pay and starting salary, the following will be considered:

- STPCD;
- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider Trust and academy context;
- current pay grade.

7. Pay for Headteachers

7.1. This section applies to all E-ACT Headteachers.

Ranges for Headteachers					
GROUP	RANGE OF SPINE POINTS		Inner London	Outer London	Fringe Area
1	L6 - L18	£47,735- £63,508	£55,715 – £71,411	£51,082 - £66,827	£48,901 - £64,663
2	L8 – L21	£50,151 - £68,347	£58,132 - £76,249	£53,499 - £71,666	£51,314 - £69,509
3	L11 – L24	£54,091 - £73,559	£62,066 - £81,461	£57,436 - £76,874	£55,254 - £74,718
4	L14 – L27	£58,135 - £79,167	£66,114 - £87,062	£61,479 - £82,480	£59,302 - £80,320
5	L18 – L31	£64,143 - £87,311	£72,125 - £95,216	£67,496 - £90,632	£65,310 - £88,472
6	L21 – L35	£69,031 - £96,310	£77,011 - £104,211	£72,383 - £99,624	£70,204 - £97,468
7	L24 – L39	£74,295 - £106,176	£82,277 - £114,074	£77,643 - £109,489	£75,466 - £107,328
8	L28 – L43	£81,942- £117,197	£89,919 - £125,098	£85,290 - £120,513	£83,105 - £118,356

7.2. Headteachers will be paid on an 8 point pay range within the E-ACT leadership pay scale as determined by the E-ACT Personnel Committee, within the appropriate Headteacher group defined in accordance with the STPCD. The academy will be assigned to a Headteacher group calculated using its total unit score, in accordance with STPCD.

7.3. The Headteacher must demonstrate sustained high quality of performance in respect of leadership and management and pupil progress and will be subject to a review of performance against their appraisal objectives.

- 7.4. Annual pay progression within the range for this post is automatic and is not linked to performance. Any progression will normally be by one point, but E-ACT may consider movement by two points in exceptional circumstances where the performance of the Headteacher has been excellent – for example, in the light of the challenges faced and the contribution made to whole Trust achievement.
- 7.5. A pay range will be determined for the Headteacher which will not normally exceed the maximum of the Headteacher group, unless the specific exceptional circumstances or candidate warrant it, up to an additional 25%.
- 7.6. Additional payments may be made to a Headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 6.2. The total sum of any temporary payments will not normally exceed 25% of the Headteacher’s annual salary.
- 7.7. The bottom of the range will be at least one point higher than the maximum point of the range for the highest paid Deputy Headteacher or Assistant Headteacher. The E-ACT Personnel Committee may decide to exceed the maximum of the appropriate Headteacher group or E-ACT leadership pay scale where the Personnel Committee decides that circumstances warrant a higher pay range.
- 7.8. The starting salary on appointment for Headteachers within the 8-point range will be determined by the Chief Executive Officer and Executive Leadership Team. The Personnel Committee and Remuneration Committee will approve salaries in excess of £100,000.

8. Pay Range for Deputy Headteachers and Assistant Headteachers

- 8.1. Deputy Headteachers will be paid on a 5 point pay range within the E-ACT leadership pay scale as determined by the Regional Education Director. The top of the range will be at least one point below the minimum point of the Headteacher’s pay range and at least one point higher than the maximum point of the range for the highest paid Assistant Headteacher. The starting salary on appointment for Deputy Headteachers within the 5-point range will be determined by the Regional Education Director in consultation with the Regional Operations Director.
- 8.2. Assistant Headteachers will be paid on a 5-point range within the E-ACT leadership pay scale as determined by the Regional Education Director. The top of the range will be at least one point below the maximum point of the range for the lowest paid Deputy Headteacher, and the minimum point of the range will ensure a differential of at least one pay point above the actual salary of the highest paid classroom teacher. The starting salary on appointment for Assistant Headteachers within the 5-point range will be determined by the Regional Education Director.
- 8.3. Deputy Headteachers and Assistant Headteachers must demonstrate sustained high quality of performance in respect of leadership and management and pupil progress and will be subject to a review of performance against their appraisal objectives.
- 8.4. Annual pay progression within the range for these posts is automatic. Any progression will normally be by one point, but E-ACT may consider movement by two points in exceptional circumstances – for example, where the performance of the Deputy/Assistant Headteacher has been excellent in the light of the challenges faced and the contribution made to whole academy/Trust achievement.

