



PAY POLICY

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1.	INTRODUCTION	
1.1	This Policy sets out the framework for making decisions on staff pay.	
1.2	Staff pay is affected by legislation, and national and local pay agreements, which give Trust Boards' significant flexibility to determine pay levels to meet local circumstances. The policy complies with the School Teachers' Pay & Conditions Document (STPCD) and the accompanying non-statutory guidance and with national and local pay agreements for support staff and these documents will take priority in any disputes. The Policy will be reviewed annually, in consultation with staff and unions.	
1.3	<p>The objective of the policy is to:</p> <ul style="list-style-type: none"> • ensure that pay and staffing arrangements enable the current and future delivery the curriculum and school improvement plans; • support the recruitment and retention of high-quality staff; • recognise and reward staff for their contribution to school improvement; • ensure that pay decisions are made in a fair and transparent way; • ensure that available monies are allocated appropriately. 	
2.	ROLES AND RESPONSIBILITIES	
<p>This Policy applies to all Trust employees including those employed to work in individual academies within the Trust and to staff who are employed to work centrally and/or support several or all Trust academies.</p>		
2.1	<p>Individual roles and responsibilities are as set out in this Policy.</p> <p>The Finance, Audit and Risk Committee will review the Pay Policy.</p> <p>Pay Appeals will be heard by a Pay Appeals Committee established as required from members of Trust Board.</p> <p>The terms of reference for the Committee is at Appendix A.</p>	
2.1.1	<p>Trustees will not make judgements about the effectiveness of individual staff. Their role is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and in accordance with the Policy, and that correct procedures have been followed.</p> <p>The Trust will monitor the effectiveness of the Performance Management process and ensure that the allocation of pay is consistent with the overall standards of performance and the outcomes for pupils.</p>	
2.2	<p>Performance Management</p> <p>Performance Management is a developmental and supportive process designed to ensure that staff have the skills and support they need to carry out their role and that they continue to improve their professional practice throughout their careers. Performance management reviewers will be responsible for the performance</p>	

	<p>management process, in accordance with the Performance Management Policy. Performance Management objectives will be moderated across the Trust to ensure consistency and fairness. The Performance Management Review Statement will include a pay recommendation which will be made by:</p> <ul style="list-style-type: none"> -The Headteacher/Head of Academy/CEO for Main Pay Range teachers and support staff -The CEO for Upper Pay Range and Leadership Range teachers - The CEO's Performance Management Review Panel for the CEO 	
2.2.1	<p>Application for the Upper Pay Range</p> <p>The CEO will assess applications from teachers to be paid on the Upper Pay Range in accordance with this policy and will make a recommendation to the Pay Committee on whether the teacher should progress to the Upper Pay Range.</p>	
2.3	<p>Staffing Structure</p> <p>The Finance, Audit and Risk Committee will, having regard to the advice and recommendation of the CEO, determine, monitor and review the Trust staffing structures.</p> <p>The staffing structure sets out the number and pay ranges for all posts within the Trust.</p>	
2.4	<p>CEO</p> <p>The <i>Trust Board</i> will be responsible for determining the pay range and starting salary of the CEO.</p> <p>The CEO's Performance Management Review Panel will be responsible for making pay progression recommendations for the CEO.</p> <p>Such recommendations will be subject to approval by the <i>Trust Board</i></p> <p>Headteacher/ Head of Academy</p> <p>The <i>CEO</i> will be responsible for determining the pay range and starting salary of Headteacher/Head of Academy.</p> <p>The <i>CEO</i> will be responsible for making pay progression recommendations for the Headteacher/Head of Academy.</p> <p>Such recommendations will be subject to approval by the <i>Trust Board</i></p>	
2.5	<p>Other Leadership Group and Lead Practitioners</p> <p>The <i>CEO</i> will be responsible for determining the pay range and starting salary for employees on the Leadership and Lead Practitioner Pay Ranges (excluding the <i>CEO</i>)</p> <p>Such decisions will be reported to the Finance, Audit & Risk Committee</p>	
2.6	<p>Other Teachers</p>	

	<p>The CEO will be responsible for determining the starting salary, and for making pay progression decisions, for teachers on the Unqualified, Main and Upper Pay Ranges.</p> <p>Such decisions will be reported to the Finance, Audit & Risk Committee</p>			
2.7	<p>Support Staff</p> <p>The CEO will be responsible for determining the pay range and starting salary, and for making pay progression decisions, for all support staff.</p> <p>Such decisions will be reported to the Finance, Audit & Risk Committee</p>			
2.8	<p>Central Trust Staff</p> <p>The CEO will be responsible for determining the pay range and starting salary, for making pay progression decisions, for centrally employed staff.</p> <p>Such decisions will be reported to the Finance, Audit & Risk Committee</p>			
3.	PAY TIMETABLE			
	Date	External	Internal	
	April	Inflationary Pay Award for support staff	Complete PM review for support staff.	
			Pay Progression decision effective for support staff	
	September	Inflationary Pay Award for teachers	Pay decision effective for teachers	
		Budget set (academies)		
	Sept/Oct		Complete PM review for teachers	
	31 October		Notify teachers of annual pay review decision	
	31 Dec. (last day of term)		Notify CEO of annual pay review decision	
3.1	Setting and Reviewing Pay			
	Salaries will be determined only in the circumstances set out below.			
3.1.1	An individual salary range and starting salary will be determined where a new appointment is made, in accordance with the relevant sections of this Policy.			

