



Achieving together in faith

**Holy Cross Catholic
Multi Academy Company**

**Staff Pay Policy
2021 - 2024**

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Glossary of Abbreviations

Abbreviation	Full Name
LGBs	Local Governing Bodies
MPR	Main Pay Range
MAC	Multi Academy Company
NQTs	Newly Qualified Teachers
P and R	Pay and Remuneration Committee
QT	Qualified Teacher
STPCD	School Teachers' Pay and Conditions Document
SEN	Special Educational Needs
TLR	Teaching and Learning Responsibility
TUPE	Transfer of Undertakings (Protection of Employment) Regulations (2006)
UPR	Upper Pay Range
UT	Unqualified Teacher

1. Introduction

- 1.1 This policy sets out the framework for making decisions on teachers' and support staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and School Staffing (England) Regulations 2009. This has been consulted on with staff and/or the recognised trade unions. Support staff receive an uplift in April and continue to follow the national pay scales. The policy will align with annual recommendations for Support Staff and annual recommendations from the STPCD for Teaching Staff.
- 1.2 In adopting this pay policy for each of the schools in the Holy Cross Catholic Multi Academy Company (MAC), the aim is to:
- Maintain and improve the quality of teaching and learning at the Schools in the MAC;
 - Support the School's and MAC's improvement plan;
 - Underpin the School's Appraisal policies;
 - Ensure that all staff are valued and appropriately rewarded for their work contribution in the Schools and the MAC;
 - Ensure staff are well-motivated, supported by positive recruitment and retention policies and staff development;
 - Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
 - Provide flexibility to recognise individual staff performance linked to pay decisions;
- 1.3 Employees transferred to the MAC under Transfer of Undertakings (Protection of Employment) Regulations (TUPE) may be subject to different terms and conditions. Where this Policy differs from an individual employee's contractual terms, those terms take precedence.
- 1.4 Pay recommendations made by Local Governing Bodies (LGBs) to the MAC Pay and Remuneration (P and R) Committee of the Board should remain confidential.

2. Pay Award

- 2.1 All September salary determinations relating to salary progression for:
- Qualified teachers on the main pay scale;
 - Qualified teachers who were employed as Leading Practitioners
 - Unqualified teachers on the unqualified pay scale;

shall be made in accordance with the provisions of the STPCD.

Decisions about teachers' pay progression are linked to performance, with their annual performance-related progression pay increases being made in September.

- 2.2 The MAC Board will operate a whole MAC Pay Policy as the 'relevant body', as defined in the STPCD, and for the pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff of the MAC schools
- ensure that the annual appraisal of all teachers, including part time teachers, unqualified teachers, members of the leadership group, and the annual performance review of the Catholic Senior Executive Leader (CSEL) and Headteacher's salaries, is fairly and properly conducted as soon as possible at the start of the academic year and by 31st October at the latest for teaching staff; 31st December for the CSEL/Headteachers.
- 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.
- Where a pay determination leads or may lead to the start of a period of safeguarding, the MAC Board will give the required written statement of notification as soon as possible and no later than one month after the date of the determination.
- The MAC Board will ensure that discretion available under the STPCD is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the Leadership Group, including the CSEL/Headteacher.
- The MAC Board will give recognition to assigned increased responsibility for TLRs, whether for a permanent post, temporary projects or acting post basis.
- The MAC Board will ensure that an approved evaluation process is used to determine the appropriate salary scale for members of the Schools support staff.

This policy statement will be available to all staff of the MAC schools.

- 2.3 For teachers, this policy should be read in conjunction with School's Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the MAC schools, including the leadership team, and for supporting their *development* needs within the context of individual school's improvement plans and their own professional needs. All appraisals undertaken during the academic year will produce recommendations for pay for the teacher, to take effect from 1 September of the following year.
- 2.4 Pay recommendations at schools are made by the LGB. LGBs have established the appropriate Pay Committees with the necessary power to undertake consideration of salaries within the school and make their recommendations to the P and R Committee of the MAC Board.

3. Delegation of Decision Making

- 3.1 Except where otherwise stated, the MAC Board, having determined the policy as set out below, will delegate the day to day management of the policy to the Headteacher in consultation with the Chair of the MAC and the CSEL. The CSEL will report to the MAC Board those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPCD and the pay provisions for support staff.
- 3.2 The Headteacher, in accordance with this policy, shall make annual recommendations on the salary of all staff to the LGB Pay Committee who will make their recommendations to the the MAC P and R Committee.
- 3.3 Prior to recruiting for any position the recruiting manager must refer to the MAC's Scheme of Delegation and seek the necessary approval.

