



Mission Statement

“A Caring Christian Family Where We Grow Together”

TEACHERS PAY POLICY 2024/25

Effective from 1 September 2024 or for any newly appointed staff from 1 September 2024
(subject to approved salary updates which have not been published at the date of this policy review)

Effective Date: 01/09/2022

Review Date: September 2024

Review Date	Signed Head Teacher	Signed Director RCSAT
26/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B.</i>
28/09/2020	<i>J. M. Badger</i>	<i>P. B. B.</i>
20/09/2021	<i>J. M. Badger</i>	<i>P. B. B.</i>
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07/11/2023	<i>J. M. Badger</i>	<i>P. B. B.</i>
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Persons Responsible for Policy:	Executive Headteacher RCSAT
Approval Date	18/11/2019
Signed:	Director RCSAT
Signed:	Executive Headteacher RCSAT



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1. INTRODUCTION

- 1.1. This policy sets out the framework for making decisions on teachers' pay. It has been developed to comply with current employment legislation and the terms set out in the School Teachers' Pay and Conditions Document (STPCD), and has been consulted on with staff and/or the recognised trade unions.
- 1.2. In adopting this pay policy the aim is to:
 - maximise the quality of teaching and learning across the Trust;
 - support the recruitment and retention of a high quality teacher workforce;
 - enable the Trust to recognise and reward teachers appropriately for their contribution to the Trust; and
 - help to ensure that decisions on pay are managed in a fair, just and transparent way
- 1.3. Pay decisions at this Trust are made by the Pay committee of The Rural Church Schools Academy Trust (RCSAT).

2. PAY REVIEWS

- 2.1. The Board of Directors (BoD) shall ensure that each teacher's salary is reviewed annually with effect from 1st September, and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled. Where a teacher is on long term absence at the relevant time consideration will be given to adjusting the timing on a case by case basis.
- 2.2. Within one month of the determination, the BoD will provide the teacher with an individual written statement setting out their salary and any allowances to which they are entitled, and advising where a copy of this policy (including the staffing structure) may be inspected.
- 2.3. Pay reviews for all teachers, including the Principal/EHT will be based on performance as recorded through staff appraisal. Every appraisal report will contain a pay recommendation.
- 2.4. Final decisions about whether or not to accept a pay recommendation will be made by the BoD, having regard to the appraisal report and taking into account advice from the senior leadership team. Judgements on pay decisions will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to pupil progress; wider outcomes for pupils; specific elements of practice; and have made a wider contribution to the work of the School/Trust.
- 2.5. Teachers will be expected to complete Bluesky Education Appraisal System and provide evidence of how they have achieved the standards and appraisal targets so that a Pay Committee, advised by the Principal, can meet to recommend pay awards to the BoD.
- 2.6. Full details of the arrangements for teacher appraisal are set out in the Trust's Capability policy and Procedure and can be obtained from www.rcsat.cheshire.sch.uk
- 2.7. 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 (or electronic record) will be given after any review and where applicable will give information about the basis on which it was made.
- 2.8. Where a pay determination leads or may lead to the start of a period of 3 years protection, the BoD will give the required notification as soon as possible and no later than one month after the date of the determination.



