



Washwood Heath  
Multi Academy Trust

# Pay Policy

Prepared by:	People team, WHMAT in consultation with staff and recognised trade unions
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All appendices will now form part of the Pay policy toolkit.

## **1.0 Introduction & Policy aims**

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 As part of the application of this policy, Washwood Heath MAT (WHMAT) will collect, process and store personal data in accordance with our data protection policy. WHMAT will also comply with the requirements of Data Protection Legislation (being (i) the General Data Protection Regulation ((EU) 2016/679) (unless and until the GDPR is no longer directly applicable in the UK) and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998, including the Data Protection Act 2018). WHMAT's Workforce Privacy Notice sets out how WHMAT will gather, process and hold personal data of individuals in relation to pay.
- 1.3 WHMAT seeks to ensure that its employees are valued and that they receive proper recognition and remuneration for their work and their contribution to WHMAT.
- 1.4 This policy therefore provides a clear framework for the management of pay and grading for WHMAT employees defined at 3.1 below.
- 1.5 In ratifying this policy, the aims of WHMAT are to:
  - 1.5.1 Maximise the quality of teaching and learning and support services provided;
  - 1.5.2 Support the recruitment and retention of a high-quality workforce;
  - 1.5.3 Enable each WHMAT academy to recognise and reward employees appropriately for their contributions; and
  - 1.5.4 Ensure that decisions on pay are managed in a fair, just, consistent and transparent way.
- 1.6 This policy has been adopted by the Board of Trustees following consultation with staff and the recognised trade unions.
- 1.7 WHMAT recognises that all employee pay progression decisions are currently linked to the Professional Growth policy, which clarifies that engaging with the Professional Growth process and adhering to WHMAT's Code of Conduct is the only link between pay progression and (see policy at [www.whmat.academy](http://www.whmat.academy) policies tab).

## **2.0 Definitions**

- 2.1 "CEO" refers to the Chief Executive Officer of WHMAT.
- 2.2 "Head of Academy" refers to any or all of the Heads of Academy within WHMAT.
- 2.3 "Board of Trustees" is the group of Trustees that secures accountability for WHMAT governance and comprises independent Trustees.

- 2.4 “Staffing Committee” refers to the WHMAT group of Trustees who have delegated responsibility from WHMAT’s Board of Trustees for deciding on pay recommendations made by Heads of Academy and/or the CEO as appropriate.
- 2.5 “Teacher” includes all employees qualified and appointed to teach in a WHMAT academy. This also includes the leadership teams in each academy and the Heads of academy unless otherwise stated.
- 2.6 “Teaching and learning responsibility” means a payment awarded to a classroom teacher for undertaking a sustained additional responsibility, for the purpose of ensuring the continued delivery of high-quality teaching and learning for which the teacher is made accountable.
- 2.7 “Leadership Team” refers to any member of the Leadership Group in a WHMAT academy as defined by the *School Teachers’ Pay and Conditions Document* (Head, Deputy or Assistant Head) or a senior employee who is responsible for non-teaching employees (such as School Business Manager or Director in WHMAT’s Core team).
- 2.8 “Main pay range” (MPR) is one of the four pay ranges for teachers who are not entitled to be paid on any other pay range and goes from M1 to M6 (see further at paragraph 10).
- 2.9 “Upper pay range” (UPR) is one of the four pay ranges for qualified teachers and goes from UPR1 to UPR3 (see further at paragraphs 10 and 19).
- 2.10 “Leading practitioner pay range” is one of the four pay ranges for teachers who have the primary purpose of modelling and leading the improvement of teaching skills (see further at paragraph 9).
- 2.11 “Unqualified pay range” is one of the four pay ranges for teachers. However, it applies to unqualified teaching employees only (see further at paragraph 11).
- 2.12 “Highly competent” describes an individual whose performance is not only good, but is good enough to provide coaching and mentoring to other teachers. An individual who is highly competent will be able to give advice to other teachers, demonstrate effective teaching practice and know how to make a wider contribution to the work of their base academy.
- 2.13 A “substantial” contribution means an individual who plays a critical role in the life of their base academy, and/or WHMAT, and who continuously offers significant value; namely an individual who makes a substantial contribution to raising pupil standards, and contributes to the professional development of themselves and others and uses the outcomes of such to effectively improve pupils’ learning.
- 2.14 “Sustained” means performance that is maintained continuously over a long period of time, e.g. over at least 2 academic cycles.
- 3.0 Scope**
- 3.1 This Policy applies to all WHMAT employees, excluding the Chief Executive Officer (CEO) whose pay and progression arrangements are set out in WHMAT’s Executive Pay Policy.