4. Equalities

- 4.1 The MAC Board and LGB seek to provide equality of opportunity for all staff regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, political belief or responsibility for dependants. In matters related to staffing and pay it will act in accordance with School's Equality Policies, and any other associated policy, including School's Appointment Procedures.
- 4.2 The MAC Board and LGB recognise the implications of equal pay legislation. The same legal constraint does not apply to Voluntary Aided Schools, Trust school and Academies where the LA is not the employer. However, LGBs acknowledge that it is sensible to take account of comparisons with neighbouring schools.
- 4.3 The MAC Board and LGBs will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers or staff to assess its effect and the school's continued compliance with equalities legislation. This information will be made available on request.

The MAC Board expects the Headteacher to seek appropriate advice from persons engaged by the MAC Board to provide such advice.

5. Pay Reviews for Teaching Staff - General

- 5.1 LGBs will ensure that each teacher's salary is reviewed annually, with effect from 1 September and no later than 31 October each year, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 5.2 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.

5.3 There are some circumstances, such as absence due to maternity or long term sick leave, which will need to be considered on a case by case basis and adjustments made to ensure equality of opportunity.

6.0 Pay Relativity

LGB Pay Committees will ensure that there is proper pay relativity between jobs within the school. Appropriate differentials will be created and maintained between jobs within the school, in a coherent rational structure, which addresses the need of individual schools as a whole and the need to reward individuals appropriately. The Directors recognise the need to take account of comparisons with other schools and other comparable employment within the authority and the impact of equal pay/equal value legislation.

7.0 Safeguarding

LGBs will operate salary safeguarding arrangements for teachers in line with the STPCD. Where a pay determination leads or may lead to the start of a period of safeguarding, the LGB will give the required notification as soon as possible and no later than one month after the date of determination.

8.0 Appeals

The MAC Board have an appeals procedure in relation to pay which complies with the requirements of the STPCD. It is set out in **Appendix 1** of this pay policy.

9.0 MAC Leadership Team

9.1 Determination of the MAC Leadership Team Pay Ranges

MAC P and R Committee have determined that:

- a. The salary range for members of the MAC Leadership Team including CSEL and CFOO will be determined with reference to appropriate leadership pay spines and in addition will take account of comparisons with other similar roles within the Local Authority, Archdiocese of Birmingham or nationally.
- b. In the case of the CSEL, the Chair of the MAC Board and another Director will negotiate and make a pay recommendation to the Board P and R Committee, which will approve or propose an adjustment to the recommendation.
- c. In the case of remaining members of the MAC Leadership Team, the CSEL will make recommendations to the P and R Committee, which will approve or propose adjustments to the recommendation in consultation with the CSEL.

9.2 Pay Progression for MAC Leadership Team

- a.) Performance and salary reviews for members of the MAC leadership team will take place every year. The MAC P and R Committee will have the discretion to recommend the pay award within the individual salary ranges having reviewed performance in the light of Performance Objectives set in the previous year in line with the MAC Improvement Plan and the MAC P and R Committee is satisfied that there has been “a sustained high quality of overall performance”. Objectives will become progressively more challenging as the MAC leadership Team gains experience and moves up their salary range.
- b.) The Chair of the MAC Board together with another Director will be the reviewers for the CSEL, supported by an external independent adviser who will provide advice and support in relation to the Performance Appraisal Review. Objectives set will link to the MAC Improvement Plan, School Improvement Plans and self-evaluation.
- c.) The CSEL together with a Director will be the reviewers for the CFOO. Objectives set will link to the MAC Improvement Plan and self evaluation.

10.1 Leadership Team

10.1 Leadership Group

The composition of the leadership group will be defined in each school's *Staffing Structure*. The Headteacher, Deputy Headteachers and Assistant Headteachers will have individual salary ranges on the leadership pay spine determined in accordance with the provisions of the STPCD. The headteacher group size will remain the main determinant of the Headteacher's salary range. The maximum of the headteacher group will not be exceeded unless the MAC P and R Committee determines that circumstances specific to the role of the individual warrant a higher than normal payment.

