



Triumph Learning Trust

Aspiration - Collaboration - Innovation

Teacher's Pay Policy

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1. Introduction

- This policy sets out the framework for making decisions on teachers' pay. It applies to all teaching staff, including leadership and unqualified teachers. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document 2024 (STPCD 2024).
- A School Pay Policy provides a policy framework within which the pay structure of the school will be determined, and conditions of service will be applied. The policy is freely available to all Trustees, staff and other interested parties so that the process and policies for decision making are open and clearly understood by all who might have an interest in them or be affected by them.
- This document will be reviewed by Triumph Learning Trust considering changes to national pay and conditions of service. In any event it will be reviewed annually in consultation with recognised Trade Unions.
- In adopting this pay policy, the aim is to:
 - Support the recruitment and retention of a high-quality teacher workforce;
 - Enable the Trust to recognise and reward staff appropriately for their contribution to the Trust;
 - Ensure that decisions on pay are managed in a fair, transparent and objective way;
- Pay decisions at Triumph Learning Trust are made by the Board of Trustees. The Board of Trustees has established an appropriate Pay Committee with the necessary power to undertake consideration of salaries within the Trust. The Chief Executive Officer shall be responsible for advising the Pay Committee on its decisions, following input from each school's Headteacher.
- Cost of living uplifts will be applied to all pay points and allowances and will be clearly differentiated from any pay uplifts due to pay progression.

2. Equalities

Triumph Learning Trust seeks to provide equality of opportunity for all staff. Triumph Learning Trust will always comply with all relevant employment and equalities legislation and regulations.

Triumph Learning Trust recognises the implications of equal pay legislation. In this connection it recognises the need to consider comparisons with other schools. In addition, this policy is compliant with the following legislation:

- *The Equality Act 2010*
- *The Employment Relations Act 1999*
- *Employment Rights Act 1996*

- *The Part-Time Workers (Prevention of Less Favourable Treatment) Regulations 2000*
- *The Fixed Terms Employees Regulations 2002*
- *The Agency Workers Regulations 2010*

Triumph Learning Trust 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 Trust's continued compliance with equalities legislation. This information will be made available on request.

Teachers will not be refused progression on the relevant pay range for reasons related to maternity leave, pregnancy related issues, and/or disability related absence.

3. Pay Reviews

Triumph Learning Trust will ensure that each teacher's salary, including the school's leadership team, is reviewed annually, with effect from 1 September and no later than 31 October each year (31 December for Headteachers), and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Where a pay determination leads or may lead to the start of a period of safeguarding, Triumph Learning Trust will give the required notification as soon as possible and no later than one month after the date of the determination. Triumph Learning Trust will operate salary safeguarding arrangements in line with paragraph 29 of STPCD 2024.

There are some circumstances, such as absence due to maternity or long-term sick leave, which will need to be considered on a case-by-case basis and adjustments made as to when pay reviews take place in order to ensure equality of opportunity.

4. Pay Relativity

The Pay Committee will ensure that there is proper pay relativity between jobs within the Trust. Appropriate differentials will be created and maintained between jobs within the Trust, in a coherent rational structure, which addresses the needs of the school and the need to reward individuals appropriately.

5. Appeals

Triumph Learning Trust has an appeals procedure in relation to pay in accordance with the provisions of paragraph 2 of the STPCD 2024. It is set out as an Appendix 1 to this pay policy.

6. Leadership Pay

Changes to the pay of leadership group members under the STPCD 2024 will only be applied to individuals appointed to a leadership post on or after 1st September 2014 or whose responsibilities have changed significantly after that date.