9. Pay Range for Leading Practitioners

- 9.1. Leading Practitioners (LP) are qualified teachers who are an exemplar of teaching skills employed in specific posts with the primary purpose of modelling and leading improvement of teaching skills in E-ACT. They will be paid on a 5 point pay range within the overall LP pay range.
- 9.2. Eligible leading practitioners will automatically receive progression and no application will be necessary. It is automatic.
- 9.3. Leading practitioners will normally have a sustained track record of successful performance as a teacher on the upper pay scale, demonstrate excellence in teaching, have an up to date knowledge in best practice of teaching skills and have contributed to leading the improvement of teaching skills.
- 9.4. E-ACT will take into account the following criteria when deciding on the pay range of each leading practitioner post:
 - The nature of the work done, including any work with teachers from other academy/academies;
 - The scale of the challenges and demands faced by the LP;
 - The professional competencies required;
 - The pay rate needed in order to attract and retain the right candidate;
 - Other criteria as considered appropriate, in accordance with statutory guidance and non-statutory guidance in the School Teachers Pay and Conditions Document in place at the time.
- 9.5. Different posts may be paid on different individual post ranges within the overall pay range to reflect the different demands and challenges of that post. The salary range will not be portable between different LP posts.
- 9.6. LPs will demonstrate sustained high quality of performance in the light of their agreed performance criteria.
- 9.7. Annual pay progression within the range for these posts is automatic.

9.7.1. Pay Range for E-ACT Leading Practitioners:

Lead Practitioners England		Inner London	Outer London	Fringe Area
Min 1	£42,402	£50,415	£45,766	£43,570
2	£43,465	£51,480	£46,830	£44,634
3	£44,550	£52,570	£47,911	£45,719
4	£45,658	£53,667	£49,026	£46,833
5	£46,796	£54,821	£50,164	£47,971
6	£47,969	£55,989	£51,333	£49,143
7	£49,969	£57,285	£52,628	£50,436
8	£50,397	£58,418	£53,763	£51,567
9	£51,656	£59,673	£55,019	£52,828
10	£52,983	£60,999	£56,349	£54,153
11	£54,357	£62,372	£57,718	£55,527
12	£55,610	£63,630	£58,978	£56,785
13	£57,000	£65,019	£60,370	£58,175
14	£58,421	£66,439	£61,782	£59,593
15	£59,875	£67,888	£63,236	£61,042
16	£61,467	£69,486	£64,832	£62,640
17	£62,878	£70,899	£66,245	£64,059
Max 18	£64,461	£72,480	£67,828	£65,631

10. Pay range for E-ACT Teachers

- 10.1. E-ACT teachers will be paid within the pay range as determined in the current STPCD.
- 10.2. This section applies to all teachers paid on the E-ACT Teachers' Pay Range.
- 10.3. On appointment the starting salary will be determined by the Regional Education Director within the range recommended for Headteachers.
- 10.4. E-ACT will, as a minimum, offer a teacher on appointment a salary that matches the grade or amount they currently earn in their existing or previous job, subject to proof of salary.
- 10.5. When determining starting salary, the following matters will be considered:
 - the nature of the post;
 - the level of qualifications, skills and experience required;
 - market conditions;
 - the wider Trust and academy context;
 - current pay.
- 10.6. Eligible main pay range teachers will be automatically receiving progression and no application will be necessary.

Classroom Teachers		Inner	Outer	Fringe	
England		London	London	Area	
Main Pay Range	Min M1	£25,714	£32,157	£29,915	£26,948
	M2	£27,600	£33,658	31,604	28,828
	M3	£29,664	£35,226	£33,383	£30,883
	M4	£31,778	£36,866	£35,264	£32,999
	M5	£34,100	£39,492	£38,052	£35,307
	Max M6	£36,961	£42,624	£41,136	£38,174

11. Part-time Teachers

- 11.1. Teachers employed on an on-going basis at E-ACT, but who work less than a full working day or week are deemed to be part-time. E-ACT will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay arrangements. Additional hours worked by agreement from time to time will be paid at the same rate. Salary for part time staff will be calculated pro rata to the full-time teachers as explained in the STPCD. This will be calculated with reference to the number of hours of timetabled teaching and an additional contractual amount of time for planning preparation and assessment (PPA); plus any teaching duties carried out during non- teaching periods such as assemblies, and any non-contact time allocated for additional responsibilities.