## **4.0 Pay scales, legislation & guidance**

- 4.1 As a multi-academy trust, WHMAT is free to determine its own approach to deciding teacher and support staff pay. However, WHMAT follows the nationally agreed teachers' terms and conditions as set out in the School Teachers Pay and Conditions Document (STP&CD). (See 2020 version at [www.gov.uk/government/publications/school-teachers-pay-and-conditions](http://www.gov.uk/government/publications/school-teachers-pay-and-conditions) and the National Joint Council terms and conditions for support staff (see copy of support staff pay bands in the Pay Policy toolkit).
- 4.2 The STP&CD gives a national minimum and maximum for the pay ranges for Unqualified Teachers, Main Scale Teachers, Upper Pay Range Teachers, Leading Practitioners and the Leadership Team. The Staffing Committee will review the pay scales on an annual basis in consultation with the Director of People in order to comply with national pay awards. WHMAT will follow the recommended pay points within the BCC pay scales.
- 4.3 Salary ranges for leadership posts across WHMAT will depend on the base academy in which a post is based and the relevant group size. Group sizes are calculated in line with the School Teachers' Pay and Conditions Document and are based on pupil numbers (see copy of current group sizes in the Pay Policy Toolkit).

## **5.0 Responsibilities**

### **Board of Trustees**

- 5.1 WHMAT's Board of Trustees is responsible for maintaining a fair, consistent and objective Pay and Executive Pay Policy, in consultation with the Director of People & Staffing Committee as appropriate.

### **Staffing Committee**

- 5.2 WHMAT's Staffing Committee has delegated responsibility from the Board of Trustees for all final decisions relating to WHMAT employee pay. This includes deciding on whether to accept recommendations for pay progression and/or whether/how to accept recommendations for national pay awards. It also hears all Pay Appeals in accordance with paragraph 20 and the details contained within the Pay Policy toolkit.

### **CEO**

- 5.3 The CEO will:
- 5.3.1 Ensure that professional growth meetings with Heads of Academy are carried out by an external improvement partner;
  - 5.3.2 Carry out annual professional growth meetings for relevant Core Team colleagues by the end of October each year;
  - 5.3.3 Moderate applications for progression on to the Upper Pay Range (UPR) in consultation with the Director of People and Executive Head. This is to ensure that Heads of Academy are making appropriate and consistent recommendations when such applications are received;
  - 5.3.4 Work with the Director of Finance and Finance Committee, to ensure that sufficient funds are available to support pay decisions and implementation of national pay awards as appropriate.

## **People Team**

- 5.4 WHMAT's People team is responsible for:
- 5.4.1 preparing and reviewing this Policy following consultation and ensuring sign off by the Staffing Committee and the Board of Trustees;
  - 5.4.2 communicating any approved changes to this Policy to WHMAT employees following consultation with recognised trade unions;
  - 5.4.3 supporting the CEO and executive head with moderation of applications for UPR across WHMAT to ensure consistency of approach across WHMAT;
  - 5.4.4 supporting Heads of Academy, People Team colleagues and appraisers through the creation of managers' toolkits, training and advice as appropriate;
  - 5.4.5 ensuring that all deadlines within WHMAT's Pay Policy are complied with and that appropriate communications are provided to staff about pay e.g. annual salary statements and applications for UPR deadlines. This includes ensuring that pay outcomes are input onto the HR portal so that pay awards can be implemented.

## **Heads of Academy**

- 5.5 Within each academy, the Head of Academy has overall responsibility for the internal organisation, implementation, control and management of the Pay Policy subject to advice from the People Team as appropriate. This is subject to the monitoring and moderation undertaken by WHMAT's CEO, Executive Head and Director of People.
- 5.6 Each Head should complete a check-list responding to each application for UPR so that this can be reviewed by the moderating panel. (see template in WHMAT's professional growth toolkit).

## **6.0 How pay is decided on appointment**

- 6.1 Where a position becomes vacant or a new post is created, the CEO and/or Heads of Academy will determine the appropriate pay range for a vacancy prior to advertising it. Advice **must be sought from the People Team and Finance beforehand** to ensure that equal pay risks are minimised across WHMAT. The starting salary within an appropriate pay range will be determined and confirmed to the successful candidate prior to them commencing employment.
- 6.2 Starting salaries within a pay range will depend on a number of factors and should be determined on a case by case basis by the appointment panel in consultation with the People Team:
- 6.2.1 The nature of the post;
  - 6.2.2 The level of qualifications, skills and experience required;
  - 6.2.3 Market conditions e.g. shortage subjects, quality of candidate pool (this list is not exhaustive);
  - 6.2.4 The desire to recruit and/or retain a specific candidate subject to a full interview process and impartial assessment of their ability to do the post in question;

6.2.5 The context within a particular academy at the time e.g. high turnover at a critical point in the academic year.

6.3 There is no assumption that a candidate will always be paid at the same rate as they were being paid in a previous role. The rate agreed will be subject to the factors at 6.2 above.