10.2 Determination of Leadership Pay Ranges

MAC P and R Committee have determined that:

- a.) Headteachers will be on a seven point pay range, this will be separated by at least one clear point from any other leadership pay ranges, unless there are exceptional circumstances.
- b.) Deputy Headteachers will be on five point pay ranges that reflects the weight and challenge of the post and size and circumstances of the school. The Deputy Headteachers' range will start on at least the next leadership group pay spine above the salary of the highest paid Senior Assistant Headteacher or Assistant Headteacher, whichever is applicable, unless there are exceptional circumstances.
- c.) Senior Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school.

- d.) Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school.
- e.) Where it is proposed to make a new appointment to the leadership group or where there is a significant change in the responsibilities of a serving member of the group, the MAC P and R Committee will review, and may re-determine, the relevant pay range. When determining a starting salary, the MAC P and R Committee will ensure that there is appropriate scope within the pay range to allow for performance-related progress over time. In particular, the MAC P and R Committee will re-determine the Headteacher's pay if it becomes necessary to change the headteacher group (including where the Headteacher becomes responsible and accountable for more than one school on a permanent basis). If the Headteacher becomes responsible and accountable for another school on a temporary basis, the P and R Committee will ensure that appropriate arrangements are made in accordance with the provisions of the STPCD. (The Board would not expect such an arrangement to last for more than a maximum period of two years.)
- f.) The MAC P and R Committee may also consider making discretionary payments to the Headteacher, providing that they have not already been taken into account in determining the headteacher group, in the following circumstances:
- the school is causing concern;
 - without such payment the school would have substantial difficulty filling the vacant Headteacher's post;
 - without such payment the school would have substantial difficulty retaining the existing Headteacher.

The total value of the salary paid to the Headteacher, including any temporary payments will not exceed the limits specified in the STPCD. If it is considered that there are exceptional circumstances, the P and R Committee will make a business case for the payment to the full MAC Board. The MAC Board will then seek external advice before deciding whether it is justifiable to exceed the limit in each individual case.

10.3 Pay Progression for Leadership Group Members

- d.) Performance and salary reviews for members of the leadership group will take place every year. The LGB Pay Committees will have the discretion to recommend the award of up to two performance points within the individual salary ranges for the Headteacher, Deputy Headteachers and Assistant Headteachers where, having reviewed performance in the light of Performance Objectives set in the previous year in line with the School Improvement Plan, the Pay Committee is satisfied that there has been "a sustained high quality of overall performance". Objectives will become progressively more challenging as the leadership group member gains experience and moves up their salary range.
- e.) The CSEL together with the Governing Body will be the reviewer for the Headteacher, supported by an external independent adviser who will provide advice

and support in relation to the Performance Appraisal Review. Objectives set will link to the MAC Improvement Plan, School Improvement Plans and self-evaluation. When making a determination in relation to performance points, consideration will be given to the relevant advice provided by the Department for Education.

11 Classroom Teachers

11.1 Basic Pay Determination on Appointment

- a.) The LGB will determine the pay range for a vacancy. On appointment, the LGB will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the LGB may also take into account a range of factors, including:
- the requirements of the post;
 - any specialist knowledge required for the post;
 - the experience required to undertake the specific duties of the post;
 - the wider school context
- b.) On appointment the starting salary will be determined within the range offered at a point no less than the teacher's current salary subject to the maximum of the range attached to the post.

11.2 Main Pay Range

The MAC Board have previously decided to adopt reference points based on the former main pay scale and will adopt the recommended payscale points for the Main and Upper pay ranges. Decisions about teachers' pay progression are linked to performance, with their annual performance-related progression pay increases being made in September.

11.3 Pay Progression based on performance, for Teachers on the MPR.

- a.) Teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognizes 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 school's appraisal policy. Decisions regarding pay progression will be made with reference to the teacher's appraisal reports, where judgements of performance will be made against the objectives and relevant standards and the pay recommendations they contain. In the case of Early Career Teachers (ECT), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. Teachers who meet the required standards of performance and meet appraisal objectives can expect continued incremental pay progression to the top of their designated pay range.

- b.) To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions. In MAC schools, decisions will be moderated through a quality assurance process involving the Headteacher, a designated leadership team member and the LGB. The evidence used will originate in the performance management process and judgements of performance will be made against the appraisal objectives and the National Teachers' Standards. Teachers' final written appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the MAC P and R Committee, having regard to the appraisal report and taking advice from the Headteacher and/or the senior leadership team. (The process leading to the LGB Pay Committee's recommendation is set out in Appendix 1.)
- c.) The MAC's P and R Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

If a teacher is not eligible for pay progression, the teacher may move to transition support arrangements as part of the school's capability policy. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

12 The Upper Pay Range (UPR)

12.1 The Upper Pay Range

- a.) The MAC Board has previously decided to adopt reference points based on the former upper pay scale for post-threshold teachers and will adopt the recommended payscale points for the UPR in accordance with the STPCD.