The Board of Trustees will determine individual pay ranges for Headteachers, Deputy Headteachers and Assistant Headteachers within the broad pay range appropriate to the school's group size, in accordance with the criteria specified in the STPCD and ensuring fair pay relativities. The leadership pay range effective from 1 September 2024 is attached as Appendix 3. In determining the individual pay ranges for leadership group members, it is noted:

- The school group size will remain the main determinant of the Headteacher's salary.
- The Headteacher will be on a seven point pay range.
- Deputy Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school. The Deputy Headteacher range will start at a point above the highest point on the Assistant Headteacher's pay range and there should be no overlap with the Headteacher's pay range.
- Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school. The Assistant Headteacher's range will start on at least the next leadership group pay spine point above the salary of the highest paid classroom teacher (i.e., UPS3 + highest paid TLR + SEN Payment (if applicable)) and there should be no overlap with the Deputy Headteacher's pay range.
- In setting individual pay ranges within the leadership group it will only be in exceptional circumstances where the Headteacher's pay range is overlapped by the pay range of another member of the leadership group.
- The Board of Trustees will only re-determine the pay range of a serving Headteacher, Deputy Headteacher or Assistant Headteacher if the responsibilities of the post change significantly or if it is required to maintain consistency with pay arrangements for new appointments to the leadership team made on or after 1 September 2024. In other circumstances, the appropriate provisions of the STPCD 2014 will continue to be applied unless specified otherwise within this policy.
- When the school group size changes as a result of changes in pupil numbers the Board of Trustees will redetermine the Individual School Range (ISR) whenever they propose to appoint a new Headteacher or if they change the Headteacher group in other circumstances.
- When determining the salary of a new Headteacher, the Board of Directors/Local Governing Body will take account of the full responsibilities of the post.
- Where the Board of Trustees has previously determined an ISR the maximum of which exceeds the highest point on the leadership group pay spine, it will continue to determine the value of each point above the highest point for so long as that ISR applies. When recalculating the ISR the Board of Trustees will follow the statutory requirements to establish a Headteacher's point on the new school group range.

The schools within Triumph Learning Trust are designated as and the pay range for Headteacher, Deputy Headteacher and Assistant Headteacher are as follows:

School	Group Size	HT Individual School Range	DHT Pay Range	Senior AHT Pay Range	AHT Pay Range	Associate AHT	Lead Practitioner
RFSS	7	L29 – 35	L18 – 24	L15 – 19	L10 – 16	L4 – 11	LP 4 - 6
CG	5	L22 - 27	L17 – 21		L12 - 16		LP 4 - 6
AG	4	L20 - 26	L15 – 19		L5 – 9		LP 4 - 6
RFPS	3	L18 - 24	L9 – 14		L4 – 8		LP 4 - 6

7. Headteachers Pay

Basic Pay Determination on Appointment after 1 September 2014

For appointments on or after 1 September 2014, or where leadership responsibilities significantly change after this date, the Board of Trustees will consider; all of the permanent responsibilities of the role, the challenges that are specific to the role and other considerations including recruitment and retention difficulties.

The Board of Trustees may decide that circumstances warrant setting the Headteacher’s pay range up to 25 per cent above the maximum of the pay range for the school’s group size. In exceptional circumstances and supported by a business case and external advice, it may be extended beyond that figure.

Discretionary payments to the Headteacher will only be made for clearly temporary additional responsibilities or duties which have not been previously considered when setting the pay range. These payments will not exceed 25 per cent of the annual salary which is otherwise payable to the Headteacher other than in exceptional circumstances.

Examples may be:

- *The school is causing concern, without such payment the school would have substantial difficulty filling the vacant Headteacher’s post,*
- *without such payment the school would have substantial difficulty retaining the existing Headteacher,*
- *the Headteacher is appointed as a temporary Headteacher of more than one school (maximum of 2 years),*
- *CPD undertaken outside of the school day, activities relating to the provision of initial teacher training, participation in out of school hours learning activity agreed by the Board of Trustees, additional responsibilities/activities relating to the raising of educational standards at one or more additional schools (not if appointed as permanent or temporary Headteacher).*

- *If it is considered that there are exceptional circumstances, then the Pay Committee will make a business case for the payment to the Board of Trustees. The Board of Trustees will then seek external independent advice.*

Schools where the Headteacher is permanently accountable for more than one school

The Board of Trustees will arrange for a joint committee made up of governors from all the schools involved along with the Trust Pay Committee to be established to oversee the arrangements. This committee will have the power to deal with the pay of the Headteacher concerned. They will determine the pay range by the application of the total unit score of all the schools concerned. Any discretionary payments made will take account of the full responsibilities of the post.

Consideration will be given to the remuneration of other teachers who, as a result of the Headteacher's role, are taking on additional responsibilities. This will be based on any additional responsibilities attached to the post (not the teacher).

Headteachers temporarily accountable for more than one school

In such circumstances, such a role will be regarded as an acting headship on a temporary basis, will be time-limited, subject to regular reviews and will last no longer than 2 years.

In such temporary arrangements, the Headteacher is appointed on a fixed term variation of contract.

Pay Progression of the Leadership Group

The Pay Committee will consider annually whether or not to increase the salary of members of the leadership group who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range.

A recommendation on pay must be made in writing as part of the individual's Professional Growth appraisal report.

Pay progression is automatic for all staff within the leadership group, until they reach the top of their range, and will be awarded on an annual basis. This will be the case unless a member of the leadership group is subject to capability proceedings and they have received appropriate support to address such concerns.

8. Classroom Teachers

Basic Pay Determination on Appointment

The Board of Trustees will determine the pay range for a vacancy prior to advertising it. For qualified teacher vacancies the pay range should be offered across both the main pay range and upper pay range. On appointment, the Trust will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Trust may also consider a range of factors, including:

- The nature and requirements of the post.
- Any specialist knowledge required for the post.

- Market conditions.
- The experience required to undertake the specific duties of the post.
- The wider Trust context.

Where a teacher applies for a new job, pay portability is expected with the rates of pay remaining consistent for the level of the job. Where a teacher has applied for a post different to their prior post then pay portability is not required.

Where an unqualified teacher becomes qualified whilst continuing to work at this school, they will be transferred to a salary within the main pay range for teachers which is the same as, or higher than, the salary they would have received had they remained as an unqualified teacher, including any additional allowances, and progressed as normal that year.

Pay Progression of teachers

The Pay Committee will consider annually whether or not to increase the salary of teachers who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range.

A recommendation on pay must be made in writing as part of the individual's Professional Growth appraisal report.

Pay progression is automatic for all teachers until they reach the top of their range and will be awarded on an annual basis. This will be the case unless the teacher is subject to capability proceedings and they have received appropriate support to address such concerns.

In the case of early career teachers (ECTs) the school must determine the teacher's performance and any pay recommendation by means of the statutory induction process. ECTs will not be negatively impacted by the extension of the induction period from one to two years, which will not prevent the Pay Committee from awarding pay progression to ECTs at the end of their first year.

The pay scale for main pay range teacher's effective from 1 September 2024 at Triumph Learning Trust is:

Point	£
<i>1 (Minimum)</i>	<i>£31,650</i>
<i>2</i>	<i>£33,483</i>
<i>3</i>	<i>£35,674</i>
<i>4</i>	<i>£38,034</i>
<i>5</i>	<i>£40,439</i>
<i>6 (Maximum)</i>	<i>£43,607</i>

Movement to the Upper Pay Range

Applications and Evidence

Qualified teachers may apply to be paid on the upper pay range when they consider that they meet the criteria specified in paragraph 15 of STPCD 2024. It is the responsibility of the

teacher to decide whether or not they wish to apply to be paid on the upper pay range and this will be considered as part of the assessment process set out below.

Applications may be made at least once every academic year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school. Triumph Learning Trust will not be bound by any pay decision made by another school.

Applications should be made to the Headteacher using the standard form provided at Appendix 2.

The Assessment

An application from a qualified teacher will be successful where the Pay Committee is satisfied that:

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

For the purposes of this pay policy:

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

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

The application will be assessed robustly, transparently and equitably by the Headteacher based on evidence provided within the annual appraisal review. A response from the Headteacher, together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached in Appendix 1) will take place before a recommendation is made to the Pay Committee. Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the Pay Committee within twenty working days.

Decisions and feedback will be provided by the Headteacher as soon as possible and within ten working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Trust's pay appeal procedure, Appendix 1. If successful, applicants will move to the upper pay range from the previous 1 September and will be placed onto Point 1 of the upper pay range. The pay scale for upper pay range from 1 September 2024 in this Trust is:

Point	£
1 (Minimum)	£45,646
2	£47,338
3 (maximum)	£49,084

9. Leading Practitioner Teaching Posts

Basic Pay Determination on Appointment

The Board of Trustees will take account of paragraph 16 of the STPCD 2024 when determining the role of leading practitioner at Triumph Learning Trust. Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills. Specific duties will be set out in the job description of the leading practitioner.

Pay Progression of leading practitioners

The Pay Committee will consider annually whether or not to increase the salary of leading practitioners who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range.

A recommendation on pay must be made in writing as part of the individual's appraisal report.

Pay progression is automatic for leading practitioners, until they reach the top of their range, and will be awarded on an annual basis. This will be the case unless a leading practitioner is subject to capability proceedings and they have received appropriate support to address such concerns.

The pay range for leading practitioners effective from 1 September 2024 is:

Point	£
LP4	£53,867
LP5	£55,209
LP6	£56,593

10. Unqualified Teachers

Basic Pay Determination on Appointment

The Board of Trustees will pay any unqualified teacher in accordance with paragraph 17 of the STPCD 2024. Triumph Learning Trust will determine where a newly appointed unqualified teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. Triumph Learning Trust will consider whether it wishes to pay an additional allowance in accordance with paragraph 22 of the STPCD 2024.

The pay range for unqualified teachers effective from 1 September 2024 in this school is:

Point	£
1 (Minimum)	£21,731
2	£24,224
3	£26,716
4	£28,914
5	£31,410
6 (maximum)	£33,902

Upon obtaining qualified teacher status, an unqualified teacher will be transferred to a salary within the main pay range for teachers which is the same as, or higher than, the salary they would have received had they remained as an unqualified teacher, including any additional allowances, and progressed as normal that year.

Pay Progression based on Performance

The Pay Committee will consider annually whether or not to increase the salary of unqualified teachers who have completed a year of employment since the previous pay determination and, if it determines to do so, to what salary within the relevant pay range.

A recommendation on pay must be made in writing as part of the individual's appraisal report.

Pay progression is automatic for all unqualified teachers until they reach the top of their range and will be awarded on an annual basis. This will be the case unless the unqualified teacher is subject to capability proceedings and they have received appropriate support to address such concerns.

11. Part Time Teachers

Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with paragraph 40 of the STPCD 2024 and Triumph Learning Trust will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.

Part-time teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a teacher to attend non-pupil days by mutual agreement with the Headteacher and this will be paid or time off in lieu will be granted where applicable.

12. Short Notice/Supply Teachers

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 will be calculated pro-rata.

Teachers who are employed to teach for the full pupil day will be paid at a daily rate of 1/195th of the annual pay they would receive if they were engaged on a regular contract. Teachers who teach less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will be divided by 195 then divided again by the proportion of the full pupil day which they teach to arrive at the hourly rate.

13. Pay increases arising from changes to the STPCD 2024

All teachers are paid in accordance with the statutory provisions of the STPCD 2024 and should be aware that this is updated from time to time. Pay increase resulting from the annual School Teachers Review Body Report and within the STPCD 2024 will be applied to all pay scale points within Triumph Learning Trust.

14. Allowances and Payments

Teachers on the main or upper pay range may be awarded the following, pro rata to their contract:

Teaching and Learning Responsibility Payments (TLRs)

Triumph Learning Trust can award a TLR payment to a classroom teacher in accordance with the provisions of paragraph 20 of STPCD 2024, that being for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning, and for which the teacher is made accountable.

The value of TLR allowances to be paid at Triumph Learning Trust will be:

- *TLR1: no less than £9,782 and no greater than £16,553*
- *TLR 2: no less than £3,391 and no greater than £8,279*

TLR1s or TLR2s are only awarded on a permanent basis. If they are discontinued other than on a voluntary basis, salary safeguarding is payable. TLR1s and TLR2s may only be awarded on a fixed term basis to cover for absence of the permanent post holder. There is no entitlement to salary safeguarding in these circumstances.

Triumph Learning Trust may consider awarding a fixed term third TLR (TLR3) for clearly time-limited school/Trust improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £675 and no greater than £3,344. The proposed responsibilities, level of payment and duration of the fixed term will be established at the outset and payment will be made monthly for the duration of the fixed term.

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 TLR3. Unqualified teachers cannot be awarded TLRs.

With the exception of (c) and (e) below, which do not have to apply to the award of TLR3s, before awarding any TLR, Triumph Learning Trust must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- Is focused on teaching and learning;
- Requires the exercise of a teacher's professional skills and judgement;
- Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- Involves leading, developing and enhancing the teaching practice of other staff.

In addition, before awarding a TLR1, Triumph Learning Trust must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

Special Needs Allowance

Triumph Learning Trust will award SEN allowances in accordance with the criteria and provisions set out in paragraph 21 of STPCD 2024.

The Pay Committee will award a SEN allowance to any classroom teacher who meets the criteria as set out in paragraph 21 of the STPCD 2024.

The value of SEN allowances to be paid at Triumph Learning Trust will be:

Point	£
<i>SEN1</i>	<i>£2,679</i>
<i>SEN2</i>	<i>£5,285</i>

Acting Allowances

If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, the Board of Trustees must decide, within four weeks of the day on which the duties were first assigned and carried out, whether the teacher should be paid an allowance based upon:

- The relevant point within the leadership group pay range, as the Board of Trustees consider appropriate, which must be no lower than the minimum point of the relevant pay range.
- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.

If the Board of Trustees decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group, the Board of Trustees can at any time determine whether or not an allowance will be paid.

Additional Payments - Continuing professional development outside directed time; Initial teacher training activities; and out of school learning activities

Triumph Learning Trust may make such payments as they see fit to a teacher, including a Headteacher, in respect of:

- Continuing professional development undertaken outside the school day.
- Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school/Trust.
- Participation in voluntary out-of-school hours learning activity requiring a teacher's professional judgement, agreed between the teacher and the Headteacher or, in the case of the Headteacher, between the Headteacher and the Board of Trustees.
- Additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional

schools. (This does not apply to the provision of services by the Headteacher to the school in relation to which the Headteacher has been appointed either on a permanent or temporary basis).

It is recognised and accepted that such activities are entirely voluntary.

Triumph Learning Trust will make additional payments to teachers in accordance with the provisions of paragraph 26 of the STPCD 2024 on the following basis:

Payment made on the basis of the teacher's current hourly rate as calculated using:

annual salary = hourly rate

1265

A flat rate payment in line with the teacher's level of responsibility and the size of the commitment.

Payments to full time classroom teachers will only be made in respect of those activities undertaken outside the 1265 hours of directed time and will recognise any preparation time required.

15. Additional duties outside of the STPCD 2024

Teachers and Headteachers will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/Headteacher and the proportion that should be paid to the Trust will be agreed in advance in accordance with the determinations of the Board of Trustees. Payment to the individual teacher/Headteacher will be based on work, including preparation, done outside of normal school/working hours.

Any payment to a Headteacher under STPCD 2024 will be subject to the overall limit on discretionary payments.

16. Recruitment and Retention incentives and benefits

The Board of Trustees will make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in their service of existing teachers.

Where the Board of Trustees is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, they will conduct a regular formal review of all such awards. The Board of Trustees will make clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.

Headteachers, Deputy Headteachers and Assistant Headteachers may not be awarded recruitment and retention incentives and benefits, other than as reimbursement of reasonably incurred housing or relocation costs.

17. Appendices

Appendix 1	Pay Appeals Procedure for Teachers
Appendix 2	Upper Pay Range Application Form
Appendix 3	Leadership Group Pay Range

Appendix 1 – Pay Appeals Procedure for Teachers

PRINCIPLES

This procedure is consistent with the provisions of the Employment Act 2008.

Teachers may seek a review of any determination in relation to their pay or any other decision taken by Triumph Learning Trust (or a committee or individual acting with delegated authority) that affects their pay.

At any formal hearing or appeal hearing the teacher will be entitled to be represented by a trade union representative or accompanied by a work colleague.

Each stage and action within this procedure will be taken without unreasonable delay.

PROCEDURE

The teacher receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.

If the teacher is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within ten working days of the decision.

Where this is not possible, or where the teacher remains dissatisfied, they may follow a formal appeal process.

Within ten working days of the notification of the pay determination (decision), or the discussion referred to above, the teacher should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination.

In accordance with School Teachers' Pay and Conditions the reasons for seeking a review of a pay determination are:

That the person or committee who made the decision –

- Incorrectly applied any provision of the School Teachers' Pay and Conditions Document
- 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

Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person who made the pay determination will arrange for a hearing to be established to consider the appeal and give the teacher the opportunity to make representations in person.

The hearing should follow the principles and process detailed in 3.1 below.

Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.

Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied they should confirm, in writing, their intention to appeal and the basis of this appeal (see paragraph 2.6 above).

Any appeal on pay matters made by a teacher against the decision of a person or a committee of the Board of Trustees will be heard by a person or freshly constituted committee of the Board of Trustees, none of whom will have had prior involvement in the case. It is recommended that a minimum of three Trustees are involved. This will normally occur within twenty working days of the receipt of the written appeal notification. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include detail of the evidence considered and the reasons for the decision.

THE HEARING/APEAL HEARING PROCESS

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

- The member(s) of the Pay/Committee/Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
- The School/Trust's representative and the employee and their representative will withdraw.
- The member(s) of the Pay Committee/Appeals Committee with the person appointed as Secretary, if any, the School's HR Provider and any adviser(s) shall deliberate in private.
- If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
- Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.

The decision of the person or committee considering the appeal will not be subject to further review under the School/Trust's grievance procedure.

Appendix 2 – Upper Pay Range Application Form

Your Details

Name:	
Current TMS point:	

Evidence

An application will be successful where the Pay Committee is satisfied that:

- You are **highly competent** in all elements of the Teachers' Standards; and
- Your achievements and contribution to the school are **substantial and sustained**.

In order to be considered to be paid on the upper pay range you will need to demonstrate how you meet the above criteria in relation to the Teachers' Standards. The Teachers' Standards can be found [here](#).

For the purposes of this application process:

- **'Highly competent'** means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
- **'Substantial and Sustained'** means of real importance, validity or value to the school over a continual period; playing a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.

Please provide evidence on one side of A4 that you meet the above criteria as part of this application.

Declaration

I confirm that at the date of this application to progress to the upper pay range I meet the eligibility criteria and I submit performance management/appraisal documentation to support this application.

Signature:	
Date:	

This application and attachments must be submitted to the Headteacher by **31st October**

Appendix 3 – Leadership Group Pay Range

Point	£
1	£49,781
2	£51,027
3	£52,301
4	£53,602
5	£54,939
6	£56,316
7	£57,831
8	£59,167
9	£60,644
10	£62,202
11	£63,815
12	£65,286
13	£66,919
14	£68,586
15	£70,293
16	£72,162
17	£73,819
18	£75,675
19	£77,552
20	£79,475
21	£81,441
22	£83,464
23	£85,529
24	£87,651
25	£89,830
26	£92,052
27	£94,332
28	£96,673
29	£99,067

Point	£
30	£101,533
31	£104,040
32	£106,626
33	£109,275
34	£111,976
35	£114,759
36	£117,601
37	£120,524
38	£123,506
39	£126,517
40	£129,673
41	£132,913
42	£136,243
43	£138,265