## **7.0 Working time & cover**

### **Working time**

7.1 Teachers employed full-time will be available to work 195 days a year, of which:

7.1.1 190 days will be spent teaching pupils and performing other duties in accordance with STPCD;

7.1.2 5 days will be spent performing other duties only.

7.2 The 195 days on which teachers are required to work will be specified by the Head of Academy in accordance with the published term dates, which mirror the Birmingham City Council term dates.

7.3 Teachers employed full-time will be available to perform their duties at such times and places as specified by the Head of Academy for 1265 hours, which will be allocated reasonably throughout the specified 195 days of the school year.

7.4 Employees who work less than a full working day or week are deemed to be part-time. Part-time employees are paid a proportion of the pay that would be appropriate if they were full-time. This pro-rata principle also applies to allowances such as TLRs or SEN allowances for teachers.

7.5 Part-time employees are bound by the same conditions of employment as full-time employees. Part-time employees will not generally be asked to work or attend non-pupil days, or parts of days, on their non-working day(s). However, there may be times where they are asked, out of good-will and to ensure the best service for their pupils, or for other exceptional circumstances e.g. WHMAT's annual training day, to attend events or to swap their non-working day where possible. In these circumstances, staff would be allowed TOIL or be paid in lieu. This could apply equally to support staff who are not in pupil-facing roles.

### **Short-notice teachers**

7.6 Teachers employed on a day-to-day basis, or by other short notice, such as supply teachers, will be paid on a daily or hourly rate equal to the pay of the individual who usually undertakes that role.

## **8.0 Leadership Pay Scales**

8.1 Employees within individual academy senior leadership groups, including Heads of Academy, Deputy Heads and Assistant Heads, will be paid within a 43-point leadership range (see Pay Policy toolkit).

8.2	<b>LEVEL</b>	<b>SALARY (ANNUAL)</b>	<b>SALARY (MONTHLY)</b>	
	1	£42,195	£3,516.25	<b>Minimum</b>
	43	£117,197	£9766.42	<b>Maximum</b>

\*The leadership pay range runs from level 1 to level 43 (see pay ranges in Pay Policy toolkit).

- 8.3 In accordance with section 5 of STP&CD, the Head of Academy's salary will be calculated by using the number of pupils in their base academy (the total unit score). This determines the appropriate Head of Academy group and leadership pay range for leadership posts within that academy (see further information in the Pay Policy toolkit).
- 8.4 Each academy's total unit score is calculated in accordance with sections 6.1-6.6 of the STP&CD (see Pay Policy toolkit for details). This means that WHMAT academies will not all be in the same pay range group. WHMAT will also adhere to the requirement in STPC&D to maintain pay differentials between the different leadership posts.
- 8.5 When determining where within the leadership scale, a member of leadership will be placed, WHMAT will consider the responsibilities of the role and the factors at 6.2
- 8.6 In the case of a newly appointed member of the leadership team, WHMAT will consider whether the requirements of the post, and the extent to which the preferred candidate meets these requirements, mean that it would be appropriate for the individual to begin their post above the allocated range for their academy's group range. Any request to place an employee outside of an allocated range, on appointment, must be subject to consultation with WHMAT's Director of People and Director of Finance.
- 8.7 The CEO (in respect of Heads of Academy) and/or Heads of Academy (in respect of members of their SLT), may recommend an amendment to the group range (Head teacher, Deputy Head or Assistant Head) for their academy. However, this must be accompanied by a written business case to the Director of People stating what the proposed amendment is and the rationale for that change (see business case proforma in the Pay Policy toolkit). Unless there are exceptional circumstances, WHMAT will ensure that any amendment agreed to an individual Head, Deputy or Assistant Head group range does not exceed more than 25 percent of the calculation based on the unit score.
- 8.8 The Deputy/Assistant Head of Academy's pay range will not exceed the maximum pay range of the Head of Academy group for that academy. In addition, it will not overlap the Head of Academy's pay range unless in exceptional circumstances.
- 8.9 The pay ranges will be reviewed by the CEO in consultation with the Director of People and appropriate SLT whenever:
  - 8.9.1 there is a proposal to appoint a new Head of Academy, Deputy or Assistant Head;
  - 8.9.2 it becomes necessary to amend the group size because of a change in pupil numbers;
  - 8.9.3 where the post holder becomes accountable for more than one academy on a permanent basis; or
  - 8.9.4 to address recruitment and retention issues; or
  - 8.9.5 where it is necessary to reflect significant change in responsibilities of a post or posts.