3. PAY RANGE AND ALLOWANCES FOR LEADERSHIP GROUP

3.1. Pay range for Leadership Group

- 3.1.1. When determining the leadership pay range the relevant body must take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations. In the case of a new appointment, the relevant body may wish to take into account the extent to which the leadership pay range reflects how closely their preferred candidate meets the requirements_of the post. The relevant body must ensure that there is appropriate scope within the range to allow for performance related progression over time.
- 3.1.2. Pay ranges for leadership group should not normally exceed the maximum of the Leadership group. However, the leadership group pay range (where determined on or after the 1 September 2021) may exceed the maximum where the relevant body determines that circumstances specific to the role or candidate warrant a higher than normal payment.
- 3.1.3. It should also re-determine the leadership group pay range if it becomes necessary to change the Leadership group, including where the Principal/EHT becomes responsible and accountable for more than one Academy. They may also determine the Principal/EHT pay range at any time if they consider it necessary to reflect a significant change in the responsibilities of the post. The relevant body should not take account of the salary of the serving Principal/EHT if they re-determine the Principal/EHT pay range for a new appointment. New appointments will come across on their current scale or above.
- 3.1.4. The BoD will calculate the Principal/EHT/Leadership group size each September and determine the pay range.
- 3.1.5. The Leadership Groups are:
 - L1 – L4 Assistant Principal
 - L6 – L10 Principal Group 1 (up for 142 children)
 - L8 - L14 Principal Group 2 (between 143 and 314 children subject to DFE Headteacher grouping recommendations)
 - L17 - L24 Executive Headteacher
- 3.1.6. The BoD will ensure that the process of determining the remuneration of the Principal/EHT is fair and transparent. There should be a proper record made of the reasoning behind the determination of the pay range and any temporary payments made to the Principal/EHT.
- 3.1.7. The pay range for the Assistant Principal/Principal/EHT for the academic year 2022/23 determined by the BoD is:

PAY RANGE FOR LEADERSHIP GROUP	
Minimum	£47,781
Maximum	£87,651

- 3.1.8. The pay range is not an incremental scale and there is no automatic right to pay progression. Any movement up the pay range will only be made where there has been sustained high quality of performance, with particular regard to leadership, management and pupil progress at the School/Trust, and will be subject to a review of performance against performance objectives before any performance points will be awarded.
- 3.1.9. When Principal/EHT is appointed temporarily to be accountable for more than one Academy, this role shall be regarded as an acting arrangement on a temporary basis. There is an expectation that these temporary arrangements should be time limited and subject to regular review and the maximum duration should be no longer than one academic year before being reviewed.



3.2. Pay Awards for Leadership Group

3.2.1. The circumstances in which the BoD will consider awarding **one pay point** are where their appraisal outcome confirms the Person has:

- met their individual objectives;
- is meeting all of the principal/head teacher standards; there has been positive impact on wider outcomes for pupils taking into consideration the cohort makeup.
- improvements can be evidenced in specific elements of practice such as behaviour management or lesson planning;
- evidence exists of positive impact on the effectiveness of teachers or other staff and they are making a wider contribution to the School/Trust.

3.2.2. The circumstances in which the BoD will consider awarding **additional pay points** are where their appraisal outcome confirms the Person has:

- made a specific exceptional contribution to School/Trust life which exceeded their individual objectives
- has had a demonstrable impact on pupil progress outcomes and on the quality of teaching and learning across the School/Trust, and
- applications for places are increasing.

3.3. Determination of temporary payments to Leadership Group

3.3.1. The BoD will determine a pay range which takes into account the full responsibilities of the Principal/EHT post. Temporary payments in addition to the salary arising from the Principal/EHT point on the pay range will be made in accordance with the current STPCD.

3.3.2. The total sum of the temporary payments made to a Principal/EHT in any School/Trust year (with the exclusion of residential payments and/or relocation expenses) must not exceed 25% of the annual salary which is otherwise payable to the Principal/EHT.

3.3.3. Furthermore, the total sum of salary and other payments made to a Principal/EHT must not exceed 25% above the maximum of the Principal/EHT/Leadership group unless there are wholly exceptional circumstances.

3.4. Other payments and allowances for Leadership Group

3.4.1. The Leadership Group are eligible for teaching and learning responsibility payments or recruitment and/or retention allowances.

4. **PAY RANGE FOR OTHER CLASSROOM TEACHERS**

4.1. Basic pay determination on appointment

4.1.1. The BoD will determine the pay range for a vacancy prior to advertising it.

4.1.2. On appointment it will determine the starting salary within that range to be offered to the successful candidate.

4.1.3. In making such determinations, the BoD may take into account a range of factors, including:

- matching the pay point of a teacher;
- the nature of the post;
- the level of qualifications, skills and experience required;
- market conditions;
- the wider Trust context;
- always appointing to the bottom of the relevant pay range;



- recognising service in other maintained Trusts and awarding an increment for each year;
- recognising service in other establishments and awarding a point for each year;
- recognising other teaching or non-teaching experience; and/or,
- delegating the decision on a case by case basis to the appointing panel.

For unqualified teachers:

- one point for holding a recognised overseas training qualification.
- one point for a recognised post-16 teaching qualification.
- one point for one or more recognised qualifications relevant to their subject area.
- one point for each period of [number] years of service as an overseas trained teacher.
- one point for each period of 6 years of service teaching in further education, including 6th form colleges.
- one point for each period of 6 years of service teaching in higher education.

one point for each period of 6 years spent working outside of teaching but in a relevant area. This may include industrial or commercial training, work in a relevant occupation, and experience with children/young people.

4.1.4. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous establishment.

4.2. Pay progression based on performance

4.2.1. In this RCSAT, all teachers can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

4.2.2. Full details of the arrangements for teacher appraisal are set out in the Trust's Capability Policy and Procedure and can be obtained from www.rcsat.cheshire.sch.uk

4.2.3. Decisions regarding pay progression will be made with reference to the teachers' appraisal reports and the pay recommendations they contain.

4.2.4. In the case of Early Career Teachers,(ECTs), whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

4.2.5. To be fair and transparent, assessments of performance shall be properly rooted in evidence. RCSAT shall ensure fairness by expecting teachers to complete Bluesky Education Appraisal System and provide evidence of why they have achieved the standards and appraisal targets.

4.2.6. The evidence used shall include as the basis for assessing performance: self-assessment, peer review, tracking pupil progress & lesson observations. (See Career Stage progression document).

4.2.7. Teachers' appraisal reports shall contain pay recommendations.

4.2.8. Final decisions about whether or not to accept a pay recommendation will be made by the Pay Committee and the BoD, having regard to the appraisal report and taking into account advice from the senior leadership team.

4.2.9. The BoD shall consider its approach in the light of the Trust's budget, ensuring that appropriate funding is allocated for pay progression at all levels. Once pay is ratified at the Autumn Term Directors Meeting it will be processed and backdated to 1st September of that year.

4.2.10. In RCSAT, judgements on performance and eligibility for pay progression shall be based on the criteria in Appendix Blinked to the Capability procedure and unions.

4.3. Main pay range (MPR)

4.3.1. Qualified teachers who are not entitled to be paid on any other pay range will be paid in accordance with the RCSAT's main pay range, detailed as:



MAIN PAY RANGE FOR QUALIFIED TEACHERS

	Minimum (M1)	£31,650
	Maximum (M6)	£43,607
M1	£31,650	
M2	£33,483	
M3	£35,674	
M4	£38,034	
M5	£40,439	
M6	£43,607	

- 4.3.2. The professional responsibilities of classroom teachers are set out in the STPCD, the RCSAT handbook for staff and The DFE teacher standards.
- 4.3.3. The MPR is not an incremental scale and there is no automatic right to pay progression.
- 4.3.4. Decisions regarding pay progression shall be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.
- 4.3.5. In the case of ECTs, whose appraisal arrangements are different, pay decisions shall be made by means of the statutory induction process.
- 4.3.6. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

4.4. Upper Pay Range (UPR)

- 4.4.1. Qualified teachers who have been assessed by RCSAT as meeting the standards for payment on the upper pay range will be paid in accordance with the Trust's upper pay range.
- 4.4.2. The Trust requires that any member of staff transitioning through to UPR shall be expected to take up a School Level Responsibility.
- 4.4.3. The RCSAT UPR is as detailed:

UPPER PAY RANGE FOR TEACHERS

	Minimum (U1)	£45,646
	Maximum (U3)	£49,084
U1	£45,646	
U2	£47,338	
U3	£49,084	

- 4.4.4. Decisions regarding pay progression shall be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.
- 4.4.5. The circumstances in which the BoD will consider awarding a pay increase within the UPR (including the rate of progression) will be on the basis of wider impact within the school through self-assessment, peer review, tracking pupil progress, lesson observations, the views of pupils and parents and evidence from Bluesky Education Appraisal System (See Career Stage progression document).
- 4.4.6. Any points awarded on the UPR are permanent, while the teacher remains in the same post or takes up another post within RCSAT.
- 4.4.7. A decision not to award pay progression may be taken whether or not the teacher is subject to capability proceedings.

4.5. Pay range for unqualified teachers

- 4.5.1. An unqualified teacher is either a trainee working towards qualified teacher status, an overseas trained teacher who has not exceeded the four years they are allowed without obtaining qualified teacher status, or an instructor with a particular skill.
- 4.5.2. An unqualified teacher will be paid such salary in accordance with the Trust's unqualified teacher pay (UQT) range. The RCSAT UQT range is as detailed:

SCALE POINT	ANNUAL SALARY
Minimum (Point 1)	£21,731
Maximum (Point 6)	£33,902

- 1. £21,731
- 2. £24,224
- 3. £26,716
- 4. £28,914
- 5. £31,410
- 6. £33,902

- 4.5.3. Decisions regarding pay progression will be made annually with reference to the most recent performance appraisal report and the pay recommendation they contain.
- 4.5.4. Any movement up the pay range will only be made where there has been sustained high quality of performance.
- 4.5.5. The circumstances in which the BoD will consider awarding **one pay point** are self-assessment, peer review, tracking pupil progress, lesson observations, the views of pupils and parents. (See Career Stage progression document)
- 4.5.6. A decision not to award pay progression is subject only to capability proceedings.
- 4.5.7. Any pay increases awarded to unqualified teachers are permanent, while the teacher remains in the same post or takes up a new one at RCSAT.
- 4.5.8. Unqualified teachers are not eligible for teaching and learning or special educational needs allowances.
- 4.5.9. The BoD will not under any circumstances determine a salary for an unqualified teacher outside of the unqualified teacher pay range.
- 4.5.10. The BoD will pay an unqualified teacher on one of the employment based routes into teaching on the classroom teacher/unqualified teacher pay scale when the person takes up a teaching post in RCSAT and intends to remain for a period of two years following qualification.
- 4.5.11. The BoD may choose which pay scale will be applied to such teachers and in what circumstances.
- 4.5.12. It is recommended that a graduate teacher be paid as a qualified teacher and a registered teacher as an unqualified teacher.

5. **MOVEMENT TO THE UPPER PAY RANGE (UPR)**

5.1. Applications and Evidence

- 5.1.1. Any qualified teacher may apply to be paid on the Upper Pay Range (UPR) and **any such application shall be assessed in line with this policy.**
- 5.1.2. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the UPR and any progression is deemed permanent.
- 5.1.3. Any qualified teacher transitioning into UPR shall be required to take on a School Level Responsibility.



- 5.1.4. Applications may be made annually. Applications should be submitted to the Principal between 1 September and 31 October in any year and, if successful, will take effect from 1 September in the year of application, applying particular attention to ensuring every teacher is treated fairly.
- 5.1.5. If a teacher is simultaneously employed at another Trust or School outside RCSAT, they may submit separate applications if they wish to apply to be paid on the UPR in that setting.
- 5.1.6. RCSAT shall not be bound by any pay decision made by another setting, salary will not be matched solely based on another settings decision.
- 5.1.7. Applications shall contain evidence from two previous years of work (teachers who have had breaks in service are treated equitably) and should be submitted to RCSAT.
- 5.1.8. Applications shall be made in writing clearly explaining the evidence and impact.

5.2. The Assessment

- 5.2.1. An application from a qualified teacher will be successful where the Governing Board is satisfied that:
 - 5.2.1.1. the teacher is highly competent in all elements of the relevant standards; and
 - 5.2.1.2. the teacher's achievements and contribution to the Academy are substantial and sustained.
- 5.2.2. For the purposes of this pay policy:
 - *'highly competent'* means performance which is not only good but also good 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/Trust, in order to help them meet the relevant standards and develop their teaching practice.
 - *'substantial'* means of real importance, validity or value to the Trust; play a critical role in the life of the Trust; 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 maintained continuously over a long period e.g. at least 2 academic years.
- 5.2.3. The application will be assessed robustly, transparently and equitably by the Principal of each School/EHT and the Pay Committee will make the final determination with recommendation to the BoD.

5.3. Processes and Procedures

- 5.3.1. The assessment will be made within 30 working days; the applicant will receive a response to their application.
- 5.3.2. If successful, applicants will move to the upper pay range from the start of term/academic year.
- 5.3.3. The BoD's Pay Committee will decide where on the UPR a successful teacher is placed, in a fair and consistent way, based on considerations including the nature of the post and the responsibilities it entails, and the level of qualifications, skills and experience of the teacher.
- 5.3.4. If unsuccessful, detailed feedback will be provided by principal/EHT within 20 working days of the decision.
- 5.3.5. Any appeal against a decision not to move the teacher to the UPR will be heard under Appendix C of this policy.

6. ALLOWANCES AND PAYMENTS FOR CLASSROOM TEACHERS

6.1. Acting Allowance

- 6.1.1. Where a teacher is assigned and carries out duties of a Principal/EHT/Assistant Principal, but has not been appointed as such, the BoD will, within the period of four weeks beginning on the day on which such duties are first assigned and carried out, determine whether or not an 'acting allowance' must be paid in accordance with the following provisions.
- 6.1.2. Where the BoD determines that an acting allowance will not be paid but the relevant duties continue, then the BoD may review this decision and make a further determination at a future date as to whether or not an acting allowance may be paid.
- 6.1.3. Where a teacher is assigned and carries out duties of a a Principal/EHT/Assistant Principal, the BoD shall determine whether an acting allowance equivalent to a TLR 3 additional payment shall be made temporarily for the period of the assignment. The additional payment shall be confirmed in writing.
- 6.1.4. For as long as an acting allowance is being paid, the teacher will be expected to undertake the professional responsibilities applicable to a Principal/EHT, or Assistant Principal and work to the relevant teachers' standards. This will be reviewed with the Teacher on a monthly basis.

6.2. Provision of services for the Principal/EHT

- 6.2.1. Teachers who take on additional responsibilities and activities due to, or in respect of, the provision of services by the a Principal/EHT relating to the raising of educational standards to one or more additional schools across RCSAT will be entitled to a TLR 3 payment.
- 6.2.2. Teachers who take on additional responsibilities and activities due to, or in respect of, the provision of services by the a Principal/EHT relating to the raising of educational standards in one School shall normally be those transitioning onto UPR.

6.3. Recruitment and Retention Incentive and Benefits

- 6.3.1. *Salary Sacrifice.* The BoD supports these salary sacrifice arrangements: childcare vouchers.
- 6.3.2. Arrangements will be made to enable staff to participate in these schemes should they wish to do so.

7. APPEALS BY TEACHERS – SEE APPENDIX C FOR APPEAL PROCEDURE

- 7.1. Any teacher (including the Principal/EHT) may appeal against any decision of the BoD in relation to his/her pay, provided that the appeal is made in accordance with the procedure established by the BoD.
- 7.2. The usual reasons for seeking a review of a pay determination from the person or committee by whom the decision was made include:
 - 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.
- 7.3. The Appeals Procedure also applies where, under the Trust's Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements.
- 7.4. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.
- 7.5. This procedure performs the function of the RCSAT's grievance procedure on teachers' pay and appraisal matters and decisions shall not be reopened under the RCSAT's Grievance Procedure.
- 7.6. Decisions made under this procedure do not affect teachers' statutory employment rights.



8. PART-TIME TEACHERS

- 8.1. Teachers employed on an ongoing basis at RCSAT, but who work less than a full working week are deemed to be part-time.
- 8.2. The BoD will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay (and allowances as appropriate), subject to the provisions of the statutory pay and working time arrangements and by comparison with the RCSAT's timetabled teaching week for a full-time teacher in an equivalent post.
- 8.3. The working pattern and hours offered will be based on the needs of the School/Trust.
- 8.4. Part time teachers who wish to as it is voluntary/are requested to attend more INSET days than they are required to do under their contract will be paid for these extra days work.

9. SUPPLY (OR SHORT NOTICE) TEACHERS

- 9.1. Teachers employed on a day-to-day or other short notice basis 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.

10. PAY INCREASES ARISING FROM CHANGES TO THE DOCUMENT

- 10.1. All teachers are paid in accordance with the statutory provisions of the STPCD as updated from time to time.

11. OVERPAYMENT

- 11.1. Your employer is entitled to make deductions from an employee's salary for any sums (properly) owed to the Trust pursuant to section 14 of the Employment Rights Act 1996 (as amended).
- 11.2. Deductions will be made at a rate equivalent to the time period of the overpayment, e.g. if the overpayment covered two months, then the recovery period should be two months, unless the employee agrees to a quicker rate of recovery.
- 11.3. Where an employee is repaying an overpayment but leaves RCSAT before the full overpayment is recovered, the balance will be deducted from the final salary payment.
- 11.4. Where the amount outstanding exceeds the final salary payment, an invoice for the outstanding amount will be raised and sent to the employee.

12. MONITORING THE IMPACT OF THE PAY POLICY

- 12.1. The BoD will monitor the outcomes and impact of this policy on a regular basis in conjunction with union representatives. The BoD will monitor the impact of the pay policy and discuss these matters with the Trade Union representatives.
- 12.2. Pay decisions will be recorded by the Trust in a way that enables the the Trust to assess the equality impact of the same taking account of sex/gender/ethnicity/disability/age/pregnancy and maternity/sexual orientation/religion & belief.



13. EQUALITY

- 13.1. RCSAT will ensure that, when implementing the Pay Policy for Teaching Staff, no employee will be disadvantaged on the basis of their gender or transgender, marital status or civil partnership, racial group, religion or belief, sexual orientation, age, disability, pregnancy or maternity, social or economic status or caring responsibility.
- 13.2. This means that the Policy may need to be adjusted to cater for the specific needs of an individual including the provision of information in alternative formats where necessary.
- 13.3. The BoD will take steps to ensure the the Trust pay policy does not discriminate on grounds of trade union member or activity,

14. REVIEW

- 14.1. The policy will be reviewed in the light of operating experience and/or changes in legislation.

Date: September 2023

Review date: September 2024

Adopted by: The Board of Directors of The Rural Church Schools Academy Trust



	Bunbury Aldersey	St Oswald's Worleston	Warmingham
	Executive Headteacher		
	Principal	Principal	Principal 0.4 teaching
EYFS	1 teacher	1 teacher	1 teacher
Year 1	1 teacher	1 teacher	1 teacher
Year 2	1 teacher		
Year 3	1 teacher	1 teacher	1 teacher
Year 4	1 teacher		
Year 5	1 teacher	1 teacher	1 teacher
Year 6	1 teacher		
Additional responsibilities	Specific payments for Trust and School Level Responsibility: Trust Level Responsibility – Existing Teaching Payscale plus TLR 3 or UPS3 School Level Responsibility – Requirement of transition to UPS 1		



APPENDIX A

RURAL CHURCH SCHOOLS ACADEMY TRUST STAFFING STRUCTURE

APPENDIX B PAY PROGRESSION CRITERIA

In this Trust, judgments of performance will be made against the extent to which teachers have met their individual objectives and the relevant standards and how they have contributed to the impact on pupil progress; impact on wider outcomes for pupils; improvements in specific elements of practice; impact on effectiveness of teachers or other staff; wider contribution to the work of the School/Trust.

The rate of progression will be differentiated according to an individual teacher's performance and will be on the basis of relative criteria up to an an increment of one point on the pay scale.

Teachers may be eligible for a pay increase of up to two points on the pay scale if they are judged as being within the top 10% of teachers in their School/Trust.

In exceptional circumstances Teachers may be eligible for less than one point in the pay scale if the level of performance lead to less rapid progress in a year.



Appeals Procedure for Royal Church School Academy Trust Teachers Dissatisfied with a Decision Relating to Pay

Background

The following list includes the usual reasons for seeking a review of a pay determination. That the person or committee by whom the decision was made -

- 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.

This appeals procedure also applies where, under the Trust's Performance Appraisal Policy, a teacher wishes to appeal against any of the entries in their planning and review statements. Where a reviewee wishes to appeal on the basis of more than one entry this would constitute one appeal hearing.

This procedure performs the function of the Trust's grievance procedure on teachers' pay and Performance Appraisal matters and therefore decisions should not be reopened under the Trust's grievance procedure. Decisions made under this procedure do not affect teachers' statutory employment rights.

It is recommended that the panel which hears pay appeals should comprise of three governors who were not involved in previous discussions regarding the teachers' pay determination.

Teachers making representation at stage two and making an appeal at stage three may be accompanied by a colleague or representative from a professional organisation or trade union.

Pay appeals should be formally clerked and a note of proceedings should be produced.

Teachers will receive written confirmation of pay decisions and, where applicable, the basis on which the decision was made.

Stage one – information discussion with the appraiser or Principal/EHT prior to confirmation of pay recommendation

A teacher or Principal/EHT who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation with the appraiser or before the recommendation is actioned and

confirmation of the pay decision is made by the Trust. The decision must be communicated to the teacher.

Stage two – a formal representation to the person or governors’ committee making the pay determination

If, having had an informal discussion with the person making the pay recommendation, the teacher believes that an incorrect recommendation has been made, he/she may make representation to the person (or governors’ committee) making the decision. To begin the process the teacher should submit a formal written statement (within 10 working days of the decision arising from the informal discussion at stage one) to the person (or governors’ committee) making the determination, setting down in writing the grounds for not agreeing with the pay recommendation.

The teacher is given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions, at a formal meeting with the person (or governors’ committee) who will make the pay determination. Following this meeting the person (or governors’ committee) will make a pay determination that will be communicated to the teacher in writing.

Stage three – a formal appeal hearing with an appeals panel of governors

Should the teacher not agree with the pay determination, the teacher may appeal (within 10 working days of the written communication in stage two). The appeal hearing will be before an appeal panel or governors.

In the hearing before governors (which will be set up wherever possible within a further 10 working days), both the teacher, management representative and Union representative will have the opportunity to present their evidence and call witnesses, and to question each other. The panel is permitted to ask exploratory questions.

Having heard the appeal, the panel must reach a decision, which it must relay to the teacher in writing, including their rationale for reaching the decision. The appeal panel’s decision is final and, there is no recourse to the general staff grievance procedure.

The procedure to be adopted at any Appeal will normally be:

- 1 The Hearing will be conducted by a Committee/Panel or remaining members of the GB who did not sit on stage 2.
- 2 The Panel may be assisted in the conduct of the Hearing by one or more advisers.
- 3 The Panel will satisfy themselves that the teacher understands the procedure for the Hearing and the power of the body to determine the matter and the possible implications arising from that determination.



- 4 The teacher's case may be presented by the teacher or his/her representative who will describe the case. The presentation may include witnesses, written statements or other documents where these are considered necessary.
- 5 The person (or governors' committee) at stage 2, supported/advised as appropriate, will be given the opportunity to question the teacher as well as any witnesses who may have given evidence.
- 6 The person (or governors' committee) at stage 2 will then be invited to respond to the case as presented. They may also produce witnesses, written statements or other documents in support of the case.
Where witnesses are Trust employees they should be given reasonable time off with pay to attend the Hearing.
- 7 The teacher or his/her representative will be given the opportunity to question the person (or governors' committee) at stage 2 and any witnesses s/he called.
- 8 At any stage during the Hearing the Panel and any adviser(s) may ask questions of the teacher, the person (or governors' committee) at stage 2 or such other persons, as they may consider appropriate in order to ascertain the facts and arguments.
- 9 The teacher or his/her representative will then be invited to make a closing statement not introducing any new material.
- 10 Finally the person (or governors' committee) at stage 2 will be given the opportunity to make a closing statement also without introducing any new material.
- 11 Both parties will withdraw to allow the Panel to review and consider the evidence in conjunction with any advisers.
- 12 The Panel will then recall both parties to inform them of their decision. The decision should normally be announced personally to the parties as soon as it is possible on the day of the hearing. If it is not possible to make a decision immediately the parties should be informed of this. In any event a decision must be made and communicated to the teacher within five working days of the hearing. The decision should be confirmed in writing and, where the appeal is rejected, the letter will include a note of the evidence considered and the reasons for the decision. The letter will be delivered to the teacher either by hand or recorded delivery, and by first class post, with a copy to the trade union representative and the person (or governors' committee) at stage 2.
- 13 The decision of the Panel will be final and cannot be subject to any further review under the GB's staff grievance procedures.

