



Moorlands
Learning Trust

MLT Pay Policy

	Position/Committee	Date
Prepared by	CEO	October 2025
Approved by	Trust Board	October 2025
To be Reviewed	CEO/Trust Board	October 2026

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PAY POLICY

RATIONALE

The statutory pay arrangements for teachers give significant discretion to the Trustees to set the pay in their schools. The School Teachers' Pay and Conditions Document (STPCD) since September 2004, has placed a statutory duty on schools to have a pay policy in place which sets out the basis on which they determine teachers' pay, and to establish procedures for determining appeals. Trust Boards are also recommended within their pay policy to stipulate their procedures for determining the pay of non-teaching staff. This should ensure fair and equitable treatment for all staff and minimise the prospect of disputes and legal challenge of pay decisions.

This policy sets out the framework for making decisions on teachers' and non-teaching staff pay. Teachers' pay has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and has been consulted on with staff and school trade unions. The pay for non-teaching staff is arranged according to local government pay scales (determined locally) and the applicable conditions of service. Pay decisions will be determined by each individual school within Moorlands Learning Trust and will be made by the Local Governing Body ('LGB') or Headteacher as appropriate under the scheme of delegation for each school.

The Trustees will seek to ensure that all teaching and non-teaching staff are valued and receive proper recognition for their work and contribution to school life.

OBJECTIVES

1. To set out the principles which will guide all pay decisions for staff at schools within Moorlands Learning Trust, both on first appointment and thereafter, and the procedures which will be followed.
2. To maximise the quality of education provided for students by having a pay policy and staffing structure which support and develop the Trust's aims and the academy development plans.
3. To ensure that all members of staff receive appropriate recognition for their work and responsibilities, and staff are aware of the opportunities they have to receive pay progression and the timetable and procedures for considering and awarding them.
4. To ensure fair, objective, and transparent treatment of staff and to maintain and enhance staff morale through the management of the pay policy and through an awareness of the impact of decisions on all members of staff.

5. To recruit, appoint and retain a well-motivated, high quality staff.
6. To operate within statutory pay frameworks, both national and local agreements and within employment legislation and equality legislation
7. To ensure that when pay awards are made costs remain within budget.
8. To review the Pay Policy annually and involve professional associations/recognised trade unions in the process as appropriate.
9. To ensure that the Pay Policy and Appraisal Policy are coherent and work together effectively.

PRINCIPLES

This policy will be applied to the pay of all staff employed to work in Moorlands Learning Trust. The prime statutory duty of Trustees, as set out in the School Standards and Framework Act, is to 'conduct the school with a view to promoting high standards of educational achievement at the school'. The Moorlands Learning Trust Pay Policy is intended to support that statutory duty.

All teachers employed at Moorlands Learning Trust are paid in accordance with the statutory provisions of the School Teachers' Pay and Conditions Document as updated from time to time. A copy of the latest version is on-line at [School Teachers' Pay and Conditions](#). All pay-related decisions are made taking full account of the Trust's aims and the development plan of the individual schools within the Trust.

The Trust Board supports the principle of equality of opportunity in employment. In its operation of this policy, it will endeavour to ensure that staff receive equal treatment irrespective of their age, disability, gender reassignment, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation (**protected characteristics**).

The pay policy will comply with the provisions of The Equality Act 2010/12, The Employment Rights Act 1996, The Employment Relations Act 1999 and The Employment Act 2002, as well as The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the relevant ACAS Code of Practice (regarding dispute resolution), The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations and the Agency Workers Regulations 2010. The Moorlands Learning Trust and all schools within the Trust will promote equality in a manner consistent with its' duty under Section 149 Equality Act 2010, particularly regarding all decisions on the advertising of posts, appointing, promoting and paying staff, training and staff development.

GUIDELINES

- The Trust Board has responsibility for establishing the Trust's pay policy and for seeing that it is followed. It considers and approves the overall pay structure for all staff within the Trust. The Trust delegates the administration of the pay policy through the schemes of delegation. These responsibilities are exercised within the constraints of the individual school's delegated budget. The policy will be under annual review.
- Each school will allocate monies annually for staff salaries which will cover all planned commitments for the coming year, together with a contingency for unforeseen elements. In considering their financial base a school will seek to strike a balance between their aims as expressed in the academy's development plan and the resources available. They will also have regard to the budget assumptions of the academy and to any resource guidelines issued by the Trust. All statements relating to the exercising of pay awards and discretions are statements of principle and their implementation is reliant on the availability of funding – both current and future years.
- The Trust will seek to provide equal opportunities for all staff, aware that it must not breach the law in respect of the Equality Act 2010. It will seek always to show a proper sensitivity to the

expectations, needs and deserved recognition of all staff. The Trust will also seek to ensure that it treats people with disabilities as favourably as those without disabilities in line with current legislation.

- ❑ The trustees will establish procedures for the appointment of staff, both external and internal, and determine the constitution of the appointing panel through the schemes of delegation. Salary levels will be determined under the policy guidelines below, and contracts or letters of appointment provided.
- ❑ Vacant Posts: details and further particulars relating to vacant posts, TLRs, enhancements, temporary and acting posts available will be made known to all staff who are eligible to apply in each Trust school.
- ❑ The Trust will ensure that each member of staff is provided with a job description that has been written to meet the requirements of the job role set out in the staffing structure. Job descriptions may be revised from time to time in consultation with the employee concerned so that reasonable changes can be made. Job descriptions should be reviewed on at least an annual basis with the individual's line manager as part of the appraisal process.
- ❑ To ensure consistency, decisions taken within the pay policy will be properly referenced to job descriptions.
- ❑ All pay decisions will be recorded. Staff may have access to their own salary records. Records will otherwise be confidential.
- ❑ Staff may discuss their salary/grade with the Headteacher or any other member of the senior leadership team.
- ❑ Reviews may take place at any time 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 CEO/LGB or Headteacher as appropriate will give the required notification as soon as possible and no later than one month after the date of the determination.

ACCESS TO PERSONAL RECORDS

The Trust will afford access to individual members of staff to their own employment records in accordance with the Data Protection Act 2018. Records will be confidential.

PAY DIFFERENTIALS

The Trust will ensure that there are appropriate pay differentials in accordance with the School Teachers' Pay and Conditions Document in relation to CEO, Headteacher, Deputy Headteacher, Assistant Headteacher and Lead Practitioner and teaching staff. The Trustees will have an overview of pay differentials across the trust.

POLICY APPLICATION: FRAMEWORK FOR TEACHING STAFF

The Trustees have delegated responsibility for making individual decisions within an agreed framework as recorded in the scheme of delegation

1. Pay and Conditions

For all teachers, pay and conditions will be as prescribed in the current School Teachers' Pay and Condition Document (STPCD). [School teachers' pay and conditions - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-teachers-pay-and-conditions)

The use of all pay awards will be considered. They will be awarded at the time of the annual review unless there is an exceptional reason for doing otherwise and will only be given in line with criteria given in this policy and the Trust's Appraisal Policy and will be awarded in such a way as to support the Trust's needs and the academy development plan.

2. Basic Pay determination on appointment

On appointment, the chair of the appointments panel (in consultation with the CEO/Headteacher) will determine the starting salary offered to the successful candidate within the advertised range.

When making this determination, the chair of the panel shall ensure that no teacher shall be awarded a salary that is less than the minimum or more than the maximum of the relevant pay range.

In making such determinations, the following range of factors may be taken into account:

- *the nature of the post*
- *the level of qualifications, skills and experience required*
- *market conditions*
- *the wider school context*

These options are for guidance only, are not intended to provide an exhaustive list, and may not apply to all appointments.

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

3. Placement on the Pay Range

Each teacher other than the CEO, Headteacher/Deputy Headteacher(s) and Assistant / Associate Assistant Headteacher(s)/ Lead Practitioner(s) is placed on the 6 point Main Pay Range or 3 point Upper Pay Range. The Trust has the flexibility to determine salaries within the relevant minimum and maximum pay ranges published by the STPCD. It has been decided that appointments at schools within the Moorlands Learning Trust will be made within the current minimum and maximum pay ranges from MPR 1-6 and UPR within a three point scale 1-3, again encompassing the minimum and maximum figures as set out in the STPCD.

4. Salary Reviews

4.1 All School Teachers' salaries (including the Leadership Range) will be reviewed annually to take effect from 1 September.

Salaries will be reviewed in accordance with the criteria detailed in the annual STPCD. Any pay decisions relating to the pay assessment for 1 September each year should be made by 31 October at the latest, except in the case of CEO/Trust Executive/Headteachers' for whom the deadline is 31 December.

4.2 Pay Assessments may be carried out at other times where appropriate according to the terms of the STPCD (e.g. whenever a teacher takes up a new post on a date other than 1 September).

All teachers will be provided with a written statement of their salary determination at the earliest opportunity and not later than one month after the determination. They will receive this written statement regardless of whether or not an increment in pay is awarded.

NB All pay determinations for members of the teaching staff whether main range, upper pay range, unqualified teachers or members of the Leadership Team made effective from 1 September are based on the most up to date STPCD. Pay determinations for members of the non-teaching staff will be based on the recommended pay scales for the Trust and in accordance with their conditions of service at the time in line with the local authority within which each school is situated.

5. Unqualified Teachers

The Trust has established a pay scale for unqualified teachers employed in fixed term teacher posts as set out in the STPCD.

6. Part-time teachers

Teachers employed on an on-going basis at the school but who work less than a full working day or week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and their pay.

Part-time teachers are entitled to PPA time pro-rata to full-time teachers.

7. Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will then be divided by 195 then divided again by 6.48 to arrive at the hourly rate.

8. Pay Progression

In accordance with the recommendations from the STPCD, and the MLT Appraisal Policy, the teacher's annual appraisal report will contain a recommendation on pay progression if appropriate.

In all schools within Moorlands Learning Trust, all teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises 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 Trust's Appraisal Policy.

Following an individual teacher's annual appraisal and, subject to the provisions of this published Pay Policy and the MLT Appraisal Policy, they should expect to receive pay progression unless formal concerns have been raised about their performance.

Teachers on the Main Pay Range will pay progress from 1-6 following the completion of a successful appraisal cycle.

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this and the Appraisal policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the upper pay range.

Progression on the Upper Pay Range will pay progress from 1-3 biennially and should be based on two successful consecutive appraisal reviews. To achieve progression onto and up the Upper Pay Range, the STPCD requires that the achievement of post-threshold teachers and their contribution to the school should have been substantial and sustained and as set out in the Appraisal Policy

The rate of progression may be differentiated according to an individual teacher's performance. Enhanced progression can be applied for in the case of exceptional performance, in which case a maximum of two points on the main or leadership pay ranges will be awarded.

In all cases, it will be possible for a "no progression" determination to be made without recourse to the capability procedure.

Please see further details in the Trust Appraisal Policy

9. Leadership Group Pay & Pay Differentials

The Trust will assign a Headteacher group (also known as group size). The group size indicates the salary range on the leadership scale from which the Individual Salary Range (ISR) can be determined.

The Trust will ensure that there are appropriate pay differentials in accordance with the STPCD in relation to CEO, Headteacher, Deputy Head, Assistant Headteacher / Associate Assistant Headteacher, Lead Practitioner and teaching staff.

10. Upper Pay Range

Any teacher may apply to be paid on the upper pay range and any such application will be assessed in line with this and the Appraisal Policy as well as the scheme of delegation. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range. Any teacher who is employed in more than one school may make an application to be paid on the upper pay range to each of the schools in which s/he is employed. This school will not be bound by any pay decision made by another school. This applies even if both schools are within the Moorlands Learning Trust.

Teachers will be normally be eligible for progression to the Upper Pay Range having reached the maximum point on the Main Pay Range.

All applications should include the results of two successful consecutive years of appraisals, including any recommendation on pay. In exceptional circumstances, it may be possible to apply for enhanced pay progression more quickly to reflect exceptional performance.

11. Discretionary Payments to CEO and Headteachers

The Trustees will consider the use of discretionary payments, in accordance with the provisions of paragraphs 10.1-10.4 of the STPCD where the circumstances justify making such a payment, having regard to the operational interests of the school and its staff as a whole. For the CEO/Headteacher, any such award will be limited to a maximum of 25% of his/her basic annual salary.

The Trustees / LGB will review the level of payments annually.

12. Recruitment and Retention Payments

The Headteacher / CEO will consider the use of recruitment and retention incentives and benefits, in accordance with the STPCD, where they believe them to be necessary or appropriate.

13. Teaching and Learning Responsibility Payments (TLRs)

The Headteacher will award TLRs as indicated in the school staffing structure and in accordance with the STPCD. The Trust will consult staff and the relevant trade unions on any proposed major changes to the TLR structure. Where the Headteacher wishes to award a TLR for a specific project where it is not attached to a post in the structure and where it is for a fixed term period only, a TLR 3 will be awarded. The value of any such TLR 3 will be as set out in the STPCD. Any such TLR will be normally pro-rated for part time teachers. An increment uplift will not be applied to TLR3s as they are time limited.

The Headteacher will determine what rate each level of TLR will be payable at, in accordance with the STPCD.

14. Special Need Allowance

The Headteacher will award any SEN allowance in accordance with the range specified in the STPCD.

15. Acting Allowances

Where a teacher is required to act as CEO, Headteacher, Deputy Headteacher, Assistant Headteacher, Lead Practitioner or other TLR for a period in excess of 4 weeks, they will receive an additional allowance in order that the total pay received is equal to that of the substantive post holder.

Payments will be back dated to the day on which the teacher assumed those duties.

18. Honoraria

The Trust will not pay any honoraria to any member of the teaching staff for carrying out their professional duties as a teacher, recognising that there is no provision within the STPCD for the payment of bonuses or honoraria in any circumstances.

19. Safeguarding Arrangements

The Trust will operate salary safeguarding arrangements in line with the provisions of the STPCD.

POLICY APPLICATION: FRAMEWORK FOR NON-TEACHING STAFF

1. Pay and Conditions

Where determined by the scheme of delegation, the CEO/LGB has delegated powers to determine the pay and conditions of all non-teaching staff (School Standards and Framework Act 1998). The CEO/LGB will ensure that the grades of pay for all non-teaching staff are in accordance with the appropriate conditions of service i.e. current local authority grades of pay. NJC Pay Scales - www.local.gov.uk/search/all/pay

2. Pay Scales

- a) Where members of staff are subject to TUPE protected terms and conditions, contractual pay terms continue.
- b) The CEO/LGB have delegated responsibility to the Headteacher for making individual decisions within an agreed framework and according to principles agreed by the CEO/LGB and recorded in the scheme of delegation.
- c) In order to provide a consistent approach, all non-teaching staff are reviewed annually. Staff will receive a statement detailing their new rate of pay (if appropriate) within 60 days of the date of review being completed.
- d) The guidelines for non-teaching staff apply to senior leadership team members who are not qualified teachers.
- e) Overtime – non-teaching staff may occasionally be required to work more than their contractual hours. Hours are only eligible to be considered for overtime if agreed in advance with the CFO/Operations Manager/Headteacher and only completed 15-minute blocks are paid for. On occasions time in lieu may be agreed by the CFO/Operations Manager/Headteacher to be taken when operationally convenient to the school.
- f) Premium Payments – non-teaching staff may be paid a premium for working certain shifts or undertaking certain special responsibilities, such as emergency call outs or performing the role of a tutor. Premiums and allowances are pro-rata for part time employees. Premium payments are discretionary and are not guaranteed payments.
- g) Where there is a clear business rationale for doing so, bonuses may be paid to non-teaching staff

- h) The CEO, CFO or Headteacher determines the pay band applicable to a role, based on the information contained within the job specification and the person specification for a role and with consideration to the bands set for equivalent roles with the school, local area and similar schools. Pay bands applicable to a role will be included in the job specification. Pay bands have a minimum and maximum value, which may rise with the inflationary increases.
- i) Staff who are new to the organisation will normally be appointed at the bottom of the band unless there are exceptional circumstances based on business need in conjunction with the breadth and depth of skills and experience offered by the candidate.
- j) Staff who are promoted will normally be appointed at the bottom of the new grade or higher within the existing scale, if the band is not changed.
- k) Staff may apply for 'enhanced' pay progression (maximum two points on scale), if they are able to demonstrate exceptional performance beyond that which would normally be expected in their role.
- l) Non-teaching staff members will automatically move up the pay scale within the role range, until they reach the top of the scale following successful appraisal unless formal concerns have been raised about their performance. Staff move up the scale according to the following guidelines:
 - Staff will have, at minimum, annual performance reviews. Staff performance will be measured against specific, measurable, attainable, relevant and time-bound targets as outlined in the MLT Appraisal Policy
 - The Headteacher will ensure that appraisals are quality assured. The CEO/CFO/LGB or Headteacher may override pay recommendations if there is insufficient evidence to support the recommendation.
 - Staff who have an unsuccessful appraisal, i.e. where formal concerns are raised will not be eligible for a pay progression.
 - It is possible for a 'no progression' determination to be made without recourse to the 'staff experiencing difficulties' procedure.
 - Staff who have a successful appraisal will be automatically eligible for pay progression within the scale =.
 - Staff do not move up to the next scale when reaching the top of the existing scale for a role. Salary scales are linked to job roles and not individuals.
 - When staff reach the top of the pay scale, they are no longer eligible for incremental increases.
 - Staff working within a probationary period will not be entitled to any performance pay increase if the next annual review falls within their probationary period. Performance pay increases will only be awarded to staff with less than 12 months' service to the Trust in exceptional circumstances.

REVIEW AND APPEALS (See Appendix 2)

Any member of staff seeking a reconsideration of a pay decision should first seek to resolve the matter informally through discussions to make representations with the decision-maker within 10 working days of the notification of the decision. Where this is not possible, or the matter is still unresolved, staff may follow the formal appeals process by setting out their concerns in writing to the decision-maker within 10 working days of the notification of the decision or the outcome of the informal discussion. The committee or person who made the decision should provide a hearing within 10 working days to consider the staff member's concerns. He or she should be informed in writing of the decision and the right to appeal. The final appeal will be heard by the Appeals Committee (see Appendix 2). Hearing meetings will run using the standard grievance procedure as outlined in the **Staff Grievance (Complaints) Policy and Procedures**. More information applicable to teachers is set out in the STPCD.

MONITORING THE IMPACT OF THE POLICY

The Local Governing Body/ Trust Board will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of teachers to assess its effect and the school's continued compliance with equalities legislation.



Moorlands
Learning Trust

Pay Committee Terms of Reference

Name of school:

Review date:

Terms of reference must be reviewed and agreed by the Local Governing Body (LGB) annually in advance of the Pay Committee meeting.

Purpose of Committee:

The Pay Committee will have delegated powers from the LGB to enable the LGB to comply with its statutory and contractual obligations in regard to annual salary reviews and in keeping with its delegated powers as outlined in the Trust Scheme of Delegation.

Chair of committee:

(N.B. The Chair of the Pay Committee shall be appointed annually.)

Clerk:

Membership:

The Pay Committee shall consist of not less than 3 governors and the Headteacher. The 3 governors shall be independent of the Headteacher's Performance Management Committee.

Where attendance of 3 members of the Pay Committee is not possible, a member of the MLT Executive or a Trustee (independent of the Headteacher's Performance Management Committee) can attend to ensure quorum. Committee members must not include staff governors.

N.B. The Headteacher shall withdraw during consideration of their pay and their appraisal panel lead will present any pay recommendation to the committee at that point.

Quorum:

The Pay Committee shall be quorate with 3 members in attendance. (see above membership)

Meetings:

1 meeting to take place each academic year in the autumn term, as soon as possible following completion of the annual Appraisal cycle (October 31st), to ensure that Payroll are informed of all decisions in good time to be able to reflect any amendments by no later than the December salary payments. (Clerk to confirm Payroll deadline annually.)

N.B. The committee may need to reconvene to consider any pay recommendation for the Headteacher following the end of their appraisal cycle (December 31st) if this falls too late for December payroll.

<p>The Pay Committee will have delegated powers from the Local Governing Body to:</p>	<ol style="list-style-type: none"> 1. Consider any budgetary implications of pay decisions as advised by the Finance / Resources Committee or LGB. (Clerk to ascertain in advance of Pay Committee meeting if there is any information to be considered.) 2. Undertake the annual salary review and determine the individual salaries of all staff as recommended by the Headteacher following the annual appraisal cycle, as set out in the Scheme of Delegation in line with the Trust Appraisal and Pay Policies: <ul style="list-style-type: none"> • Authorising the Headteacher's salary in conjunction with the CEO or relevant Trust Lead / appraisal panel lead • Authorising senior leadership team / leadership spine pay progressions and upper pay range progressions 3. Ensure the Appraisal Policy and Pay Policy has been consistently and robustly applied e.g. by reviewing objectives set and summary evidence presented for individuals. 4. Ensure that pay decisions of each member of staff in the school are communicated to them in writing. 5. Confirm to the Governing Body at the next meeting that all required decisions have been taken in line with the Scheme of Delegation and Trust Appraisal and Pay Policies. 6. Ensure that all decisions are reported to payroll by the annual December payroll deadline. 7. This Committee is committed to promoting a culture of inclusivity and respect, ensuring that all policies and practices within Moorlands Learning Trust uphold the principles of equality and diversity.
<p>Signed by Chair of Governors</p>	
<p>Date of Signature</p>	

APPENDIX 2

APPEALS

- ❑ If a member of staff has a grievance relating to his/her salary, an appeal should be made to the appropriate Appeals Panel established by the Trustees. Staff should be made aware of all the informal procedures before a formal procedure is begun.

Notification of any appeal against the determination of pay must go to the Headteacher. If the Headteacher wishes to appeal, notification should go to the CEO, with a copy to the Clerk to the Trustees.

Notification of any appeal against the determination of pay by the CEO / CFO must go to the Trustees, with a copy to the Clerk to the Trustees.

The arrangements for considering appeals are as follows:

All members of staff may seek a review of any determination in relation to his/her pay or any other decision taken by the LGB (or a committee or individual acting with delegated authority) that affects his/her pay.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination;

That the person or committee by whom the decision was made –

- a) incorrectly applied any provision of the Policy;
- b) failed to have proper regard for statutory guidance;
- c) failed to take proper account of relevant evidence;
- d) took account of irrelevant or inaccurate evidence;
- e) was biased; or
- f) otherwise unlawfully discriminated against the member of staff.

The order of proceedings is as follows:

1. The member of staff receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the member of staff continues to be dissatisfied, he/she may follow a formal appeal process.
4. The member of staff should set down in writing the grounds for questioning the pay decision and send it to the person (or committee) who made the determination, within ten working days of the notification of the decision being made or of the outcome of the discussion referred to above.
5. The committee or person who made the determination should provide a hearing, within ten working days of receipt of the written appeal, to consider the appeal and give the teacher an opportunity to make representations in person. Following the hearing the employee should be informed in writing of the decision and their right to further appeal.
6. Any further appeal should be heard by a panel of three governors / trustees who were not involved in the original determination, normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person. The decision of the further appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

For any formal hearing or appeal the member of staff is entitled to be accompanied by a recognised Trade Union/Association Representative or work colleague. Each step and action of this process must be taken without unreasonable delay. The timing and location of the meeting must be reasonable; in the event of a Trade Union/Association Representative not being available for a hearing/appeal there is a legal requirement for the hearing/appeal to be adjourned for up to five working days to allow representation.

Appeals against pay decisions must meet the requirements of the dispute resolution provisions of Employment Law. The process outlined above meets these requirements.

APPENDIX 3

FRAMEWORK FOR DETERMINING NON-TEACHING STAFF PAY

1) Determination of Support Staff Pay

The Pay Committee has delegated powers to determine the pay of Non-Teaching Staff (School Standards and Framework Act 1998) to the CFO/CEO/LGB in conjunction with the Headteacher/Principal as per the school scheme of delegation.

However, the grades of pay for most Non-Teaching Staff will be in accordance with the appropriate Conditions of Service i.e. existing national (NJC) and Local Authority grades of pay.

For Non-Teaching Staff, who are Senior Leaders, the STPCD, Leadership Pay Ranges may be used to determine pay. The scale points are used to determine basic pay only and no other teachers' pay and conditions will apply.

2) Conditions of Service

The Trust will apply, as appropriate to the category of employee concerned, the conditions of service laid down by either the National Joint Council for Local Authorities (APT&C) Staff or the National Joint Council for local Government Services as supplemented by joint local agreements with the trade unions/professional associations.

3) (a) Grading

In exercising their powers to determine the grading level of non-teaching posts. The Trust will have regard to the duties and responsibilities required of the post holder and to specific grading provisions and job evaluation principles laid down in the National Conditions of Service or determined by agreement locally with the trade unions.

The salary may be a 'spot' salary or within an incremental range.

The CEO/CFO/LGB/HT will annually review grades in the light of required duties and responsibilities and will amend job descriptions in consultation with members of staff to reflect any changes.

Where a member of staff feels that the duties and responsibilities required to be carried out have increased to the extent that he/she considers that work at a higher grading level is being undertaken or where it is considered that prescribed grading progression criteria are met, the post holder may pursue this matter formally in writing to the Headteacher, but only when an informal procedure with the line manager and Headteacher has been exhausted.

Any complaints arising from decisions relating to grading matters may be ultimately pursued through the Trust's appeals committees.

In considering any grading matters the CEO/CFO/LGB/HT will have regard to the position of other staff within the structure and will consider any grading issues which are necessary as a consequence of the re-grading of a particular member of staff. The CEO/CFO/LGB/HT will also have regard to the grading decisions of the Governing Bodies of other schools in respect of posts carrying similar responsibility levels.

(b) Re-grading

Mandatory

Upon the re-grading of a post to a grade carrying a higher maximum salary/wage than the existing grade, the employee is to be placed on the minimum of the new grade or to receive at least one additional increment within the grade – whichever is the greater.

The CEO/CFO/LGB/Headteacher will determine a consistent approach for determining incremental placement within the new grade.

4) Acting Allowances/Honoraria (Mandatory)

Where a member of staff undertakes the full duties of a higher graded post for a minimum period of four weeks for any reason other than the annual leave of another member of staff, he/she is entitled to receive an acting allowance based on the difference between the post holder's actual salary point and the minimum spinal column point of the higher graded post or one additional increment whichever is the greater. Once the higher graded duties have been undertaken for four weeks any allowance will be paid from the date the member of staff was first required to carry out the duties.

The CEO//CFO/LGB/HT will consider from time to time the payment of an honorarium to reflect additional responsibilities undertaken beyond the normal scope of her/his post and her/his contractual hours over an extended period where such duties are not those of another post in the structure.

6) Payment for an Out of School Learning Activity

Payment for Non-Teaching Staff will depend on individual contracts.