## **9.0 Leading Practitioner Pay Scales**

- 9.1 A Head of Academy may, subject to consultation with the CEO and Director of People, appoint a teacher as a leading practitioner if it is deemed ***that the primary purpose of their role is to model and lead the improvement of teaching skills and where those duties fall outside of the criteria for a teaching and learning responsibility payment*** (see further at 12 below).
- 9.2 STP&CD has established an 18-point pay scale for leading practitioner teacher posts. This is contained within the Pay Policy toolkit.
- 9.3 All newly appointed leading practitioners within WHMAT will be subject to the minimum of point 6 and maximum of point 12, unless, for pay parity, a higher starting salary is required.

## **10.0 Classroom Teacher Pay Scale**

- 10.1 The CEO and/or Heads of Academy will determine the starting salary within the given pay range to be offered to successful candidates. Advice must be sought from the People Team on this before it is confirmed to the candidate.
- 10.2 WHMAT follows the 6-point pay scale for classroom teachers paid on the main pay range as set out in STP&CD (see Pay Policy toolkit).
- 10.3 When deciding on annual progression within the pay scale, WHMAT will take into account the government's expectation that good classroom teachers should expect to reach the maximum of the main pay range within 5 years of starting their teaching career.
- 10.4 WHMAT will follow the 3-point pay scale for classroom teachers paid on the upper pay range (UPR) (See Pay Policy toolkit): STPC&D (STPCD) no longer requires pay to follow the teacher from school to school. However, many schools recognise pay portability (i.e. they will pay at least what the teacher was earning in a previous school). WHMAT recognises pay portability unless the factors at 6.2 are relevant but it will never pay less than somebody was earning when they join us.
- 10.5 WHMAT will not restrict the pay range advertised above for classroom teacher posts, other than the minimum of the main pay range and the maximum of the upper pay range.
- 10.6 Unless any of the factors at 6.2 are relevant, WHMAT will apply the principle of pay portability in deciding on the starting salary for a newly appointed classroom teacher.
- 10.6.1 If they have previously worked for a local authority (LA), in a LA maintained school or in an academy in England or Wales, they will be paid on a scale point which at least maintains their previous pay entitlement, plus any pay progression which they would have received had they remained in their previous post;
- 10.6.2 When determining the starting salary for a classroom teacher taking up their first appointment as a qualified classroom teacher, WHMAT will pay them on the main pay range and will allocate pay scale points, as a minimum, on the following basis:
- Teaching Experience**
- 10.6.3 One point for every year of employment as a qualified teacher or unqualified teacher (see definition in annex 2 (7)(a) of STP&CD 2020) in a maintained school, academy or independent school.

### **Other Experience**

- 10.6.4 One point for every three years of other remunerated or unremunerated relevant experience, including caring for children during a career break;
- 10.6.5 One point per year of relevant teaching experience abroad, which is evidenced within references received
- 10.6.6 One point for every three years of non-teaching experience spent working in a relevant area, including time spent in an occupation relevant to a classroom teacher's role in a school and experience with children and young people.

The salaries cannot exceed the maximum of the pay range where points are awarded for previous experience.

10.7 WHMAT will pay a teacher on the upper pay range if:

- 10.7.1 The teacher is employed as a "post-threshold teacher", as defined in STPCD's annex 2 (p.57);
- 10.7.2 The teacher applied to be paid on the upper pay range in accordance with paragraph 19 of this policy and their application was successful;
- 10.7.3 The teacher was employed as a member of the leadership group in WHMAT or one of its predecessor schools on or after September 2000, and has secured the position for one year or more.

N.B. The above criteria are only applicable without any break in the teacher's continuity of employment.

10.8 For colleagues on the upper pay range, WHMAT will match the salary point, plus any pay progression which the member of staff would have received had they remained in their previous post, of any teacher who is already paid on UPR, or who meets the definition of a "post threshold teacher" in STPC&D 2020. Proof of progression will be required from the previous employer.

### **11.0 Unqualified Teacher Pay Scale**

- 11.1 Where an employee is a graduate teacher, a teacher apprentice, or is on an employment-based teacher training scheme, WHMAT will determine what they are to be paid based on the scale and whether or not they are eligible for any additional allowances as a qualified or unqualified teacher.
- 11.2 A member of staff on the unqualified teacher scale will be notified in writing by the People Team of their position on the pay range and of any allowances that they may be eligible for.
- 11.3 WHMAT may determine that an additional allowance is appropriate for unqualified teachers, where the individual has:
  - 11.3.1 Taken on a sustained additional responsibility which is focussed on teaching and learning, and requires the use of the teacher's professional skills and/or judgment;
  - 11.3.2 Qualifications or experience which add significant value to the role being undertaken.