12. Short Notice/Supply Teacher

- 12.1. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked. Period of less than a day will be pro rata to a full-time equivalent day. They are not subject to the appraisal process.

13. Unqualified Teachers

- 13.1. Unqualified teachers will be paid within the unqualified teacher pay range as determined in the current STPCD. When determining the pay of an unqualified teacher on appointment E-ACT will take into account their relevant qualifications and experience and consider the pay rate to retain the right candidate with the right skill set.
- 13.2. Eligible unqualified teachers will automatically receive further progression and no application will be necessary. Annual pay progression within the range is automatic.
- 13.3. Additional progression will be received for unqualified teachers.

		England	Inner London	Outer London	Fringe Area
Unqualified Teachers	1	£18,169	£22,849	£21,582	£19,363
	2	£20,282	£24,962	£23,696	£21,473
	3	£22,394	£27,075	£25,809	£23,587
	4	£24,507	£29,187	£27,926	£25,699
	5	£26,622	£31,298	£30,037	£27,812
	Max 6	£28,735	£33,410	£32,151	£29,924

14. Unqualified Teachers who become qualified

- 14.1. Upon obtaining qualified teacher status an unqualified teacher will be transferred to a salary within the E-ACT teacher pay range which will be the same as or higher than their salary as an unqualified teacher.

15. Newly Qualified Teachers

- 15.1. In the case of NQTs pay decisions will be made by means of the statutory induction process.
- 15.2. In the case of NQT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. If the member of staff successfully completes and passes the induction, pay progression would apply. If concerns have been raised and managed during the induction process and satisfactory and sustained improvement has not been made, the induction will not be passed and the teacher would be automatically dismissed. The above arrangements would also apply in circumstances where it is necessary to have an extension to the period of induction and would take place following completion of the extension.

16. Absence and pay progression

- 16.1. Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) will be eligible to receive pay progression.
- 16.2. Where a teacher is away from school because of maternity leave, it is unlawful for the school to deny that teacher an appraisal and subsequent pay progression decision because of her maternity. When a teacher returns to work from maternity leave, the school must give her any pay increase that she would have received, had she not been on maternity leave. The same principle applies for staff who have been on long-term sick leave due to a disability.

17. Application and progression to the Upper Pay Range

- 17.1. Any qualified teacher may apply to be paid on the upper pay range and any such application must 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.

- 17.2. The Trust wants to promote a culture where every teacher can and is encouraged to apply for progression to UPS.
- 17.3. Applications should be made in writing to the Headteacher between 1 September and 31 October for consideration to be included in the pay review for the following academic year. E-ACT will accept one application, per applicant each year between the application window of 1 September to 31 October. For teachers who work part of the year they should apply by the end of the term in which they work.
- 17.4. If a teacher is simultaneously employed by E-ACT in another academy within the Trust, they may submit separate applications for the respective roles in which they wish to apply to be paid on the upper pay range for. E-ACT will not be bound by any pay decision made by another Academy or Trust.
- 17.5. All applications should include the results of the two previous appraisals.

Upper Pay Range	England	Inner London	Outer London	Fringe Area
	Min U1	£38,690	£46,971	£42,559
U2	£40,124	£49,279	£44,133	£41,295
Max U3	£41,604	£50,935	£45,766	£42,780

- 17.6. To be successful in an application for progression to the E-ACT Upper Pay Range the teacher must satisfy the Headteacher that:
- they are highly competent in all elements of the Teachers' Standards and;
 - their achievements and contribution to E-ACT/academy are substantial and sustained.
- 17.7. This is defined as sustained for a minimum of two years and substantial contribution includes:
- evidence of modelling effective teaching and mentoring/coaching colleagues.
- 17.8. The Regional Education Director will make the decision on the success of the application, recommended by the Headteacher. The decision of the Regional Education Director may be subject to appeal.
- 17.9. The assessment will be made by the Headteacher within 10 working days of the application deadline with the Regional Education Director considering the recommendations at their meeting. The outcome will be communicated to the applicant within 3 days of the meeting. Feedback on unsuccessful applications will be provided soon after by the Headteacher or the line manager.
- 17.10. The Headteacher and E-ACT will perform a moderating role to ensure fairness and

transparency. This will be done by the Regional Education Directors who will assess performance within their region, and by the Personnel Committee who will moderate assessment at the national level.