12.2 Pay Progression based on Performance for Teachers on the Upper Pay Range

- a.) The decision whether to award pay progression will be related to the teacher's performance assessed through the school's appraisal arrangements and a recommendation will be made in writing as part of the teacher's appraisal report as required by the Appraisal Regulations (where appropriate, in the case of a teacher who has recently joined the school, the appraisal report from the previous school will be used). The teacher will have been expected to have at least sustained the standards required by the STPCD for movement to the UPR, namely:
- that the teacher is highly competent in all elements of the relevant standards, and
 - that the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

12.3 Movement to the Upper Pay Range

- a.) Teachers may apply to the Headteacher in writing to be paid on the UPR with effect from 1 September if they consider that they meet the criteria specified in the STPCD. On rare occasions, in light of their appraisal report, they may do so before they reach the maximum of the main pay range. Applications may be made once every academic year and during the current year must be submitted by 31 October. If a teacher is simultaneously employed at another school(s), they must submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. Individual MAC schools will not be bound by any pay decision made by another school.
- b.) All applications, with supporting documentation, should include the results of reviews or appraisals for the previous two consecutive academic years regulations, including any recommendation on pay. (Where that information is not applicable or available, the application should include a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria using evidence from the previous two consecutive years, taking into account any breaks in service.)
- c.) An application from a qualified teacher to progress to the UPR will be successful where the MAC P and R Committee is satisfied that
- The teacher is highly competent in all elements of the relevant standards, and
 - The teacher's achievements and contribution to the school are substantial and sustained

- d.) For the purposes of this pay policy:

'Highly competent' means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.

'Substantial' means the real importance of validity or value to the school, play a critical role in the life of the school, provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

'Sustained' means that performance has been maintained over a period of two consecutive years.

- e.) The application will be assessed robustly, transparently and equitably by the Headteacher. A response from the Headteacher, together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) will take place before a recommendation is made to the MAC P and R Committee. Final recommendations from the Headteacher (including recommending 'unsuccessful') will be made to the MAC P and R Committee within 20 working days.

- f.) Decisions and feedback will be provided by the MAC P and R Committee as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the UPR will be heard under the MAC P and R Committee Appeal arrangements (See Appendix 1).
- g.) If successful, the applicant will move to the UPR from the 1 September and will be placed onto Point 1 of the UPR.

13 Leading Practitioners

[Schools to remove the statement that does not apply in their schools]

Either

- 13.1 In this school there are no Leading Practitioner posts in the school's current staffing structure and in the event of the staffing structure being modified the Pay Committee will amend the Pay Policy appropriately.

OR

- 13.1 The LGB will take account of the STPC document when determining the role of Leading Practitioner in this school. Additional duties will be set out in the Job Description of the Leading Practitioner.
- 13.2 The LGB will make recommendations to the MAC P and R Committee the schools own reference points for the Leading Practitioner range within the minimum or maximum values of the STPCD. The range may start and end at any point between the minimum or maximum values. Consideration will be given to issues of equality and equal pay.
- 13.3 Pay Progression on Performance for Teachers on the Leading Practitioner Pay Range.

Pay progression on the Leading Practitioner Pay range will be clearly attributable to the performance of the individual teacher and will be on the same basis as Section 10.3 above. (Pay progression based on performance for teachers on the main pay range).

14 Unqualified Teachers (UT)

- 14.1 The Unqualified Teachers' Pay Range
 - a.) The MAC Board has previously decided to adopt reference points based on the former unqualified teachers' pay scale and will adopt the recommended pay scale points for the UT Pay Range in accordance with the STPCD.
 - b.) Where an UT becomes qualified whilst continuing to work at this school they will be paid at a salary on the Qualified Teacher range that is at least the same as the salary being paid to them on the unqualified range.

14.2 Basic Pay Determination on Appointment as an Unqualified Teacher

- a.) The LGB Pay Committee will determine where a newly appointed unqualified teacher will enter the scale having regard to any qualifications or experience the teacher may have which the committee considers to be of value.
- b.) The LGB Pay Committee will consider whether it wishes to pay an additional allowance in accordance with the STPCD either on appointment or subsequently.

14.3 Pay Progression is based on Performance for Unqualified Teachers

Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher and will be on the same basis as Section 10.3 above (Pay Progression based on Performance for Teachers on the Main Pay Range).

15 Part Time Teachers

- 15.1 Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with the STPCD and the LGB will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.
- 15.2 Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work but will need to complete on a pro rata basis the equivalent number of non pupil days. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Headteacher.

16 Short Notice/Supply Teachers

Teachers employed on a day-to-day or other short notice basis (i.e. when a teacher can have their contract end on a date that is not the end of term) 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.

17 Allowances and Other Payments for Classroom Teachers

17.1 Teaching and Learning Responsibility (TLR) Payments

- a.) Teachers on the Main and Upper Pay Ranges may be awarded TLR payments. Local Governing Bodies will award such a payment to a teacher for undertaking a sustained additional responsibility in accordance with the staffing structure of the school. The value of the TLR payments will be based on the STPCD.
- b.) The MAC P and R Committee will exercise its discretion to award a TLR3 if it identifies a time-limited school improvement project or a one-off externally driven responsibility which does not come within the role and responsibilities of a current post in the school. The MAC P and R Committee will determine in advance the duration and value of a TLR3 within the prescribed limits of the STPCD.

17.2 Special Educational Needs (SEN) Allowances

The MAC P and R Committee will award a SEN allowance where appropriate in accordance with the provisions of the STPCD. The MAC P and R Committee has noted and will take into account the advice that SEN allowances may be held at the same time as TLRs and that there are circumstances in which it may be more appropriate to award a TLR payment instead of a SEN allowance of a lower value.

18.3 Acting Allowances

- a.) If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, the MAC Board will decide, within four weeks, whether the teacher should be paid an allowance. If it decides that an acting allowance is to be paid, the teacher's total remuneration will not be lower than the minimum point on the range applicable to the relevant leadership group member. It will also determine the date from which the allowance is to be paid which can be a date on or after the teacher is first assigned and carries out the duties.
- b.) If the MAC P and R Committee decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group, the MAC P and R Committee can at any time make a further determination as to whether or not an allowance will be paid.

17.4 Additional Payments (Continuing Professional Development outside directed time, Initial Teacher Training activities and out-of-school learning activities)

- a.) The MAC P and R Committee may make such payments as they see fit to a teacher, other than the Headteacher, in respect of:
 - continuing professional development undertaken outside the school day on a voluntary basis
 - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
 - participation in voluntary out-of-school hours learning activity requiring a teacher's professional judgment, agreed between the teacher and the Headteacher
 - 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.
- b.) Payments to classroom teachers will only be made in respect of those 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.

- c.) Where the MAC P and R Committee determine that an additional payment is appropriate
- either payment will be made on the basis of the teacher's currently hourly rate as calculated by dividing the teacher's annual salary by 1265 or
 - a flat rate payment in line with the teacher's level of responsibility and the size of commitment
 - The Booster Rate will be applied to Qualified and Unqualified Teachers working in Summer and Easter Schools based on Local Authority rates.
- d.) As a general principle, teachers will not be paid twice for the same time worked. If the school derives any income from external services for the work of the school's staff, it should accrue to the school. The MAC P and R Committee will decide in advance whether it would be appropriate for an individual member of staff to receive additional remuneration for such activities and, if so, determine an appropriate amount. The MAC P and R Committee will take into account any work, including preparation done outside of normal school/working hours. It will also ensure that any expenses incurred as a result of taking on any additional work are reimbursed, unless they are accounted for elsewhere.

17.5 Recruitment and Retention Incentives and Benefits

- a.) The MAC P and R Committee will make such payments or provide such other financial assistance support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in the service of existing teachers.
- b.) Where the MAC P and R Committee is making one or more such payments, or providing such financial assistance support or benefits in one or more cases, it will conduct a regular formal interview for all such awards. The Pay Committee will make clear at the outset the expected duration of any such incentives and benefits and the review date after which they may be withdrawn.

18 Support Staff

- 18.1 MAC Board notes its powers to determine the pay of support staff in accordance with the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. MAC Board will determine the pay grade of support staff on appointment having regard to the scale of grades currently applicable in relation to employment with the Local Authority, which the MAC Board consider appropriate for the post. In reaching its determination, the MAC Board will consider the advice of Coventry City Council or the appropriate Local Authority.
- 18.2 Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the school. In selecting the salary grade the MAC Board (or the CSEL/Headteacher acting on the Board's behalf) will have regard to the job description.

- 18.3 'Acting up' on a temporary basis at the direction of the MAC Board (or of the CSEL/Headteacher acting on the Board's behalf) will be recognised where appropriate by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium.
- 18.4 MAC Central Team members or school Support Staff may make representations about individual salary grades at any time. The MAC Board expects representations to be made to the CSEL or Headteacher (as appropriate) in the first instance, but subsequently representations may be made to the LGB Pay Committee, with a right of appeal to the MAC P and R Appeals Committee in accordance with Appendix 1. Grievances about equal pay are dealt with under the separate procedure recommended by the Local Authority.

APPENDIX 1

Procedure for all staff for determining pay decisions and for making appeals against pay decisions

1. Principles

- 1.1 This procedure is consistent with the relevant employment legislation.
- 1.2 An employee may seek a review of any determination in relation to their pay or any other recommendation made by the MAC P and R Committee (or a committee or individual acting with delegated authority) that affects their pay.
- 1.3 At any formal hearing or appeal hearing the employee will be entitled to be accompanied by a trade union representative or another employee.
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

2. Procedure

- 2.1 If the Headteacher, appraiser or line manager decides not to recommend an employee for pay progression, a full discussion should take place with the employee in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Headteacher, appraiser or line manager (as appropriate) within 5 working days. The Headteacher, appraiser or line manager will consider this before the Headteacher makes a recommendation to the LGB Pay Committee.
- 2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay they should first seek to resolve this by discussing the matter informally.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied, they should follow a formal process as detailed below:
- 2.4 Within 5 working days of the notification of the recommendation to be made to the LGB Pay Committee, the employee should put in writing the grounds for questioning the pay recommendation and send it to the Headteacher.
- 2.5 The reasons for seeking a review of a pay determination are that the person (or committee) who made the decision -
 - (for teachers) 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
 - otherwise unlawfully discriminated against the teacher.

- 2.6 Upon receipt of the written grounds for questioning the pay recommendation, the Headteacher will ensure that the written submission is presented to the LGB Pay Committee prior to its decision on the recommendation. The employee will also be given the opportunity, if they so wish, to make representations in person to the committee and may be accompanied by a trade union representative or another employee.
- 2.7 Following the meeting of the LGB Pay Committee, within 5 working days, the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
- 2.8 If the employee remains dissatisfied, within ten working days of receipt of written notification of the LGB Pay Committee's decision, they should confirm, in writing, their intention to appeal and the basis of this appeal. (See paragraph 2.5 above.)
- 2.9 Any appeal on pay matters made by the employee against the recommendation of the LGB Pay Committee will be heard by the MAC P and R Committee. This will normally occur within 20 working days of the receipt of the written appeal notification.

3. The Appeal Hearing Process

- 3.1 The Chair of the MAC P and R Appeal Committee will first introduce all present and, in relation to an appeal by an employee, will seek confirmation that they understand that the status of the hearing is in accordance with the relevant employment legislation.
- 3.2 Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing but sufficient time must be given for its consideration.
- 3.3 Each party or member(s) of the MAC P and R Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- 3.4 The School's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
- 3.5 The employee (or his/her representative) will then have the opportunity to ask questions of the School's representative on the evidence given by them and any witnesses whom they may call.
- 3.6 The member(s) of the MAC P and R Appeal Committee shall then have the opportunity to ask questions of the School's representative and witnesses.
- 3.7 The employee or their representative will put their case in the presence of the School's representative and may call witnesses and present evidence.

- 3.8 The School's representative will then have the opportunity to ask questions of the employee and their witnesses.
- 3.9 The member(s) of the MAC P and R Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
- 3.10 The School's representative and the employee and his/her representative will withdraw.
- 3.11 The member(s) of the MAC P and R Appeal Committee with the person appointed as Secretary, if any, and any advisers present to assist the committee shall deliberate in private.
- 3.12 If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
- 3.13 Unless there are exceptional circumstances, both parties will be recalled and informed verbally of the outcome. The decision of the committee will be confirmed in writing and will include a note of the evidence considered and the reasons for the decision.
- 3.14 The decision of the MAC P and R Appeal Committee will not be subject to further review under the MAC Board's Grievance Procedure.