11.4 An individual who works as an unqualified teacher, gains QTS and continues to work at WHMAT as a qualified teacher, will be transferred to a salary within the main pay range once they have obtained QTS (see further details at paragraph 10). Any back-pay due will be paid as a one-off lump sum to bridge the gap between the date of them obtaining QTS and this being communicated to the People team.

## 12.0 Teaching & Learning Responsibility Payments (TLRs)

12.1 TLRs will be awarded to classroom teachers who undertake a **sustained additional responsibility in the context of the Academy's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning.**

12.2 WHMAT will pay TLR1, TLR2 and TLR3 payments to teachers based on the following levels and values (pro-rated for part-time staff):

TLR1 (Min £8,291 – Max £14,030):

TLR2 (Min £2,873 – Max £7,017):

TLR3 (Min £571 – Max £2,833):

TLR payments will be assessed based on the level of responsibilities undertaken and group sizes. They will be subject to the annual uplift in accordance with any national pay award.

12.3 WHMAT and/or Heads of Academy may only recommend payment of a TLR1 or TLR2 to a teacher if they are satisfied that the teacher's duties **include a significant responsibility that is not required of all classroom teachers** and that this responsibility:

12.3.1 Is focused on teaching and learning;

12.3.2 Requires the exercise of a teacher's professional skills and judgment;

12.3.3 Requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum;

12.3.4 Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and

12.3.5 Involves leading, developing and enhancing the teaching practice of other staff.

12.3.6 Includes line management responsibility for a significant number of people (in the case of a TLR1).

### TLR3s

12.4 WHMAT and/or Heads of Academy will consider awarding a fixed-term TLR3 payment to a qualified classroom teacher, of no longer than 12 months initially, for **clearly time-limited school improvement projects or responsibilities.**

12.5 Heads of Academy will establish the time frame of any fixed term TLR3 payment before it is made and confirm this in writing to the employee. The payment will be provided monthly for the duration of the specified fixed term and must be kept under review by the Head of Academy.

- 12.6 To be awarded a TLR3 payment, Heads must be satisfied that the teachers' additional responsibilities are not required of all other classroom teachers and that the responsibilities attracting the allowance:
- 12.6.1 Are focused on teaching and learning;
  - 12.6.2 Require the use of the teachers' professional skills and judgment;
  - 12.6.3 Require the teacher to lead and manage pupil development across the curriculum;
  - 12.6.4 Have an impact on the educational progress of pupils other than those who are in a teacher's assigned classes.
- 12.7 Teachers are unable to hold a TLR1 payment and a TLR2 payment at the same time; but they may hold a TLR3 payment with either a TLR1 or TLR2 payment.
- 12.8 Teachers will not be required to undertake permanent additional responsibilities without payment of an appropriate permanent TLR1 or TLR2 payment.
- 12.9 If a part-time teacher is in receipt of a TLR for a whole school responsibility, it will be pro-rated based on days worked if they have shared responsibility for it; namely they are not solely accountable for its delivery. If, however, they are expected to deliver on it alone, regardless of them working part-time, they will receive the full TLR entitlement. The People Team will seek this clarity from the Head in relevant circumstances.

### **13.0 Acting Allowances**

#### **Teachers**

- 13.1 The CEO and/or Heads of Academy may recommend that an allowance is awarded to any teacher who is required to act as Head of Academy, Deputy Head or Assistant Head for a period in excess of 4 working weeks.
- 13.2 If the teacher is to be awarded an acting allowance, the payment will be backdated to the day on which they assumed the additional responsibilities. The teacher will receive an acting allowance which is equal to that of the individual who usually undertakes that role i.e. needs to be matched to the substantive post-holder's salary.
- 13.3 A decision by an employee to take on responsibilities in these circumstances is purely voluntary and no pressure, direct or indirect, will be placed on teachers to do so.
- 13.4 If for any reason, it transpires that the acting arrangement is not working out for the academy or for the employee, this should be discussed in confidence and alternative arrangements made to ensure the smooth running of the academy and the wellbeing of the employee in question. If the acting arrangement ceases, the employee will return to their original pay, and this will be confirmed in writing and placed on their file so that there is an audit trail.

#### **Teachers' additional payments**

- 13.5 A teachers' additional payment may be awarded to teachers, other than a head, in the following circumstances as set out in STPC&D:

- a) continuing professional development undertaken outside the school day;
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- c) participation in out-of-school hours learning activity agreed between the teacher and the head;
- d) 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.

13.6 Where an Employee takes on additional responsibilities and a payment should be made, the CEO, Executive Head or Head of Academy should complete the pro-forma from the pay toolkit and send to [hroperations@whmat.academy](mailto:hroperations@whmat.academy). Decisions on eligibility and amount will be made by the CEO, Executive Head or Heads of Academy in consultation with the People Operations team and WHMAT Finance. The People Operations team will keep these under review annually and ensure that a paper trail is maintained for audit purposes (see pro-forma in toolkit).