18. Teaching and Learning Responsibility Payments (TLRs)

- 18.1. TLRs are awarded to the holders of the posts indicated in the agreed academy staffing structure. E-ACT will review each academy staffing structure annually and, where changes are proposed, will consult recognised trade unions where appropriate. Teachers will not be expected to undertake permanent additional responsibilities without a permanent TLR1 or TLR2 payment.
- 18.2. A TLR1 or TLR2 allowance may be awarded to classroom teachers for undertaking a sustained additional responsibility in the context of the academy's staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.
- 18.3. The teacher's duties must include a significant responsibility that is not required of all classroom teachers and that:
 - Is focused on teaching and learning;
 - Requires the exercise of a teacher's professional skills and judgement;
 - Requires the teacher to lead, manage and develop a subject or curriculum area, or to Lead and manage student development across the curriculum;
 - Has an impact on the educational progress of students other than the teacher's assigned classes or groups of students; and,
 - Involves leading, developing and enhancing the teaching practice of other staff.
- 18.4. Before awarding a TLR1, the significant responsibility referred to at 19.3 includes in addition, line management responsibility for a significant number of people.
- 18.5. A fixed term third TLR (TLR3) may be awarded to a classroom teacher for clearly time limited improvement projects or one off externally driven responsibilities. The duration of the TLR3 must be established at the outset. The annual value of a TLR3 must be between £517 and £2,577 and paid on a monthly basis for the duration of the fixed term. Where a TLR3 is awarded to a part time teacher the value should not be amended to reflect the part-time hours of the individual in receipt of the award: the pro-rata principle does not apply to TLR3s. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or TLR2 may also hold a concurrent TLR3.
- 18.6. There are specific criteria which have to be met in order to qualify for TLR payments in the context of the agreed academy staffing structure. A teacher cannot hold more than one TLR (unless one is a TLR3) and it must be awarded specifically for teaching and learning responsibilities. TLRs cannot be awarded for non-teaching duties.
- 18.7. A system of safeguarding will exist in line with STPCD if new TLR levels are less than current TLRs. If a teacher moves to a new TLR at any point and their new salary exceeds their previous payments, then safeguarding ceases. TLR 3 is not subject to safeguarding.
- 18.8. The TLR allowances and amounts for E-ACT are:

	Annual
TLR3a	£571
TLR3b	£1,702
TLR3c	£2,833
TLR2a	£2,873
TLR2b	£4,944
TLR2c	£7,017
TLR1a	£8,291
TLR1b	£10,204
TLR1c	£12,116
TLR1d	£14,030

19. Special Educational Needs Allowances

19.1. The Regional Education Director will award a SEN allowance to a classroom teacher in accordance with the criteria and provisions set out in the STPCD. Where a SEN allowance is to be paid, the spot value of between £2,270 and £4,479 will take into account the structure of the academy's SEN provision and the following:

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

19.2. The level of the SEN allowance will be judged on appointment and kept under review.

20. Other Payments

20.1. Please note that all of the below additional payments will be paid in line with STPCD.

20.1.1. Continuing Professional Development

20.1.1.1. Teachers including the Headteacher who undertake voluntary continuing professional development outside the academy day will be entitled to an additional payment to cover subsistence and travel expenses.

20.1.1.2. An additional discretionary payment may be made for attendance at training sessions outside teachers directed time, where attendance has previously been approved by the Headteacher or a senior manager authorised by the Headteacher to do so.

20.1.2. Initial Teacher Training Activities

20.1.2.1. Payment will be made for mentoring of PGCE, NQT and GTP staff in line with local arrangements. If this is performed by Lead Practitioners, then it will be considered an integral part of their job and so not attract the additional payment.

