



CARLTON
ACADEMY TRUST

Carlton Academy Trust Pay Policy

Approved on behalf the Trustees:

Roger Butterfield

Review Date:

August 2023

Next Review Date:

August 2026



Glossary

CEO:	Chief Executive Officer.
COT:	Chair of Trustees
HOS:	Head of School.
MPS:	Main Pay Scale (teachers).
NJC:	National Joint Council for Local Government.
STPCD:	School Teachers Pay and Conditions Document.
UPS:	Upper Pay Scale

Policy Aims and Scope

This policy applies to all school and central trust staff, outlining their pay progression arrangements.

Salary Scales

The pay of teachers follows STPCD scales, terms, and conditions.
The pay of non-teaching staff follows NJC scales, terms, and conditions.

The most senior members of the central trust team follow the Senior Central Trust Staff Pay Framework. Inflationary increases in the salaries of these senior central team members follows pay settlements agreed nationally for teachers and support staff, as appropriate to the role.

The trust follows and honours national pay settlements for all staff where they are funded and affordable.

Salary Reviews

All employees have an annual performance management cycle aligned with the school year, starting on 1 September, and finishing on 31 August. Pay progression is based on performance over this period, with performance management reviews being completed by the end of October wherever possible. Some secondary teachers may have their reviews completed shortly after this date, as the validated national performance data needed to accurately assess their performance may only become available in early to mid-October.

All pay recommendations are provisional pending approval by the HOS (school staff) or CEO (central trust staff), then reported to the Risk and Audit committee.

Salary at Appointment

All roles have pay ranges which are agreed prior to them being advertised. Schools have discretion to decide the starting point on these ranges, depending on individual circumstances relating to the role and appointed person. In exceptional circumstances, candidates may be paid above the normal salary range, where they have approval to do this from the CEO.

Unqualified Teachers

Will normally be paid on the unqualified teacher pay range. The exception is where the school feels their experience, skills, and/or performance justifies enhanced pay.



HOS Salaries

Salary ranges for HOS accords with school group size as determined by the STPCD, except where local conditions and/or performance justifies the use of another pay range. High-performing HOS may also be placed on the 'Leading Head of School' pay scale, which recognises and rewards their experience and high standards of job performance.

Pay Progression: Teachers

MPS

Pay progression is automatically considered for all MPS teachers on M1-M5. However, progression is not automatic, and they will need to demonstrate strong performance over the year for their line manager to make a pay progression recommendation.

Teachers paid at M6 are required to have been paid on this pay scale for at least two years to demonstrate the strong performance required to progress to UPS.

UPS

Applications for UPS progression are overseen by the HOS. To be eligible for progression, teachers must be able to demonstrate that they are both:

- Highly competent in all elements of the Teacher Standards.
- and
- Their achievements and contributions are substantial and sustained.

There are three salary points within this scale, UPS 1 to UPS 3. Teachers progressing through UPS must spend at least two years at each salary point before being eligible to apply to the next.

Teachers failing to maintain the standards expected of UPS teachers may have this status taken away as a consequence.

Leadership

Pay progression will be automatically considered for those on a leadership pay scale. However, progression is not automatic, and leaders must demonstrate that their contributions are substantial and sustained and that they model CAT Leadership Philosophies to a consistently high standard.

Pay Progression: Non-Teaching Staff

Pay progression will be automatically considered for all non-teaching staff, except where they are already at the top of their scale.

Staff who reach five years' service with the trust are eligible for enhanced holiday entitlement as follows:

Bands 1-6:	26 days (5 extra)
Bands 7-8:	27 days (4 extra)
SO1 and above:	28 days (3 extra)



The enhanced holiday entitlement will commence on the following April after five years' service has been reached.

Pay Progression: Senior Central Trust Staff

Trust staff paid on the senior trust staff pay framework have pay progression aligned with the number of schools and students they are responsible for. They may also have an enhanced salary to reward performance, enhance recruitment or retention, recognise extra responsibilities, or similar.

Pay Appeals

School staff must make an appeal to the HOS. This must be made in writing setting out the reasons why they feel the decision was unfair. This must be received no later than 10 working days after they were formally informed of the original pay decision.

If the original decision was made by the HOS, appeals must be addressed to the CEO. The CEO may delegate this decision to another appropriate senior member of the trust central team at their discretion.

Appeals from central trust staff must be addressed to the CEO. The CEO may delegate this decision to another appropriate senior member of the trust central team at their discretion. If the original decision was made by the CEO, the appeal must be addressed to the COT.

Note: Further details relating to pay progression can be found in the CAT Appraisal policy.

Salary Safeguarding

The trust follows local and/or national salary safeguarding arrangements when a salary is changed, or a member of staff changes role following a staffing restructure.

Pay Statements

When a salary change is made, staff receive a written statement confirming this not later than four weeks after the pay award has been made.

Statements include details of:

- Pay and other benefits (where relevant).
- Position on the relevant salary scale.
- Any safeguarded amount (where relevant).
- 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 to enhance recruitment or retention to a role, or bonus payments to reward outstanding performance.