#### **Support Staff**

13.7 Where a support staff employee covers the full range of duties of a higher graded post for a period of 4 working weeks or more, WHMAT will pay that employee at the bottom of the appropriate higher scale for the period of acting arrangement.

13.8 In the event of a planned absence of longer than 4 working weeks, the acting allowance will be agreed in advance and paid to the employee from the first day. The provisions at 13.3 and 13.4 above apply equally to support staff who are acting up.

#### **14.0 Special Educational Needs & Disability (SEND) Allowances**

14.1 WHMAT has established a 4-point pay scale for SEND allowances. (See Pay Policy Toolkit). These will be subject to the annual uplift in accordance with any national pay award.

14.2 SEND allowances will only be awarded to:

14.2.1 Classroom teachers in special schools; or

14.2.2 Classroom teachers who are successful for any teaching post which requires a mandatory SEND qualification; or

14.2.3 Classroom teachers who are required to teach pupils in one or more designated special classes or units in an academy [this will be fact-sensitive and assessed on a case by case basis].

14.2.4 Classroom teachers, who in any non-designated setting that is analogous to a designated special class or unit where the post has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the academy or unit within the academy.

14.3 Where a SEND allowance is to be paid, the Head of Academy will determine the spot value of the allowance, taking into account the structure of the academy's SEND provision and the following factors:

14.3.1 Whether any mandatory qualifications are required for the post;

14.3.2 The qualifications or expertise of the teacher relevant to the post;

14.3.3 The relative demands of the post.

14.4 Teachers will be notified in writing of the amount of SEND allowance they will receive, 5 days before the first payment is made, and no later than one month before the first payment is due.

Teachers working in a resource base or teaching classes with SEND students will only qualify for this payment if they meet the criteria above.

#### **SEND Teaching Assistant Allowances**

14.5 WHMAT will pay a Special Educational Needs Allowance to all Teaching Assistants and Higher-Level Teaching Assistants working in WHMAT academies that have a Special Unit (aka resource base).

14.6 The payment of the allowance will be automatic when a Teaching Assistant or Higher-Level Teaching Assistant takes up this role. It should continue to be paid for the duration of their employment as a Teaching Assistant/Higher Level Teaching Assistant at the Special School or the Special Unit. Once they leave the Special School or Special Unit or cease to be employed as a Teaching Assistant/Higher Level Teaching Assistant in that school, the allowance ceases. If an eligible employee is part-time or holds more than one role within WHMAT, the value of the allowance will be pro-rated to the proportion of time they spend working in a resource base. The People team will keep these under review annually and ensure that a paper trail is maintained for audit purposes.

#### **15.0 Honoraria (Support Staff)**

##### **15.1 Honoraria within the staffing structure:**

##### **Responsibilities that could be offered to teachers or support staff**

15.1.1 Where roles are advertised within WHMAT with additional responsibilities and when that role could be open to both teaching and support staff, an honorarium will be attached to that role which is equal in value to the TLR assigned to it. The honorarium will be in place while that colleague is in the role and/or the role is part of the staffing structure.

15.1.2 Responsibilities for support staff only: When such a role is advertised for a colleague to take on an additional responsibility which is normally part of a higher graded job than their current grade, or is a significant responsibility beyond those outlined in their job description, but which is not appropriate to be made available to teaching staff, an honorarium will be attached to the role. The setting of the monetary value of this will be evaluated primarily on the basis of the level of responsibility within the role, with some reflection also of the additionality the role would bring compared to the colleague's core responsibilities. The setting of the monetary value will be decided by the People Team in conjunction with the CEO (for core

team) or the relevant Head of Academy. The honorarium will be in place while that colleague is in the role and/or the role is part of the staffing structure.

## **15.2 Short-term honoraria:**

15.2.1 Honoraria can also be awarded on a short-term basis. There are three cases where this can be applied:

- When an employee is taking on duties that are normally part of a higher graded job than their current grade, e.g. deputising for or carrying out the work of a higher graded employee.
- For a specific piece of project work which has an expected completion date and would normally be carried out by a higher graded member of staff; or
- When an employee, at the request of their line manager, is taking on significant responsibilities from another employee on the same grade, without any reduction in their own responsibilities or covering the responsibilities of another post-holder on a form of long-term leave, alongside their existing responsibilities

15.2.2 Short term honoraria will be reviewed on a regular basis and agreed between the People Team and the Head of Academy (which is communicated to the relevant colleagues) and will only continue if they meet the above criteria. A business case explaining why they meet these criteria should be submitted to the People Operations Manager (See template in the Pay Policy toolkit). New applications for honoraria will only be accepted if they meet the above criteria and are accompanied by the honorarium application form detailing the valid reasons for paying an honorarium. This should be submitted to the People Operations Manager.