20.1.3. Out-of-hours Learning Activities

- 20.1.3.1. Teachers who agree to provide learning activities outside of the normal Trust hours and whose salary range does not take account of such activity will be entitled to a payment relative to the activity undertaken and which has been previously approved by the Senior Leadership team.
- 20.1.3.2. Activities that will attract payment are limited to those lunchtime and evening activities that have been previously approved by the Senior Leadership Team.

20.1.4. Recruitment and Retention Incentives and Benefits

- 20.1.4.1. For posts where E-ACT anticipates or encounters recruitment and/or retention difficulties, then consideration may be given to awarding an incentive or benefit as determined by E-ACT.
- 20.1.4.2. Where such an incentive or benefit is awarded, the Regional Education Director in consultation with the Regional Operations Director will determine:
 - Whether the award is for recruitment or retention;
 - The nature of the award (e.g. cash sums, travel, housing costs, etc.);
 - When/how it will be paid - i.e. is it paid in 2 lump sums - as with 'golden handcuffs';
 - The start date and duration of the award;
 - The basis for any uplift that may be applied.
- 20.1.4.3. Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods. The Headteacher will make a recommendation to the Regional Education Director when this payment is to be offered, how much and how it should be implemented – as a lump sum or 'golden hello' at the commencement of the contract or at the end 'golden handcuffs'. Any award will be reviewed annually.

20.2. These additional incentives or benefits will be reported annually.

21. Acting Allowances

- 21.1. Acting allowances will be paid to teachers who are carrying out the duties of Headteacher, Deputy or Assistant Headteacher. Where such duties, or other leadership responsibilities, are carried out for a period of at least four weeks, the teacher will be paid at an appropriate point on the leadership scale or awarded a TLR for a temporary period, so that the payment for the additional responsibility is equal to that of the substantive post, to cover the absence of a colleague, as determined by the Headteacher. Payments will be backdated to the date the responsibility is taken over.

22. Review of the Pay Policy

- 22.1. E-ACT will review the Pay Policy annually in line with STPCD changes.

- 22.2. The policy will also be revised as required to introduce any changes in regulation and statutory guidance to ensure that it is always up to date.
- 22.3. Recognised trade unions will be consulted on any such revisions to the policy having regard to the results of consultation with all teachers.

23. Quality, Assurance and Evaluation

- 23.1. E-ACT's Personnel Committee will monitor this policy and ensure it is applied in a fair, open and consistent manner.
- 23.2. E-ACT is committed to ensuring that the pay progression process is fair and non-discriminatory.

24. Monitoring the Impact of the Pay Policy

- 24.1. E-ACT will monitor the outcomes and impact of this policy annually and discuss these with the trades unions at the trust level. This will be done in accordance with legislative changes, changes to the STPCD, and ensuring continuing compliance with equalities legislation.
- 24.2. Changes may need to be made to the policy, if this is the case, we will make them in consultation (at trust level) with the recognised trade unions and professional associations.
- 24.3. The DfE Guidance on the Equalities Act will be used for monitoring the impact of this policy.
- 24.4. E-ACT national team will provide a written report on the operation of the pay policy annually. This information will be shared and discussed with the JNC at Trust level. The report will not identify any individual by name. It will include an assessment of the impact of these policies on:
- Race;
 - Sex;
 - Sexual Orientation;
 - Disability;
 - Religion and belief;
 - Age;
 - Part time status;
 - Maternity and Pregnancy;
 - Caring responsibilities.

25. UPS Threshold Appeals

- 25.1. A key aspect of the process is the opportunity for a teacher to discuss a pay recommendation prior to it being confirmed by the Regional Education Director. This stage in the process will help to ensure that pay decisions and pay policies are transparent and fair. The opportunity to discuss a pay decision before it is made may also mitigate the need for the more formal stages one and two.

25.2. The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under E-ACT's grievance procedure following conclusion of a pay appeal.

25.3. Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the appeals panel who their chosen companion is, in good time before the hearing.

25.3.1. Informal discussion with the Headteacher prior to confirmation of pay recommendation for progression to the upper pay range (UPR)

25.3.1.1. A teacher who is dissatisfied with a pay recommendation for progression to UPR has the opportunity to discuss the recommendation with the appraiser or Headteacher before the recommendation is actioned and confirmation of the pay decision is made by the academy. If that does not resolve the issue, a teacher may follow the formal procedure below.

