



Carlton Academy Trust Pay Policy

Ratified Date:	Sept 2020
Signed on behalf of the Trustees:	G Logan
Signed on behalf of the CEO:	A Kneeshaw
Review Date:	Sept 2023

Policy Aims and Scope

This policy applies to all staff and aims to:

- Explain how the trust determines pay decisions
- Sets out a clear framework for pay and progression throughout the trust

Teachers pay will also be assessed in accordance with the School Teachers Pay and Conditions Document (STPCD), with non-teaching staff aligned to the National Joint Council for Local Government (NJC).

All staff follow national pay scales, with exception of some senior centrally employed trust staff where there are no relevant or appropriate pay scales. These centrally employed staff follow trust-defined pay scales appropriate to their roles. The trust follows and honours national pay settlements for all staff where they are funded and affordable.

Salary Reviews

Teaching Staff

All teacher salaries, including the Leadership Group, will be reviewed annually in alignment with the annual appraisal period (September 1 to August 31) with any changes to take effect from 1 September. Pay progression will be decided based on their performance during the appraisal period and accompanying pay recommendations (where appropriate). Reviews and accompanying pay decisions will be completed by 31 October, with the CEO's (Chief Executive Officer) review completed by December 31.

All Performance Management pay recommendations are provisional pending confirmation from the Head of School. Decisions made by Heads of School are then confirmed by the Chief Executive Officer and Trust Audit Committee.

Support Staff

Support staff pay reviews are made at two points during the year. The first is following completion of the annual appraisal cycle (September-August), where any pay increments will be based on their performance during the appraisal period and accompanying pay recommendations. Any pay increments will be backdated to September 1st. The second will be when national pay awards are implemented, currently at the end of March.

Staff who reach five years' service with the Trust, and thus eligible for enhanced holiday entitlement, will have their pay adjusted on the April following the 5-year anniversary

Pay on Appointment

Pay scales are decided by the trust in consultation with individual schools, with schools granted discretion to decide the starting point on these scales.

In making such pay determinations, the following factors are often taken into consideration:

- The nature and responsibilities of the post
- The level of qualifications, skills and experience required
- 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.

Unqualified Teachers

Will normally be paid on the appropriate pay range, except where the trust feels their performance and contribution is worthy of migration to the qualified teachers scale. This is completed at the discretion of the trust.

Head of School Remuneration

Salary ranges for Heads of School will be in accordance with school group size as determined by the STPCD, except where local conditions and/or performance allow for ranges to be extended.

Main Pay Scale (MPS) Progression

Progression will be automatically considered for those on M1-M5. In order for pay progression to be recommended, teachers must demonstrate that they consistently meet all elements of the Teachers' Standards.

Upper Pay Scale (UPS) Progression

Applications are made in accordance with the provisions of STPCD. The school should be formally informed in writing by staff of their intention to apply for UPS progression by mid-September (end of September 15). This will enable the Head of School or other delegated senior leader to oversee their Performance Management and UPS application.

In order to be eligible teachers must demonstrate:

- They are highly competent in all elements of the Teachers' Standards

And their achievements and contributions are substantial and sustained

Applications must be made in writing to the Head of School by the end of September 30, who will rule on all UPS pay decisions. Appeals can be made to the Chair of the Local Governing Body.

Leadership Pay Scale Progression

Progression will be automatically considered for those on a Leadership pay scale. In order for pay progression to be recommended, Leaders must demonstrate that their contributions are substantial and sustained and that they model CAT Leadership Philosophies to a consistently high standard.

Appealing a Pay Decision

Appeals should be made to the Head of School or other senior leader delegated this responsibility. The appeal should be made in writing setting out the reasons why they feel the decision was unfair and received no later than ten working days after they were formally informed of the original pay decision. Those staff line-managed by the Head of School can appeal to the CEO.

Heads of School and other centrally employed trust staff line-managed by the CEO can appeal to the Chair of Trustees. Centrally employed trust staff not line-managed by the CEO, can direct appeals to the CEO.

Salary Safeguarding Arrangements

We will abide by the STPCD and safeguard teacher's salaries if the post is revised or removed as a result organisational restructuring. The safeguarding of support staff salaries is at the discretion of the school/trust.

Pay Statements

When pay is changed, employees will receive a written statement confirming this as soon as possible and not later than 4 weeks after the decision has been made.

Statements will include details of:

- Payments or other financial benefits awarded
- Position on relevant salary scale
- Any safeguarded sums
- The nature and value of any allowance/responsibility received and when it will end (where relevant)

Discretionary Payments

The school/trust may make discretionary payments for any reason to address prevailing market conditions. These commonly comprise recruitment, retention, or to reward outstanding performance.