3.1.2	The salary of individual posts will be reviewed at such times as appropriate where there are significant changes in the responsibilities or duties of the post which warrant such a review.	
3.1.3	The salary of individual posts may be reviewed where, the setting of a salary for a new appointment, or a change of salary in the circumstance set out in 9, makes such a review necessary to maintain consistency and fairness.	
	The salary, within the established range, of individual staff will be reviewed annually on or after: 1 September, but no later than 31 October (teachers) 1 September, but no later than 31 December (CEOs) 1 April (support staff)	
3.2	Inflationary increases	
3.2.1	CEO	
	The Trust Board will determine the level of any inflationary increases to be applied to the salary of the CEO each year. In determining any increase, the Trust Board will have regard to the general level of public sector pay increases and the principle that executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.	ATH 2.31
3.2.2	Teachers' and Leadership Pay Ranges	
	The Trust will ensure that the values of the minimum point of each pay range in this Policy are in line with the minimum of the corresponding ranges set out in the Teachers' Pay and Conditions Document. The values of points on the scales above the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.	
	The salaries of individual teachers will increase accordingly.	
3.2.3	Inflationary Increases – Teacher Allowances	
	The minimum values of TLR1, TLR2 and the SEN Allowance payable to individual teachers will be increased in line with the minimum of the corresponding Allowances set out in the Teachers' Pay and Conditions Document. The values of Allowances in excess of the minimum will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award and any requirements set out in Teachers' Pay and Conditions.	
	The values of all other allowances are discretionary and will not increase other than where a re-determination of the value is deemed appropriate due to a change in the nature of the associated responsibilities or duties.	

3.2.4	Support Staff		
	The values of the salary points on the Local Government Pay Scale and the values of other salaries will be determined annually by the Trust Board. In making its determination the Trust Board will have regard to any national pay award		
3.3	All staff will be informed in writing of their pay determination and the rationale for it with each year according to the Pay Timetable and at any other time when a salary review takes place.		
4.	TEACHERS' PAY		
4.1	<p>Qualified teachers will be paid on the Main Pay Range or the Upper Pay Range.</p> <p>The Pay Ranges in this Trust have been divided into pay points.</p> <p>Teachers on the Main Pay Range will be paid on the six-point scale on the Main Pay Range as set out below</p> <p>Teachers on the Upper Pay Range will be paid on the three-point scale on the Upper Pay Range as set out overleaf.</p> <p><u>Main Pay Range</u></p>		
M1	Point 1	£32,916	
M2	Point 2	£34,823	
M3	Point 3	£37,101	
M4	Point 4	£39,556	
M5	Point 5	£42,057	
M6	Point 6	£45,352	
	<u>Upper Pay Range</u>		
U1	Point 1	£47,472	
U2	Point 2	£49,232	
U3	Point 3	£51,048	
4.2	<p>Unqualified Teachers will normally be paid on the Unqualified Pay Range.</p> <p>The Pay Range for Unqualified teachers in this school has been divided into pay points as follows:</p>		
UQ1	Point 1	£22,601	

UQ2	Point 2	£25,193	
UQ3	Point 3	£27,785	
UQ4	Point 4	£30,071	
UQ5	Point 5	£32,667	
UQ6	Point 6	£35,259	
4.2.1	Where an unqualified teacher is on a recognised “route into teaching” programme, the CEO may exercise their discretion to pay them on the Main Pay Range having regard to their skill, qualifications and experience.		
4.3	<p>Where a Lead Practitioner post(s) is (are) included in the Staffing Structure, each Lead Practitioner will be paid within a specified range, within the Pay Range for Lead Practitioners.</p> <p>In setting the specified Range, the Finance, Audit and Risk Committee will determine the number and value of pay progression stages within that range.</p> <p>Different Lead Practitioner posts may have a different specified range, having regard to the challenge of the individual post and pay differentials within the school.</p>		
5.	PAY ON APPOINTMENT		
5.1	<p>The salaries of new staff will be set within the Pay Range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, including the award of any discretionary payments as allowed for within this policy, account will be taken of:-</p> <ul style="list-style-type: none"> • the skills, experience and relevant qualifications of the individual; • market conditions; • any specific restrictions set out in the Teachers’ Pay & Conditions Document; • the employee’s current salary level; <p>Early Career Teachers in their first year will normally be paid on the minimum of the Main Pay Range.</p> <p>There is no assumption that an employee will be paid the same rate they were being paid in a previous school/trust.</p>		
6.	PAY PROGRESSION		
	Teachers on the Main, Unqualified, Upper and Lead Practitioner Pay Ranges		
6.1	The Board expects all teachers to perform at the highest possible level and to continue to improve their professional practice year on year. All teachers can		

	<p>expect to receive regular, constructive feedback on their performance and development and are subject to 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. The appraisal statement will include a recommendation in pay.</p> <p>Main Pay Range and Unqualified Pay Range</p> <p>Following an individual teacher's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures</p> <p>Upper Pay Range</p> <p>Progression on the Upper Pay Range is biannual. Following two annual appraisals, teachers on the Upper Pay Range should expect to receive pay progression to the next point within the relevant ranges unless they are subject to capability procedures during that period.</p> <p>Early Career Teachers subject to Statutory Induction, whose appraisal arrangements are different, should expect to receive pay progression after their first and second years of Induction unless they are identified through that process as failing to meet the relevant standards</p>	
<p>7.</p>	<p>MOVEMENT TO THE UPPER PAY RANGE</p>	
<p>7.1</p>	<p>Any qualified teacher on the Main Pay Range may apply to be paid on the Upper Pay Range once per year. It is the responsibility of the teacher to decide whether or not they wish to submit an application. Applications must:</p> <ul style="list-style-type: none"> • be made on the appropriate application and submitted to Trust HR hr@epsilonstar.co.uk • be submitted by 31 October in each year (consideration will be given to accepting late applications where individual circumstances e.g. absence prevent this deadline being met). 	
<p>7.2</p>	<p>The Criteria</p> <p>An application will be successful, if the CEO and the Finance, Audit and Risk Committee are satisfied that:</p> <ul style="list-style-type: none"> • the teacher is highly competent in all elements of the teaching standards; and, • the teacher's achievements and contribution to the school/Trust are substantial and sustained. <p>In this Trust, this means that the teacher has consistently</p> <ul style="list-style-type: none"> • demonstrated that they meet all teaching standards, both in terms of teaching and personal and professional conduct, over a sustained period: • been assessed as meeting their performance management objectives over a sustained period; <p>and in addition that;</p>	

	<ul style="list-style-type: none"> teaching has been rated as good <u>overall</u>, with some outstanding, over a sustained period; the teacher has demonstrated over a sustained period an ability to support some pupils to exceed expected levels of progress/achievement; the teacher has consistently taken responsibility for identifying and meeting their own professional development needs and used their learning to improve their own practice and pupils' learning; the teacher has demonstrated that they have made an impact on the school beyond their own class/group(s) over a sustained period. This may include demonstrating an ability to coach, mentor, advise and demonstrate best practice to, other teachers to enable them to improve their teaching practice; contributing to policy and practice which has improved teaching and learning across the school; <p><u>Sustained</u> means maintained continuously over a period of at least 3 school years (a year being defined as at least 26 weeks work in any academic year). It is normally expected that this will include at least one year at this school, although discretion will be exercised where there is clear and compelling evidence of consistent performance against the criteria at the teacher's previous school.</p> <p>The Trust will exercise its discretion to consider performance over a lesser period where a teacher has been absent for some of the relevant period.</p>	
7.3	<p>The Assessment</p> <p>The Headteacher/Head of Academy and CEO will assess all applications to be paid on the Upper Pay Range and their recommendation will be considered by the Finance, Audit & Risk Committee.</p> <p>The Headteacher/Head of Academy and CEO will use the evidence contained in the teachers' performance management review paperwork to make their assessment.</p> <p>A teacher who has not been at the school for all of the 3-year assessment period, should provide their performance management review statement(s) from their previous employment with their application.</p> <p>A teacher may, if they wish, provide additional evidence to support their application, but is not obliged to do so.</p>	
7.4	<p>Procedure</p> <p>The CEO will discuss their recommendation with the teacher and the Finance, Audit & Risk Committee will confirm the decision by 31 December.</p> <p>Where the application is approved, the teacher will progress to the minimum of the Upper Pay Range backdated to the 1 September.</p> <p>Once a teacher is placed on the Upper Pay Range, further progression will be in accordance with paragraph 6.1.</p> <p>Where the application is not successful, the Headteacher/Head of Academy or CEO will provide feedback and the teacher will be provided with advice and support through the performance management process to develop their skills with a view to them making a future successful application.</p>	

	Teachers have the right to appeal any decision not to move them onto the Upper Pay Range. The appeals procedure is at section 21 of this policy.	
8.	ADDITIONAL ALLOWANCES	
8.1	Teachers on the Main or Upper Pay Ranges may be paid an additional allowance as follows:	
8.1.1	Teaching and Learning Responsibility (TLR) Payments	
	<p>There are 3 TLR levels: TLR1, TLR2 and TLR3</p> <p>TLRs may be awarded to teachers on the Main or Upper Pay Range. A teacher may not be in receipt of more than one TLR1 or TLR2 concurrently.</p> <p>The FTE number and values of TLR1 and TLR2 Allowances are set out in the staffing structure.</p> <p>The value of any new TLR1 and TLR2 payment to a teacher assigned TLR responsibilities will be based on the proportion of the FTE TLR responsibility the teacher is undertaking.</p> <p>The proportion of assigned TLR responsibilities for existing TLR post holders will be reviewed by 1 September 2026, if not before.</p> <p>TLR1 and TLR2 payments are permanent while the employee remains in the same post in the staffing structure.</p> <p>TLR3 Allowances are a fixed sum paid for a fixed-term period, for delivery of a significant responsibility in relation to a clearly time-limited school improvement or one-off externally driven project.</p> <p>The CEO in liaison with the Headteacher will determine what projects should attract a TLR3 Allowance and the value of those Allowances having regard to the context, nature and complexity of the responsibility.</p> <p>The CEO/Headteacher will invite teachers to express interest in relevant projects and will allocate TLR3s on the basis of an assessment, through professional dialogue, of which teacher has the relevant skills and knowledge required for the specific project.</p> <p>In determining the allocation and value of TLR3 payments, due regard will be given to ensuring consistency, fairness, transparency and value for money.</p> <p>Where a TLR is awarded, written notification will be given to the teacher of:</p> <ul style="list-style-type: none"> • the nature of the significant responsibility; • the level of the payment; • in the case of TLR3, the date on which the Allowance will end. 	
8.1.2	Special Needs Allowances	
	There is one special needs allowance consisting of a minimum and maximum amount.	

	<p>The Finance, Audit and Risk Committee will determine which posts will attract an SEN Allowance according to the criteria set out in the Teachers Pay & Conditions Document which relate to teaching SEN pupils, and the amount of the Allowance in each case. Such posts are as set out in the Staffing Structure.</p> <p>Where a post attracts an SEN allowance the amount of the allowance will be determined in each case by reference to:</p> <ul style="list-style-type: none"> • whether any mandatory qualification is required; • the qualification and/or expertise of the teacher relevant to the post; • the relative demands of the post. <p>In determining the value of an SEN payment, due regard will be given to ensuring consistency, fairness and transparency.</p>	
8.2	Unqualified Teacher Allowance	
	<p>The CEO may determine that an additional Allowance be paid to an unqualified teacher who is paid on the Unqualified Teachers' Pay Range where, in the context of its staffing structure, the teacher has:</p> <ul style="list-style-type: none"> • taken on a sustained additional responsibility which is: • focussed on teaching and learning; and • requires the exercise of a teachers' professional skills and judgement: or • qualifications or experience which bring added value to the role they are undertaking. <p>The CEO will determine the amount of any such allowances having due regard to consistency, fairness and transparency.</p>	
9.	LEADERSHIP GROUP PAY (including CEO)	
	Inflationary increases will be applied as set out in section 3.2	
9.1	CEO	
9.1.1	<p>CEO</p> <p>The Board of Trustees will determine an appropriate salary for the CEO having regard to:</p> <ul style="list-style-type: none"> • all of the permanent responsibilities, and challenges that are specific to the role • appropriate pay differentials with other staff; • any other relevant considerations. 	

9.1.2	<p>Progression will be subject to the individual demonstrating a sustained high quality of performance having regard to the most recent review carried out under the Performance Management Policy.</p> <p>Determination of whether there has been “sustained high quality of performance” will be made in accordance with the criteria outlined in the staffing structure for the trust.</p>	
9.2	Headteacher/Head of Academy, Deputy Head of Academy and Assistant Head of Academy	
9.2.1	<p>The Pay Range for Leadership Posts at this Trust has been divided into pay points as set out in Appendix C.</p> <p>The Salary Range for each Leadership Post will be determined on a case-by-case basis as set out in 9.2.2 (Headteacher, Head of Academy, Deputy Head of Academy, Assistant Head of Academy) below and will consist of an appropriate number of pay points.</p>	
9.2.2	<p>Pay on Appointment</p> <p>The Trust Board will determine the group size of the school with reference to pupil numbers as set out in TPCD and determine appropriate Salary Ranges for each Leadership Post, normally within the Group Size¹.</p> <p>Where a person is appointed as Headteacher of more than one school on a permanent basis, the group size and Salary Range will be determined by reference to the combined pupil numbers of all the schools and the overall responsibility of the post.</p> <p>In setting the individual Salary Ranges for Leadership Posts the Trust Board will:</p> <ul style="list-style-type: none"> • take account of all of the permanent responsibilities, and challenges that are specific to the role and any other relevant considerations; • have regard to appropriate pay differentials with other staff; <p>Where the Trust Board determines a higher than normal salary is warranted for the headship, the Salary Range of the Headteacher/Head of Academy may exceed the Group Size of the school, subject to the total salary, including any temporary payment made under 10.1 below, not exceeding 25% above the Group Size, other than in exceptional circumstances in which case:</p> <ul style="list-style-type: none"> • a business case must be approved by the full Trust Board; • the Trust Board must seek external independent advice. <p>¹The Salary Ranges of Deputy and Assistant Heads of Academy must not exceed the Group Size of the school</p>	
9.2.3	<p>Starting Salary</p> <p>When determining the starting salary of a newly appointed member of the Leadership Group, the Trust Board will have regard to the extent to which the candidate meets the requirement of the post and whether this merits a starting salary higher than the minimum of the Range determined in Section 9.2.2. The starting salary will allow for pay progression over time.</p>	

9.2.4	<p>Pay Progression.</p> <p>The Trust Board expects all leaders to perform at the highest possible level and to continue to improve their professional practice year on year. All leaders can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisal are set out in the Trust's Appraisal Policy. The appraisal statement will include a recommendation in pay.</p> <p>Following an individual leader's annual appraisal and subject to them having completed a year of service (as defined in STPCD as 26 weeks within the academic year) they should expect to receive pay progression to the next point² within the relevant range as determined in 9.2.1 above unless they are subject to capability procedures.</p>	
10.1	<p>Temporary Payments to the CEO/Headteacher</p>	
	<p>The Trust board may determine that an additional temporary payment be made to the CEO/Headteacher for clearly defined responsibilities or duties which are in addition to and have not previously been taken into account in setting, the permanent Salary Range under 9.1/9.2.</p> <p>The total sum of any additional payments paid to a CEO/Headteacher set out in this section (and in 9.2.2) will not exceed 25% of the value of the CEO/Headteacher's point on the Leadership Pay Spine. If the Finance, Audit and Risk Committee exceptionally wishes to exceed the limit above, it will seek independent external advice and seek agreement of a business case from the Trust Board before so doing.</p>	
10.	<p>ADDITIONAL PAYMENTS TO TEACHERS</p>	
10.1	<p>Other Payments</p> <p>Except where specified, the following payments may not be made to a CEO/Headteacher. Where relevant, any additional payments to a CEO/Headteacher must be made as part of their permanent Salary Range (as set out in 9.2 above) or as a temporary payment (as set out in 10.1 above).</p>	
10.1.1	<p>Continuous professional development undertaken outside the school day</p>	
	<p>The Trust Board does not make payments for CPD outside of the school day.</p>	
10.1.2	<p>Activities related to the provision of initial teacher training (ITT)</p>	
	<p>The Trust Board does not make payments for ITT activities.</p>	
10.1.3	<p>Participation in out of school learning activities</p>	

	<p>Where a teacher in the Trust undertakes 1:1 Tuition outside of the school day and this is organised via the school they will be paid an out of school learning allowance payment to be equivalent to their normal hourly rate.</p> <p>Where a part-time teacher at the school undertakes 1:1 Tuition during the school day they shall be paid their normal hourly rate.</p>	
10.1.4	Provision of services to another school(s)	
	<p>The Trust Board may authorise teachers, including Leadership Group, to undertake additional responsibilities and activities relating to the raising of standards in one or more other school.</p> <p>Where such an agreement is authorised, the Trust Board will determine, what, if any, payment should be paid to the teacher and/or to other staff, in recognition of the associated additional responsibility and how much shall be retained by the school to cover associated costs such as administration or supply cover.</p> <p>Any payment to the CEO will be made under 10.1 of this Policy. Payments to other staff may include acting arrangements, temporary TLR3s or such other payment as the Pay Committee considers appropriate under Paragraph 26.1 of TPCD.</p> <p>All such payments are temporary with no entitlement to safeguarding when they cease.</p>	
10.1.5	Recruitment and Retention Payments and Incentive	
	<p>The CEO may authorise, on a case by case basis, a payment or incentive to secure the recruitment, and/or to retain the services, of a teacher. In authorising such a payment, the following factors will be considered:</p> <ul style="list-style-type: none"> • that there is evidence that there is difficulty in appointing to a particular post or in recruiting a teacher with the required skills, qualifications and/or experience; • that there is a need to retain the skills, qualifications or experience of an individual; • whether the salary available in the context of the staffing structure is insufficient to secure an appointment given the circumstances of the school; • available financial resources; • market forces. <p>Any such payment or incentive will be subject to review and there will be no entitlement to a payment beyond the review date.</p> <p>Any such payment will be confirmed in writing, including details of:</p> <ul style="list-style-type: none"> • whether it is for the purpose of recruitment or retention; • the nature of the payment or incentive; • if a financial payment paid, whether this will be paid monthly as part of salary or as a lump sum to be paid at an agreed time; 	

	<ul style="list-style-type: none"> the basis for any uplifts where applicable; the date which the payment/incentive will be reviewed; <p>Leadership Group may only receive payments under this Section for reasonably incurred housing or relocation costs.</p>	
10.2	Acting Arrangements	
	Where a teacher is assigned and carries out the duties of a the Headteacher/Head of Academy, Deputy Head of Academy, or Assistant Head of Academy, but has not been appointed in an acting capacity the Trust Board shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the School Teachers' Pay & Conditions Document.	
11.	PART TIME TEACHERS	
	<p>Teachers who work less than a full day or week are deemed to be part-time. The proportion of full-time will be calculated in accordance with the Teachers Pay & Conditions Document as follows:</p> <p>Teacher's timetabled teaching time ----- = part-time percentage School's timetabled teaching time</p> <p>Part-time teachers will be expected to work a corresponding proportion of directed time and will receive a corresponding proportion of a full- time salary and any allowances other than TLRs which will be determined in accordance with the principles set out in paragraph 8.1.1.</p>	
11.2	For part-time leaders, the proportion of full-time will be calculated following the same principle of determining their specific working days or part-days as a proportion of those worked by full-time leaders.	
12.	SHORT NOTICE/SUPPLY TEACHERS	
	<p>Teachers who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers.</p> <p>Supply teachers working a whole day, including directed time, will initially have their salary calculated as an annual amount; it will then be divided by 195 and multiplied by the number of days worked.</p> <p>Supply teachers working less than a full day will be hourly paid. The salary will be calculated as an annual amount and then divided by 1265 to determine the hourly rate, which will then be paid for hours worked, including any agreed payment for directed time.</p>	

13.	SUPPORT STAFF PAY	
	<p>The salary scales applicable to support staff are set out at Appendix D</p> <p>The salary of support staff is determined through job evaluation and is as set out in individual contracts of employment.</p>	
13.1	<p>Starting salary</p> <p>The salaries of new staff will be set within the range for the post as set out in the Staffing Structure and in accordance with this pay policy. In determining the starting salaries for individual staff, account will be taken of;</p> <ul style="list-style-type: none"> • the skills, experience and relevant qualifications of the individual; • market conditions. 	
13.2	<p>Pay Progression</p> <p>Annual progression within any pay range set out in the contract of employment, will be subject to the employee meeting the expectations as determined through the performance management process.</p> <p>Pay Progression Requests to Increase Salary Band & Point Range</p> <p>Individual pay progression requests to move to a higher banding and/or point range will only be considered in exceptional circumstances, where the employee must provide a clear justification and supporting evidence through their application, which demonstrates in detail how they are working over and above their existing job description and current role/responsibilities held.</p> <p>The CEO will assess any request received against the evidence provided and the Trust's existing Staffing Structure. Employees may be required to attend various meetings/interviews as part of this process.</p> <p>The CEO will consult with the Head of Academy and/or relevant Line Manager regarding existing performance management, before making their recommendation to the Finance, Audit and Risk Committee for a final decision, following which there will be no right to appeal.</p>	
13.3	<p>Additional Payments</p> <p>Additional hours claimed by staff will be paid in line with the hourly rate for the relevant role.</p>	
13.4	<p>Part-time staff</p> <p>Support staff who work less than a full day, week and/or year are deemed to be part-time. The proportion of full-time will be calculated as follows:</p> <p>Hours per week x weeks per year</p> <p>-----</p>	

	37 x 52.14	
13.5	<p>Casual Workers</p> <p>Casual support staff who are engaged directly and work on a day-to-day basis or other short notice basis will have their pay determined in line with the relevant grade of the work undertaken.</p> <p>Pay will be calculated on an hourly basis for hours worked as follows:</p> <p>FTE salary</p> <p>-----</p> <p>37 x 52.14*</p> <p>Holiday pay of 12.07% is also payable on casual hours</p>	
14.	SALARY SACRIFICE SCHEMES	
	The Trust Board does not currently operate any Salary Sacrifice Schemes.	
15.	PENSIONS	
15.1	<p>All regular salary payments and additional allowances and payments to staff within this policy, with the exception of some recruitment and retention benefits, are pensionable.</p> <p>Note: Full-time teachers cannot be members of the Teachers' Pension Scheme for a second job (eg 1:1 tuition at another school). They can however join the Local Government Pension Scheme for this secondary employment.</p>	
15.2	The Trust Board will not promote staff through the grading systems or use other pay flexibilities to assist in securing an employee's improved pension entitlement on retirement. The Trust Board recognises that, where this to be done, the DfE and/or pension regulator, where appropriate, may use their powers to substitute a notional salary for calculation of pension.	
16.	SALARY SAFEGUARDING/PROTECTION	
	<p>The Trust Board will ensure appropriate salary protection/safeguarding for teachers in accordance with the School Teachers' Pay and Conditions Document and for support staff in accordance with the Trust's Redundancy and Re-organisation Procedure.</p> <p>Employees in receipt of safeguarding will be expected to undertake commensurate work.</p>	

17.	STAFFING BUDGET	
	<p>The amount of money allocated to implementing the Pay Policy will be determined at the beginning of each financial year through the budget allocation process of the Trust. The Trust Board will endeavour to ensure that appropriate funding is allocated for pay progression at all levels.</p>	
18.	EQUALITIES AND TRANSPARENCY	
	<p>The Trust Board recognises the principle of equal pay for work of equal value in the implementation of this policy. The Trust Board will take into account the salaries payable in comparable establishment, where possible, in setting pay levels.</p> <p>All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave such that pay decision are consistent with those that would have been made had they not been absent.</p> <p>In accordance with the Academy Trust Handbook, the Trust will publish the number of employees whose benefits exceed £100k, in £10k bandings, as an extract from the disclosure in its financial statements for the previous year ended 31 August. Benefits for this purpose include salary, other taxable benefits and termination payments, but not the trust's own pension costs. In the case of employees who are trustees, their salary and other benefits will also be disclosed in £5k bandings in the trust's financial statements.</p>	
19.	OVER/UNDER PAYMENTS	
	<p>The Trust Board shall be entitled to deduct from your salary any money which you may owe to the school at any time.</p> <p>Support staff working less than 52 weeks have their annual salary spread evenly over 12 months, whereas their working hours are spread unevenly across the year due to school closure periods. When they leave employment, a calculation will be made to assess any over- or under-payment arising from this arrangement, and any over or underpayment will be adjusted in their final pay. Employees will be notified in advance of any adjustment.</p> <p>Should an overpayment occur in other circumstances the employee will be notified in writing of the full amount of the overpayment and agreement will be sought about a reasonable repayment schedule. In the absence of such an agreement the Trust Board will determine a reasonable recovery schedule, usually not exceeding 5% of the monthly gross, except where the employee is leaving, where the balance owing may be deducted from final salary in the absence of an alternate agreement.</p> <p>Recovery of overpayments will be pursued in the case of former employees.</p>	

	<p>In the case of underpayments, the Trust Board will apply appropriate refunds as soon as possible.</p> <p>Employees are expected to draw to the attention of Trust HR any overpayment or underpayment as soon as possible. Trust HR is expected to draw to the attention of the employee any overpayment or underpayment as soon as possible.</p>	
20.	MONITORING	
	<p>The Trust Board will monitor the outcome and impact of this policy and annually assess its effect and continued compliance with equalities legislation. The effect of the policy will be assessed particularly with reference to trends in progression across specific groups of teachers and the correlation between this and performance management reviews and outcomes for pupils.</p> <p>The pay of individual staff will remain confidential – shared only with those responsible for making pay decisions and managing administrative matters.</p>	
21.	APPEALS PROCEDURE	
21.1	<p>Staff have the right to make representations and to appeal about any aspect of their pay or pay progression in accordance with the appeals procedure within the policy, which meets, as a minimum, the statutory requirements on disputes resolution.</p> <p>Pay recommendations will be contained within Performance Management Review Statements and these will be discussed with employees at the review meeting. Where an employee has concerns about the pay recommendation which cannot be resolved at the review meeting, they should include these on the review statement for consideration by those responsible for making pay decisions.</p>	
21.2	<p>An employee may make a formal appeal against any decision on pay, which must be submitted in writing within 10 working days of receipt of written notification of that decision.</p> <p>The grounds of appeals are that the decision maker(s):</p> <ul style="list-style-type: none"> • incorrectly applied the provisions of the Teachers’ Pay & Conditions Document / national / local terms and conditions or the Pay Policy • failed to have proper regard for statutory guidance; • failed to take proper account of relevant evidence and/or took account irrelevant or inaccurate evidence; • were biased; or • otherwise unlawfully discriminated against the employee. 	
21.3	<p>Appeals will be heard by the Pay Appeals Committee.</p> <p>The Appeals will be heard at a meeting, normally within 20 working days of receipt of the written appeal. The employee will be entitled to attend the appeal meeting,</p>	

	<p>to make representations and to be accompanied by a work colleague or a member of a recognised Trade Union.</p> <p>The procedure for the conduct of the appeal meeting is at Appendix B.</p> <p>Any written submissions relevant to the appeal must be circulated to all parties at least 3 working days prior to the meeting.</p> <p>The decision of the appeal committee will be notified in writing and, where the appeal is rejected, this will include a note of the evidence considered and the reasons for the decision.</p> <p>The decision of the Trust Board's Pay Appeals Committee is final and there is no recourse to the staff grievance procedure.</p> <p>The CEO, Headteacher or Head of Academy shall be entitled to attend, for the purposes of providing information and advice (except in the case of their own salary), all proceedings of the Pay Appeals Committee.</p> <p>The role of the Pay Appeal Committee is not to make judgement about the effectiveness of individual staff. It is to satisfy themselves that any recommendation/decision has been made on the basis of evidence and has been made taking proper account of equal opportunities and that correct procedures have been followed.</p>	
<p>22.</p>	<p>DATA PROTECTION</p>	
<p>22.1</p>	<p>A written record of all meetings conducted under this pay policy, including pay appeals, will be made, either by the person holding the meeting or by an alternative person arranged by the school to take notes.</p> <p>The Trust processes any personal data collected as part of the operation of the pay policy/pay appeals procedure in accordance with its data protection policy. The pay of individual staff will remain confidential.</p> <p>Any data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of making decisions on pay, handling pay appeals or administering any pay decisions. All data collected will be held in accordance with the Trust's Retention Schedule. Inappropriate access or disclosure of employee data including individual staff salaries constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the Trust's Disciplinary Procedure.</p>	

Appendix A - PAY APPEALS COMMITTEE

Delegation of Function

The Trust Board shall establish a Pay Appeal Committee to deal with all appeals against pay decisions.

Clerking

The meeting of the Pay Appeals Committee should be minuted.

Membership

The Pay Appeals Committee shall consist of at least two named members of the Trust Board, none of whom shall be employees or members of the Pay Committee.

The CEO may attend all proceedings of the Pay Appeals Committee for the purpose of providing information and advice (except where the appeal is in respect of their own salary, where they will attend for the purposes of making their case).

Quorum

Two

Meetings

The Pay Appeals Committee shall meet on an as required basis.

Chair

The Pay Appeals Committee shall agree a chair for each meeting.

Decisions

Any decisions shall be made by a simple majority.

The Pay Appeal Committee's decision will be final, notwithstanding the employee's right in law.

APPENDIX B – PAY APPEALS MEETING PROCEDURE

The meeting should be attended by the employee, their colleague or representative if required, a representative of the Pay Committee and the Pay Appeals Committee. The CEO should attend to provide information and advice (except where they are the appellant).

1. Introductions and opening remarks
2. Member of staff and/or representative to present case
3. Trust representative to ask questions
4. Pay Appeals Committee to ask questions
5. Trust to respond

This may include calling on the Performance Management Reviewer and/or a member of the Pay Committee/CEO/ Headteacher/ Head of Academy where they are not presenting the case to add any relevant information / answer questions

6. Member of staff and/or representative to ask questions
7. Pay Appeals Committee to ask questions
8. Employee or representative to make closing statement
9. Trust to make closing statement
10. Both parties withdraw to allow Pay Appeals Committee to consider their decision
11. Either both parties invited back to hear decision or the decision will be communicated in writing within 48 hours.

APPENDIX C: LEADERSHIP PAY STRUCTURE

LEADERSHIP GROUP PAY RANGE	
<i>4% Inflationary Increase to points 1 Sep 2025</i>	
1	51,773
2	53,069
3	54,394
4	55,747
5	57,137
6	58,569
7	60,145
8	61,534
9	63,070
10	64,691
11	66,368
12	67,898
13	69,596
14	71,330
15	73,105
16	75,049
17	76,772
18*	77,924
19	80,655

20	82,654
21*	83,860
22	86,803
23	88,951
24*	90,255
25	91,158
26	95,735
27*	97,136
28	100,540
29	103,030
30	105,595
31*	107,131
32	110,892
33	113,646
34	116,456
35*	118,169
36	122,306
37	125,345
38	128,447
39*	130,274
40	134,860
41	138,230
42	141,693
43	143,796

* These points and point 43 are the minimum salaries for the eight head teacher group ranges

APPENDIX D: Epsilon Star Trust - Support Staff Pay Bands

Inflationary increase of 3.2% to all FTE points effective from 1 April 2025

Epsilon Star Trust Pay Bands April 2025		
Band	Spine Point	Value (2025)
Band 1	2	£24,413
Band 2	3	£24,796
	4	£25,185
	5	£25,583
Band 3	6	£25,989
	7	£26,403
	8	£26,824
	9	£27,254
	10	£27,694
Mid	11	£28,142
Band 3	12	£28,598
	13	£29,064
	14	£29,540
	15	£30,024
	16	£30,518
	17	£31,022
POINT 18 NOT IN USE		
Band 4	19	£32,061
	20	£32,597
	21	£33,143
	22	£33,699
	23	£34,434
Mid	24	£35,412
Band 4	25	£36,363
	26	£37,280
	27	£38,220
	28	£39,152
Band 5	29	£39,862
	30	£40,777
	31	£41,771

	32	£42,839
	33	£44,075
	34	£45,091
	35	£46,142
	36	£47,181
	37	£48,226
Band 6	38	£49,282
	39	£50,269
	40	£51,356
	41	£52,413
	42	£53,460
	43	£54,495
	44	£55,629
	45	£57,237
	46	£58,834
	47	£60,402
	48	£62,014
	SMG1	49
50		£66,491
51		£68,113
52		£69,745
53		£71,357
SMG2	54	£73,983
	55	£75,841
	56	£77,701
	57	£79,545
	58	£81,392
SMG3	59	£82,837
	60	£84,915
	61	£86,983
	62	£89,048
	63	£91,122
SMG4	64	£97,894
	65	£100,351

	66	£102,789
	67	£105,231
	68	£107,684
SMG5	69	£110,560
	70	£113,434

	71	£116,297
	72	£119,171
	73	£122,044
	74	£124,916