25.3.2. Stage 1: A formal representation to the person making the pay determination (Regional Education Director)

25.3.2.1. If, following discussion with the Headteacher the teacher remains dissatisfied, they can make a formal appeal in writing within 5 working days of the discussion with the Headteacher to the committee who made the decision (the Regional Education Director). The possible grounds for appeal are:

- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- unlawfully discriminated against the teacher.

25.3.2.2. Appeals against pay decisions should be made in writing and addressed to the Regional Education Director who has made the determination, stating the grounds for appeal in accordance with 30.7.

25.3.2.3. The teacher will be invited to a meeting with the Regional Education Director and the teacher will have the opportunity to make representations for progression to UPS and an academy representative will also attend to present the management case. A note taker will also be present.

25.3.2.4. Following this meeting the Regional Education Director will make a pay determination that will be communicated to the teacher in writing without unreasonable delay.

25.3.3. Stage 2: A formal appeal hearing with an appeals panel

25.3.3.1. Should the teacher not agree with the pay determination, the teacher may appeal the decision in writing and have an appeal hearing before an appeals

panel in line with E- ACT's Scheme of Delegation on one of the grounds below:

- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- failed to take proper account of relevant evidence;
- took account of irrelevant or inaccurate evidence;
- was biased; or
- unlawfully discriminated against the teacher.

- 25.3.3.2. Upon receipt an appeals panel of who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, as soon as reasonably practical including copies of any relevant documents to be considered at the hearing will be enclosed.
- 25.3.3.3. The teacher will have the opportunity to make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present. In the hearing, both the teacher and the management representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.
- 25.3.3.4. Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel's decision is final and there is no further right of appeal.

Appendix 1

*Academy structure showing posts with TLR allowances to go in here
Each academy to complete*

Appendix 2 – Application to be paid on Upper Pay Range

Name:	Job Title:
Academy:	Date of Application:
Current pay point:	Date of last application (if applicable):

Years covered by appraisal review statements:

Academy covered by appraisal review statements:

Summary of application to progress to UPR: *please ensure you detail with evidence the ways in which you meet the criteria set out in the STPCD and how those are defined in the Pay Policy (section 18) You will reference here evidence gathered and presented through the appraisal process.*

(continue on additional sheets if necessary)

Declaration

I confirm that at the date of this application I meet the eligibility criteria and I submit the appraisal (and brief supporting evidence as appropriate).

Signed (applicant):

Date:

Appendix 3: Performance management proforma for setting and signing off objectives

Agreed Appraisal Objectives	Objective Met	Progress toward objective	Objective not met	Objectives exceeded
1)				
2)				
3)				
	Signature:		Date:	
Appraisee:				
Appraiser:				
Headteacher: <i>(if not appraiser)</i>				

Appendix 4a: Process and proforma for exceptional performance

Process for recognition of exceptional performance.

1. The applicant should meet with their line manager and agree the rationale for recognising their exceptional contribution and explain how they have shown impact above and beyond their current day to day role and responsibility
2. The line manager will either a) support their application and complete the line manager statement in Proforma A or b) decline to support the staff members' application for exceptional performance recognition
3. If supporting the application Proforma A should be completed and submitted to the Headteacher. If the Headteacher supports the application a recommendation is made to the Regional Education Director to support the recognition of exceptional performance.
4. If the staff members' application is declined at any stage they may appeal in accordance with the appeal process set out in this Teacher Pay Policy.

Proforma A: Recommendation for exceptional performance	
Name:	Job Title:
Academy:	Current pay point:
Rationale for request to recognise exceptional: <i>(completed by the applicant)</i>	
Name and role of person supporting the recommendation:	
Evidence of exceptional performance including: <i>(completed by the applicant)</i> <ul style="list-style-type: none"> • Evidence against the three core E-ACT values of Thinking big, Doing the thing and Showing team spirit • Impact against role and responsibility and evidence demonstrating impact on wider academy contribution 	
Statement of support from the line manager:	

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Signed and dated by the applicant:

Signed and dated by the line manager: