



Diocese of Norwich
St Benet's
Multi Academy Trust

St Benet's Pay Policy

Policy Type:	Trust Core Policy
Date Issued by MAT:	15/01/2025
Approved By:	Trust Board
Approval Date:	16/12/2024
Review Date:	December 2025
Person Responsible:	Chief Executive Officer

Our Christian Ethos and Values

Our academies are open to all and accepting of all regardless of faith. Our passion and ambition are to see children and young people in all our academies achieve excellent educational outcomes alongside developing and growing into their potential as individuals made in the image of God.

Our culture is one of high aspiration for all. This is rooted in our Christian values as demonstrated in the life and teachings of Jesus Christ. We have a desire to see our academies acknowledged as places of aspiration, high quality learning, achievement and hope making a significant contribution to the communities they serve.

All policies within St Benet's Multi Academy Trust (hereafter referred to as "the Trust"), whether relating to an individual academy or the whole Trust, will be written and implemented in line with our Christian ethos and values.

Overall accountabilities and roles

The Trust has overall accountability for all its academies and staff. Through a Scheme of Delegation for each academy it sets out the responsibilities of the Trust, its Executive Officers, the Local Governance Committee and the Headteacher. The Headteacher of each academy is responsible for the implementation of all policies of the Trust.

All employees of the Trust are subject to the Trust's policies.

Staff covered by this policy

This policy relates to all staff employed by St Benet's Multi Academy Trust including support staff, teachers, school leaders and Central Team staff.

Valuing our staff

St Benet's Multi Academy Trust values its staff – they are our greatest asset and ensure that our vision and values are embedded. We want all our staff to have life in its fullness, to succeed and to have positive well-being. We are committed to supporting staff to have a good pension scheme either via the Teachers' Pension scheme or the Local Government Pension scheme (all staff are automatically enrolled into the relevant pension scheme). We plan to continue applying national pay award decisions.

Staffing Structure

Each school /Central Team should attach their structure to the policy before distributing this policy to staff [\[insert link to staffing structure\]](#). The staffing structure should be reviewed regularly in relation to the relevant school's / service's development and improvement plans as well as equal pay legislation and any changes to staffing structures will be subject to full consultation in accordance with the agreed procedures.

Definitions – academy teaching staff

Teacher includes all staff qualified and appointed to teach at the school. This includes the leadership team and the headteacher, unless otherwise stated

Teaching and learning responsibility is a payment awarded to a teacher for undertaking an additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable

Main and upper pay ranges are the ranges on which a teacher’s salary will be set

Unqualified teacher pay range is the range on which an unqualified teacher’s salary will be set

Leadership group comprises the executive headteacher, headteacher, deputy headteacher and assistant headteacher

Contents

1. INTRODUCTION	4
2. AIMS	4
3. RESPONSIBILITY	5
4. THE EQUALITY ACT 2010	5
5. PAY RELATIVITY	5
6. RECORDS	5
7. PART TIME EMPLOYEES.....	5
8. NON-TEACHING SUPPORT STAFF	6
9. TRUST EXECUTIVE LEADERSHIP PAY – CENTRAL STAFF	6
10. LEADERSHIP PAY SPINE FOR SCHOOL-BASED SENIOR LEADERSHIP AND LEAD PRACTITIONERS	6
11. ACTING / INTERIM ALLOWANCES FOR TEACHERS TAKING ON TEMPORARY LEADERSHIP	
RESPONSIBILITIES.....	7
12. TEACHERS.....	7
13. QUALIFIED TEACHERS	8
14. EARLY CAREER TEACHERS	9
15. UPPER PAY RANGE TEACHERS	9
16. LEAD PRACTITIONERS.....	12
17. TEACHING & LEARNING RESPONSIBILITY PAYMENTS (TLRs)	12
18. UNQUALIFIED TEACHERS	13
19. RECRUITMENT & RETENTION PAYMENTS	14
20. SPECIAL EDUCATIONAL NEEDS	14
21. SALARY SACRIFICE ARRANGEMENTS	14
22. THE LIVING WAGE	14
23. OVER / UNDERPAYMENTS	14
APPENDIX 1 - Leadership Pay Range 2024.....	16
APPENDIX 2 - Central Team Pay Scales April 2024 - March 2025	17
APPENDIX 3 – Upper Pay Range Application Form.....	21

1. INTRODUCTION

- 1.1 The Trust recognises its statutory responsibilities related to employment. Day to day management of Trust employees is delegated as follows:

Executive Headteachers / Headteachers manage their individual federations / academies employees, some management responsibilities may be delegated further, e.g. to Deputy Headteachers as appropriate.

Executive Headteachers / Headteachers are managed by the Improvement Director.

Central Team employees are managed by the Chief Executive Officer (CEO).

The Chief Executive Officer is managed by the Chair of the Trust Board.

- 1.2 Throughout this policy reference is made to a 'nominated officer'. This will usually be the Executive Headteacher / Headteacher, Line Manager or any officer as nominated by the CEO or Executive Headteacher / Headteacher. In some instances, it will be the Chief Executive Officer or Trust Board as outlined in the Scheme of Delegation.
- 1.3 The purpose of this policy is to provide an open and transparent framework that enables the Trust to manage pay issues and to ensure that employees are paid on a fair and equitable basis. This document also ensures consistency of treatment in dealing with the administration of pay matters including pay appeals.
- 1.4 The pay policy will be reviewed by the Trust on an annual basis. The Trust will consult with employee representatives via the Trust's Joint Consultative Committee (JCC) and the final policy will be approved and adopted by the Trust Board.
- 1.5 The Trust recognises the importance of determining a pay policy and administering pay in a way which enables the Trust to attract, motivate and retain the most suitable employees to ensure the provision of education for pupils is of the highest quality.
- 1.6 In determining this policy, the Trust has taken into account all relevant legislation and codes of good practice. This pay policy should be read in conjunction with the Trust's capability policy, which outlines the procedure where there are concerns about employee performance.
- 1.7 This policy applies to all employees who have contracts of employment with the Trust. It is acknowledged that some employees may have certain protections as a result of TUPE legislation when they transferred into working for the Trust.

2. AIMS

- 2.1 To maintain and improve the quality of education provided by the Trust by having a pay policy that supports the Trust's vision and values.
- 2.2 To maximise the quality of teaching and learning and operational support by support staff in the Trust in enabling this.
- 2.3 To identify the principles by which the salary decisions for all employees will be made.
- 2.4 To operate pay arrangements in accordance with Equal Pay legislation.
- 2.5 To demonstrate to all staff that the Trust is managing its policy on pay in a fair, consistent and transparent way.
- 2.6 To ensure that the staffing structure provides realistic career development opportunities for employees where possible.
- 2.7 To provide a means of recruiting and retaining high quality staff in accordance with the Trust's needs, taking into account appropriate equal opportunity policies and employment legislation and the appropriate guidance on safer recruitment practice.

- 2.8 To respond to recruitment and retention problems where they exist.
- 2.9 In applying this policy, the Trust will have due regard to the following:
- The Trust Scheme of Delegation which determines who has delegated authority to make decisions regarding pay.
 - The School Teachers' Pay and Conditions Document and Guidance (STPCD) currently in force (the Trust has committed to use the STPCD and this is incorporated into contracts of employment for teachers and school leaders).
 - Conditions of Service for School Teachers in England and Wales (Burgundy Book).
 - The National Joint Council for Local Government Services, National Agreement of Pay and Conditions of Service (Green Book) for support staff.
 - Locally agreed conditions of service recognised by the Trust and/or agreed with representatives of the Joint Consultative Committee (JCC) that were transferred into the Trust through TUPE.
 - The contract of employment between the Trust and the employee.

3. RESPONSIBILITY

3.1 The nominated officer's remit is:

- To ensure that this policy is administered accordingly.
- To use flexibilities in determining discretionary areas of pay to ensure the aims of this policy are achieved.
- To consider pay appeals made by employees where there is a dispute regarding pay.
- To ensure that statutory and contractual requirements are applied to all employee groups.
- To ensure that adequate records of decisions are kept.

4. THE EQUALITY ACT 2010

4.1 The Trust supports equality of opportunity and will abide by all relevant legislation and codes of practice. In particular, the Trust will not discriminate on the grounds of any characteristic, i.e., race, colour, nationality, ethnic or national origin, sex, sexual orientation, religious belief, marital status, disability, age, fixed term or part time working.

5. PAY RELATIVITY

5.1 The Trust will seek to ensure that there is pay relativity between posts within the Trust. Where possible, appropriate differentials will be created and maintained, following the appropriate guidelines and recognising relative levels of accountability, job size and the need to recruit, retain and motivate sufficient employees of the required quality at all levels.

6. RECORDS

6.1 Salary records will be confidential to the individual concerned, the nominated officer, the HR function and appropriate Trust senior officials.

7. PART TIME EMPLOYEES

7.1 Those employees paid on part time contracts will receive a pro rata salary dependent on the actual hours worked per week, or in the case of support staff, based on the actual

hours worked and the number of weeks worked. Teachers' pay will be calculated as per the calculation method within the STPCD.

8. NON-TEACHING SUPPORT STAFF

- 8.1 Employees paid on part time contracts will receive a pro rata salary dependent on the actual hours worked per week, or in the case of support staff, based on the actual hours worked and the number of paid weeks per annum.
- 8.2 NJC scales points 2024 – 2025 that will be used by the Trust from 1 September 2024 are contained in appendix 2.

9. TRUST EXECUTIVE LEADERSHIP PAY – CENTRAL STAFF

- 9.1 The Board takes seriously the responsibilities for determining executive pay and understands the need to set executive salaries at a level sufficient to attract and retain high quality staff, but that inappropriately high pay levels can be challenged by the ESFA. The Board will need to demonstrate value for money in its pay decisions for the Executive Team. The Board determines executive leadership salary levels prior to any new appointments being made.
- 9.2 The Board has decided to use nationally recognised benchmarking for executive salaries. Factors such as market forces, issues relating to recruitment and retention, the context and challenge arising from pupil needs/numbers, the degree of complexity, challenge and specific demands of the role and the experience required will all be taken into account when determining pay levels on appointment.
- 9.3 Any conflict of interest when considering executive pay will be avoided or mitigated against through existing governance arrangements. Any decisions made in setting or amending executive pay will be documented, including the rationale and whether the level of pay is in line with sector benchmarks.
- 9.4 Members of the Central Team will progress in line with their salary point range annually as at 1 September. All newly appointed employees will be subject to the completion of a satisfactory probationary period.
- 9.5 In addition, the Board will review Executive Team salaries every two years to ensure that they are still in line with national benchmarking. These reviews will normally take place in the autumn term each year.

10. LEADERSHIP PAY SPINE FOR SCHOOL-BASED SENIOR LEADERSHIP AND LEAD PRACTITIONERS

- 10.1 The leadership pay spine from 1 September 2024 to be used by the Trust for executive headteachers, headteachers, deputy headteachers, assistant headteachers and Trust Lead Practitioners is contained in appendix 1.
- 10.2 When determining the appropriate pay range, the Trust will take into account all of the permanent responsibilities of the leadership role, any challenges that are specific to it and all other relevant considerations as defined in the STPCD. The Trust policy is that the appointment will be made on a 7-point range for executive headteachers / headteachers.

Deputy headteachers, assistant headteachers will be on 5-point range. The salary range will be advertised as part of the recruitment process and agreed before commencement. Advice should be taken from the HR function when setting salaries for leaders.

- 10.3 Leadership pay ranges for new appointments may be adjusted by the Chief Executive Officer in conjunction and in accordance with the Scheme of Delegation, where there is a significant change in responsibility for a specific post or because a change is required to ensure leadership team pay maintains an appropriate differential when comparing the responsibilities of a particular post to other posts in the Trust.
- 10.4 Additional payments for school leaders must be authorised by the Chief Executive Officer or an appropriate person designated by them in their absence. Additional payments will only be made for undertaking activities outside of their designated roles and responsibilities.
- 10.5 School leaders within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the date that they have successfully completed the probationary period and will not be back dated to the start of the academic year.
- 10.6 Members of school leadership teams may be asked to undertake additional tasks and responsibilities on behalf of the Trust Central Team. Where school leaders agree to such arrangements the leader will be awarded additional points on the leadership scale commensurate with the additional responsibility or workload for a fixed-period of time.
- 10.7 Leadership staff will progress annually within their pay range on 1 September each year if eligible. Pay progression is linked to appraisal / performance management,

11. ACTING / INTERIM ALLOWANCES FOR TEACHERS TAKING ON TEMPORARY LEADERSHIP RESPONSIBILITIES

11. Acting allowances may be paid to teachers who are assigned and carrying out the duties of those paid on the leadership spine or TLR ranges. Where an absence is unplanned, but continues beyond three weeks, the executive headteacher / headteacher will, within a four- week period of the commencement of an employee undertaking additional duties to cover for the absence, determine whether or not the acting post holder will be paid an allowance (for staff taking on executive headteacher / headteacher duties in their absence these pay decisions will be taken by the CEO). If they are covering the full duties and responsibilities, an acting up allowance would be appropriate. In the event of a planned and prolonged absence, if appropriate an acting allowance will be agreed in advance and paid from the first day of absence. The same arrangement applies to support staff who are covering the absence of a higher graded position. Advice on acting up/interim allowances must be sought from the HR team in all cases prior to implementation.

12. TEACHERS

- 12.1 On appointment all newly qualified teachers will commence on M1 unless discretionary points are added by the nominated officer (see 12.3).

12.2 The previous salary of experienced teachers will be honoured for recruitment purposes (including post threshold payments but not TLRs) as long as the employee can evidence they have been assessed as operating at that level e.g. through a letter from their previous employer / performance management statement. All new appointments will receive a written offer which clearly defines their starting salary.

12.3 Executive Headteacher / Headteachers have the discretion to determine the starting salary of a newly appointed teacher. The criteria to be used is:

Additional points may be awarded for years of experience other than employment as a teacher that are considered relevant and of value to the experience and performance of that teacher in the following circumstances:

- One point on the main scale for each year of service as a qualified teacher in a city technology college, a city college for the technology of the arts or an independent school.
- One point on the main scale for each year of service as a qualified teacher in an overseas school.
- One point on the main scale for each year of service teaching in further education, including sixth form colleges.
- One point on the main scale for each year of service teaching in higher education.
- One point on the scale for each period of three years spent outside teaching but working in a relevant area. This might include industrial or commercial training, time spent working in an occupation relevant to the teacher's work at the school, and experience with children/young people.

Where such points are awarded, this will be made clear in the written offer of appointment.

12.4 Teaching staff will progress annually within their pay range on 1 September each year if eligible. Pay progression is linked to appraisal / performance management, except for those teachers applying to enter the upper pay range.

12.5 Teachers within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the September that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

12.6 It should be noted that it is the intention of the Trust to award any nationally agreed pay uplift for those paid under the STPCD effective from the nationally agreed date and the same approach applied to those under local government pay scales.

13. QUALIFIED TEACHERS

13.1 The main pay scale for the Trust will consist of 6 spine points set out below using the minimum and maximum of the main pay range on the SCP from 1 September 2024.

Point	Salary £
M1	31,650
M2	33,483
M3	35,674
M4	38,034
M5	40,438

M6	43,606
----	--------

14. EARLY CAREER TEACHERS

14.1 Teachers in their induction two years for ECTs (Early Career Teachers) will be awarded pay progression after their first twelve and twenty-four months. They will then align with all other teaching staff with pay progression at the following September.

14.2 ECTs within their probationary period will not progress up their pay range until the probationary period has been successfully completed. The incremental increase will apply from the September that they have successfully completed the probationary period and will not be back dated to the start of the academic year.

15. UPPER PAY RANGE TEACHERS

15.1 Qualified teachers should make an application to be considered for progression from the main pay range to the upper pay range.

15.2 An application for upper pay range will be successful, if the executive headteacher / headteacher are satisfied that:

- The teacher is highly competent in all elements of the teaching standards.
- The teacher's achievements and contribution to the school are substantial and sustained.

15.3 In the Trust, this means that the teacher has consistently:

- demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period.
- been assessed as meeting their performance management objectives over a sustained period.

and in addition:

- teaching has been rated as good overall, with some outstanding, over a sustained period.
- the teacher has demonstrated over a sustained period an ability to support a high number of pupils to exceed expected levels of progress/achievement.
- the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning.
- the teacher has demonstrated that they have made an impact in the school beyond their own class/group(s) over a sustained period. This may include, for example:
 - demonstrating an ability to coach, mentor, advise and demonstrate best practice to other teachers to enable them to improve their teaching practice.
 - significantly contributing to policy and practice which has improved teaching and learning across the school.

15.4 Sustained means maintained continuously over a period of at least 2 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at the school, although discretion will be exercised

where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.

- 15.5 The upper pay scale for the Trust will consist of 3 incremental points. One point will be awarded bi-annually if the employee continues to meet the criteria for the Upper Pay Range in place when they were originally assessed. The Upper Pay Range from 1 September 2024 will be:

Point	Salary £
UPR1	45,646
UPR2	47,338
UPR3	49,084

- 15.6 Any qualified teacher can apply to be paid on the Upper Pay Range (UPR). It is the responsibility of the teacher to decide if they wish to apply or not. If a teacher is simultaneously employed at another school(s) / Trust, they may submit separate applications if they wish to apply to be paid on the UPR in that school(s). The Trust will not be bound by any pay decision made by another school / Trust.
- 15.7 Staff on the Upper Pay Range will progress one point bi-annually up the range until they achieve UPR3 unless they are no longer meeting the criteria of the Upper Pay Range that were in place when they were originally assessed. If they are no longer meeting the criteria they should be supported through the Trust's Appraisal Policy / Capability Procedure to meet the criteria. If the member of staff does not once again meet these criteria after support, then the line manager will need to consider following the procedures set out in the Trust's Capability Policy; in these circumstances the member of staff will be held to account against both the Teachers' Standards and the Upper Pay Range criteria.
- 15.8 Teachers who feel that they meet the Trust's Upper Pay Range standards as set out below may apply to be assessed against these criteria – ideally employees should inform their line manager a year before their planned submission so that they can be supported to get the evidence in place and achieve the standard.
- 15.9 Applications to progress onto the upper pay range should be submitted by 31 October to the school's / federations nominated officer. One application may be submitted annually. Successful applications will have the additional pay award back dated to 1 September that year.
- 15.10 Teachers wishing to be considered for progression onto the Upper Pay Range should apply to the school's / federations nominated officer in accordance with the provisions of this policy and must be assessed in line with this policy. The evidence to support the application should be clearly marked on the application form and attached as appendices if needed. Where a teacher is absent during the period because of maternity, adoption, paternity, pregnancy sickness or work-related injury the period of evidence should be reduced to reflect the period of absence.
- 15.11 Only application forms that are completed fully will be accepted, any incomplete forms will be returned to the employee.

15.12 An application for the Upper Pay Range from a qualified teacher will be successful where the nominated officer is satisfied that:

- the teacher is highly competent in all elements of the current Teachers’ Standards.
- the teacher’s achievements and contribution to the school / Trust are substantial and sustained.
- meets the following Trust Threshold Standards:

Upper Pay Range Criteria/Standards
Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.
Contribute significantly, where appropriate, to implementing workplace policies and practice and to promoting collective responsibility for their implementation.
Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies, including how to personalise learning to provide opportunities for all learners to achieve their potential.
Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach, including those related to public examinations and qualifications
Have a more developed knowledge and understanding of their subjects/ curriculum areas and related pedagogy including how learning progresses within them.
Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.
Be flexible, creative and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.
Promote collaboration and work effectively as a team member
Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.

For the purposes of this pay policy:

- Highly competent means the teacher meets the required expectations of the Teachers’ Standards’ and the Trust’s criteria/standards for the Upper Pay Range (see above).
- Substantial means that the teacher’s achievements and contribution to the school have been significant over time.
- Sustained means the expertise of the teacher has grown and is at least consistently good.

15.13 The assessment process will comprise of:

- an assessment of the application of the member of staff.
- an assessment of the evidence provided with the completed application form.
- a review of the previous two performance management documentation.

15.14 Teachers will receive written notification of the outcome of their application as soon as possible after the closing date has passed. Where the application is unsuccessful, the

written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy.

Where the application is unsuccessful, the employee has a right of appeal.

16. LEAD PRACTITIONERS

- 16.1 The Executive Headteacher / Headteacher may appoint Lead Practitioners where the primary purpose is to model and lead improvement of teaching skills. The appointment will be made on a 5-point range using the leadership scales in appendix 1. The starting salary will be agreed on appointment by the Executive Headteacher / Headteacher. Advice should be taken from the CEO and HR Team to ensure parity and fairness for posts with equal responsibilities. Teachers paid as Lead Practitioners must be an exemplar of teaching skills and carry out the professional responsibilities of a teacher.

Change to the individual pay range of a Lead Practitioner may be considered by Executive Headteacher / Headteacher, subject to approval from the Chief Executive where there has been significant change to the role and responsibilities of the serving Lead Practitioner.

17. TEACHING & LEARNING RESPONSIBILITY PAYMENTS (TLRs)

- 17.1 Teaching and Learning Responsibility Payments can be recommended by the nominated officer and can only be awarded to posts that meet the criteria identified in the STPCD.
- 17.2 The criteria for TLRs as set out in the STPCD state the teacher's duties must include a significant responsibility that is not required of all classroom teachers and that:
- a) is focused on teaching and learning.
 - b) requires the exercise of a teacher's professional skills and judgement.
 - c) requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum (clause c does not apply to TLR 3 payments).
 - d) has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
 - e) involves leading, developing and enhancing the teaching practice of other staff (clause e does not apply to TLR 3 payments).
- 17.3 The nominated officer shall inform all staff about TLR opportunities internally and the payments attached to them. Interested individuals may then make an application/provide an expression of interest for the opportunity as detailed in the internal opportunity notification/advert. The information will be provided at the earliest possible time and in advance of the post being filled.
- 17.4 The award of TLRs will be in accordance with the staffing structure for the school / federation.
- 17.5 TLR1 and TLR 2 will be awarded for clearly defined and sustained additional responsibility and accountability in the context of the school's / Federation's agreed staffing structure

for the purpose of ensuring the continued delivery of high-quality teaching and learning and in accordance with the criterion and factors set out 17.2. In addition, before awarding a TLR1 the significant responsibility must include line management responsibility for a significant number of people.

- 17.6 The Trust will determine the levels and values of the TLR payments, attached to individual posts, as appropriate to the duties and responsibilities / accountabilities of those posts using the following, effective 1 September 2024:

Teaching and Learning Responsibilities) payments		
	Minimum	Maximum
TLR1	9,782	16,553
TLR2	3,391	8,279
TLR3	674	3,343

- 17.7 TLR3 (Fixed Term}

The nominated officer will consider the payment of a fixed-term TLR3 to staff that meet the criteria in 17.2 (with the exception of clauses c and e) to teachers. The annual value of an individual TLR3 must be no less than £674 and no greater than £3,343. The duration of the fixed-term must be established at the outset and payment should be made on a monthly basis for the duration of the fixed-term. Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a concurrent TLR3. TLR3s must be approved by the Executive Headteacher / Headteacher.

- 17.8 The nominated officer will set out in writing to the teacher the duration of the fixed term and the amount of the award which will be paid in monthly instalments. The award of a TLR3 can only be for a fixed period and therefore will not be subject to safeguarding on completion and the teacher will revert to their substantive role on completion.

- 17.9 TLR1 and TLR2 will be paid pro-rata, but TLR3 will be paid in full.

18. UNQUALIFIED TEACHERS

- 18.1 The Trust recognises that there are some posts (although these are a minority) where the appointment of an unqualified teacher may be appropriate, with no expectation that the unqualified teacher be working towards qualified teacher status, for example swimming instructor and sports coaches.

- 18.2 The unqualified pay range for teachers in this Trust using the minimum and maximum of the unqualified teachers' pay range from 1 September 2024 is:

Point	Salary £
1	21,731
2	24,224
3	26,716
4	28,913
5	31,409
6	33,901

- 18.3 The nominated officer will determine where a newly appointed unqualified teacher enters the agreed unqualified teachers scale and in accordance with the STPCD.
- 18.4 Unqualified teachers will not be awarded TLRs.
- 18.5 The same arrangements for salary progression for teachers on the main pay scale will also apply to unqualified teachers.

19. RECRUITMENT & RETENTION PAYMENTS

- 19.1 All payments must be approved by the Chief Executive Officer. The nominated officer can recommend to the Chief Executive Officer the awarding of recruitment or retention incentive as per the STPCD. The nominated officer may recommend awarding such payments where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will be made clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.
- 19.2 The nominated officer will conduct an annual formal review of all such awards.
- 19.3 The process outlined in 19.1 and 19.2 will also apply to support staff.

20. SPECIAL EDUCATIONAL NEEDS

- 20.1 The Trust will award a special educational needs allowance to any teacher who satisfies the requirement under the STPCD.
- 20.2 The post and allowance(s) will be identified in the staffing structure and will be within the SEN salary allowance range. The value of the allowance(s) should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

21. SALARY SACRIFICE ARRANGEMENTS

- 21.1 In accordance with the STPCD, employees may participate in any such arrangement operated by the Trust and the employee's gross salary will be reduced accordingly.

22. THE LIVING WAGE

- 22.1 The Diocese of Norwich formally endorses paying the Real Living Wage. It encourages each of its Academy Trusts to consider paying the Real Living Wage (see <https://www.livingwage.org.uk/>)

23. OVER / UNDERPAYMENTS

- 23.1 Every effort will be made to make accurate salary and other payments on the due date. However, should an overpayment or underpayment occur the Trust will seek to recover/refund the amount, limited to 4 years of overpayment (except in cases of wilful misrepresentation or omission by the employee). Employees are expected to draw to the attention of the Executive Headteacher / Headteacher any overpayment or underpayment as

soon as possible. Staff within the Trust Central Team should report any overpayment or underpayment to their line manager or HR.

- 23.2 In the case of overpayments, the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the school will determine a recovery schedule usually through deductions not exceeding 5% of the monthly gross pay. Recovery of overpayments / under payments will be pursued in the case of former employees.

APPENDIX 1 - Leadership Pay Range 2024

Point	£
L1	49,780
L2	51,026
L3	52,301
L4	53,601
L5	54,938
L6	56,316
L7	57,831
L8	59,167
L9	60,644
L10	62,202
L11	63,815
L12	65,286
L13	66,919
L14	68,586
L15	70,293
L16	72,162
L17	73,818
L18	75,674
L19	77,552
L20	79,474
L21	81,441
L22	83,483

Point	£
L23	85,529
L24	87,650
L25	89,829
L26	92,052
L27	94,332
L28	96,673
L29	99,067
L30	101,532
L31	104,040
L32	106,626
L33	109,275
L34	111,976
L35	114,759
L36	117,601
L37	120,523
L38	123,506
L39	126,517
L40	129,672
L41	132,912
L42	136,243
L43	138,264

APPENDIX 2 - Central Team Pay Scales April 2024 - March 2025

2024 - 2025				
Point	Per Annum	Per Hour	Weekly	Banding
1	Deleted			Band A
2	23,656	12.26	453.68	
3	24,027	12.45	460.79	
4	24,404	12.65	468.02	
5	24,790	12.85	475.42	
6	25,183	13.05	482.96	
7	25,584	13.26	490.65	
8	25,992	13.47	498.48	
9	26,409	13.69	506.47	Band B
10	26,835	13.91	514.64	
11	27,269	14.13	522.97	
12	27,711	14.36	531.44	
13	28,163	14.60	540.11	
14	28,624	14.84	548.95	
15	29,093	15.08	557.95	
16	29,572	15.33	567.13	
17	30,060	15.58	576.49	
18	30,559	15.84	586.06	
19	31,067	16.10	595.80	Band C
20	31,586	16.37	605.76	
21	32,115	16.65	615.90	

22	32,654	16.93	626.24	
23	33,366	17.29	639.89	
24	34,314	17.79	658.07	
25	35,235	18.26	675.74	
26	36,124	18.72	692.79	
27	37,035	19.20	710.26	
28	37,938	19.66	727.58	
29	38,626	20.02	740.77	
30	39,513	20.48	757.78	
31	40,476	20.98	776.25	Band D
32	41,511	21.52	796.10	
33	42,708	22.14	819.06	
34	43,693	22.65	837.95	
35	44,711	23.17	857.47	
36	45,718	23.70	876.78	
37	46,731	24.22	896.21	
38	47,754	24.75	915.83	
39	48,710	25.25	934.16	Band E
40	49,764	25.79	954.38	
41	50,788	26.32	974.01	
42	51,802	26.85	993.46	
43	52,805	27.37	1,012.70	

44	54,768	28.39	1,050.34	Band F
45	56,788	29.43	1,089.08	
46	58,807	30.48	1,127.80	
47	60,825	31.53	1,166.49	
48	62,844	32.57	1,205.22	
49	64,671	33.52	1,240.26	Band G
50	66,552	34.50	1,276.34	
51	68,489	35.50	1,313.48	
52	70,485	36.53	1,351.76	
53	72,540	37.60	1,391.17	
54	74,374	38.55	1,426.35	Band H
55	76,256	39.53	1,462.44	
56	78,187	40.53	1,499.47	
57	80,170	41.55	1,537.50	
58	82,202	42.61	1,576.47	
59	82,753	42.89	1,587.04	Band I
60	84,829	43.97	1,626.85	
61	86,907	45.05	1,666.70	
62	88,984	46.12	1,706.54	
63	91,060	47.20	1,746.35	
64	93,139	48.28	1,786.22	
65	94,292	48.87	1,808.33	

66	94,631	49.05	1,814.84	Band J
67	96,920	50.24	1,858.73	
68	99,281	51.46	1,904.01	
69	101,698	52.71	1,950.37	
70	104,163	53.99	1,997.63	
71	106,703	55.31	2,046.34	
72	109,296	56.65	2,096.08	
73	111,963	58.03	2,147.23	Band K
74	114,686	59.44	2,199.45	
75	117,433	60.87	2,252.13	
76	120,314	62.36	2,307.39	
77	123,269	63.89	2,364.05	
78	126,309	65.47	2,422.35	
79	128,155	66.43	2,457.76	
80	130,679	67.73	2,506.17	Band L
81	133,253	69.07	2,555.53	
82	135,879	70.43	2,605.89	
83	138,556	71.82	2,657.23	
84	141,288	73.23	2,709.63	
85	144,074	74.68	2,763.06	

APPENDIX 3 – Upper Pay Range Application Form

UPPER PAY RANGE APPLICATION FORM

Eligibility Criteria:

In order to be assessed you will need to:

- hold Qualified Teacher Status (QTS) on the date of your application request;
- be employed as a teacher within the Trust; and
- applications must be submitted by 31 October of the relevant academic year.

Please enclosed / attached evidence to demonstrate that you mee the criteria to progress as detailed in section 15.3 of the policy.

Part 1: Teacher details (to be completed by the teacher)

Personal details

Surname	
First name(s)	
Academy	
Federation	

Please provide details below if you are submitting appraisal reports, performance management statements or evidence from your previous employer:

Name and address of school/LA	Date(s) of employment	Name of headteacher

Declaration

I confirm that at the date of my application request, I meet the eligibility criteria and I submit the appropriate evidence as detailed below.

Signed	
Print name	
Date	