15.2.3 The monetary value of a short-term honorarium will be calculated on the same basis as those of an honorarium which is part of the staffing structure.

15.2.4 Short-term honoraria should not be paid to:

- staff acting into a higher graded post; where this happens, they should be moved to the higher graded post (see acting allowance arrangements at 13.0 above);
- to cover the annual leave of another employee;
- employees who have not been in post for at least 4 working weeks.

15.2.5 Short-term honoraria are not transferable upon changing post. If an employee receives a regrade or takes on a new post within WHMAT, the employee will not automatically be entitled to the payment. It will be incumbent on the Head of Academy (CEO for core team staff), to review whether or not any of the circumstances at 15.2.1 still apply.

15.2.6 Short-term honoraria payments will end on a fixed date, unless a business case for an extension has been submitted and agreed by the People Operations Manager in consultation with the Director of People and the CEO and the Head of Academy (whichever applies). If an extension is turned down or a fixed end date has been

agreed, the employee's pay reverts to the level at which they were previously paid (including any pay protection).

15.2.7 Short term honoraria will only be awarded in the case of an employee undertaking "significant additional responsibilities at the same level as their current role" if approval from the CEO or Executive Head Teacher has been obtained in advance and this has been approved by the People team.

15.2.8 The People Operations Team will ensure that an employee receives written confirmation of when their short-term honorarium is coming to an end and/or whether or not a request for it to be extended has been successful.

## **16.0 Recruitment and Retention Incentives and Benefits**

16.1 WHMAT, on the recommendation of the CEO or Heads of Academy, may exercise its discretion to award recruitment and retention incentives to any relevant WHMAT employees or job applicants. WHMAT will determine what payments, support or benefits will be awarded to recruit and retain employees, and any conditions attached to them.

16.2 A one-off recruitment and retention payment may be awarded:

- a) to teachers in hard to recruit/shortage subjects (recruitment incentive);
- b) for any vacancy advertised unsuccessfully on at least 2 occasions (recruitment incentive);
- c) to match the current salary of a WHMAT employee selected fairly for appointment who otherwise would not accept appointment to WHMAT (recruitment incentive);
- d) to fulfil an earlier contractual commitment (retention incentive); or
- e) if difficulties are encountered in retaining key staff (retention incentive).

16.3 Incentives and benefits may be awarded as a one-off lump sum or over a fixed period. The People Team will consult with the Director of Finance and CEO or Head of Academy as appropriate to ensure that written clarification about the award is provided to the relevant employee, before any payment is made and so that there is a paper trail illustrating the rationale for this and justification for use of public funds. This letter should clarify:

- a) whether the payment is for recruitment or retention;
- b) the nature of the payment (cash sum, travel or housing costs etc.);
- c) when/how it will be paid e.g. with monthly salary or at the end of a specified period;
- d) unless it is a "one-off award", the start date and expected duration of the incentive;
- e) the review date after which it may be withdrawn.

16.4 In line with STPC&D, senior leaders may not be awarded these payments other than as a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention benefits must be taken into account when determining the senior leader's pay range.

16.5 The People team will review these payments in consultation with the appropriate senior leader to ensure that the payment can still be justified and is affordable. If the reasons for

the allowance no longer exist, the payment may be withdrawn or reduced subject to written notice to the employee.

### **Relocation Expenses**

- 16.6 WHMAT, on the recommendation of the CEO or Heads of Academy as appropriate, may award employees who are relocating to the Birmingham region from other regions in the UK, or from abroad, to take up a permanent WHMAT contract, a one-off contribution of up to £400 (including VAT) for their relocation expenses. This is a purely discretionary allowance and whether or not it is offered and/or the amount offered, will depend on the circumstances.

### **17.0 Salary Safeguarding Arrangements**

- 17.1 WHMAT will follow the STP&CD and safeguard teachers' salaries if their post is revised or removed as a result of:

17.1.1 Closure of one or more base academies within WHMAT; and/or

17.1.2 Organisational restructuring leads to d) a leadership pay range or leading practitioner pay range being removed or reduced.

- 17.2 If support staff pay is reduced following organisational restructuring, WHMAT will safeguard salary for 6 months from when the new structure is implemented.

- 17.3 If pay or allowances are reduced or removed in line with paragraph 17, the employee will receive an amended salary statement within 1 month of the change taking effect, unless there are exceptional circumstances.

- 17.4 If TLR, SEN payments or unqualified teachers' allowances are reduced or removed, WHMAT will safeguard these payments for a period of 3 years from when the allowance is reduced or removed.

- 17.5 Staff can choose to voluntarily give up TLR or honoraria. In these circumstances, the safeguarding of TLRs for 3 years will not apply.

- 17.6 WHMAT follows all safeguarding arrangements as set out in the STPC&D.

### **18.0 How Pay progression will be decided**

#### **Pay Progression**

- 18.1 WHMAT will ensure that all salaries are reviewed once a year between 1<sup>st</sup> September and 31<sup>st</sup> October. However, reviews may also take place at other times of the year to reflect any changes in circumstances, agreed amendments to a role/job description or in response to a request for consideration of a re-grade (support staff only).

- 18.2 Provided that no serious performance or conduct issues have been raised throughout the year, staff will receive one increment to the maximum of their pay range subject to engaging with the Professional Growth process and adhering to WHMAT's Code of Conduct (see [www.whmat.academy](http://www.whmat.academy) policies tab). In the case of NQTs, pay decisions will be made by means of the statutory induction process (see separate NQT Policy on WHMAT website). Long term sickness or maternity or adoption leave will not be a barrier to pay progression, provided that the employee has complied with that Policy prior to their absence starting.

18.3 Each employee will receive a letter from the People Team by the end of the autumn term confirming their current pay, with details of the pay process and a salary statement confirming the impact on their pay. A copy of the salary statement will be retained on the employee's file in line with WHMAT's Data Retention Policy. All pay awards will be backdated to 1<sup>st</sup> September.

#### **19.0 Applying to be paid on the upper pay range (UPR)**

19.1 All qualified teachers are entitled to apply to be paid on the UPR and any application will be assessed in line with this policy. A teacher does not need to be at M6 when they make the application.

19.2 Teachers may apply to be paid on UPR provided they meet the eligibility requirements at 19.6 below. It is their responsibility to decide whether or not they wish to apply to be paid on the UPR. A reminder will be emailed MAT-wide each year by the People team reminding colleagues of the timeline and application process.

19.3 Teachers can only apply for UPR once per academic year using the business case pro-forma available on SharePoint. The application must be received by the Head of Academy by no later than the start of the October half term.

19.4 Applications must be reviewed by Heads of Academy by mid-November at the latest and recommendations made to the CEO in writing. Heads should use the checklists available on SharePoint to help ensure a consistent approach to applications received. Heads may find it beneficial to consult with an applicant's line manager when considering their application.

19.5 The CEO will moderate the applications received across WHMAT with the support of the Director of People and Executive Head as appropriate.

#### **Assessment**

19.6 To move a teacher to the UPR, the Head, CEO and Executive Head in consultation with the Director of People will be satisfied that:

19.6.1 The teacher is ***highly competent in all elements of the teachers' standards***; and

19.6.2 The teachers' ***achievements and contribution to their academy have been "substantial" and "sustained"***.

19.7 In making its recommendation to the CEO about whether or not to approve, the Head of Academy should have regard to the two most recent appraisals, known as outcome of Professional Growth from September 2019.

19.8 If successful, applicants will move to the UPR from 1<sup>st</sup> September and pay will be backdated accordingly.

19.9 If unsuccessful, feedback will be provided by Heads of Academy in a one-to-one meeting, within 5 working days of the outcome notification. The Head will explain why the application was unsuccessful and provide advice on how the teacher can improve when making another application in the future.

19.10 All applicants will also receive an outcome letter by the end of the Autumn term, confirming whether or not their application has been successful and the basis for that decision. Any

appeal against a decision not to move the teacher on to the UPR, will be heard in line with the appeal process contained within the Pay Policy toolkit.

#### **Progression within UPR**

- 19.11 This will be automatic every 2 years dependant on the points in 18.2. ***providing that they have maintained the UPR standard.***

#### **20.0 Appealing a decision on pay progression**

20.1 If, following the decision on pay progression, an employee is seeking a review of any decision that affects their salary they should attempt to resolve the matter informally through discussion with their appraiser, or Head of Academy.

20.2 If, following informal attempt at resolution, the matter remains unresolved, the Pay Appeal Procedure within the Pay Policy toolkit will be followed. The employee will have a formal right of appeal to WHMAT's Staffing Committee **within 4 working weeks of receiving notification of their decision on pay.**

#### **21.0 Salary Sacrifice Arrangements**

21.1 Employees may voluntarily enter into salary sacrifice arrangements such as the cycle scheme by making contact with the local People Team contact. Such schemes require them to sacrifice part of their gross monthly salary in return for WHMAT's agreement to provide a benefit-in-kind, which is exempt from income tax.

#### **22.0 Job Evaluation (Support Staff only)**

22.1 As one employer across 7 different sites, WHMAT acknowledges that staff may on occasions perceive that a colleague is being paid at a different grade for the same or similar work, or that their roles and responsibilities have grown so significantly that their role merits a regrade.

22.2 In these circumstances, the employee should make any requests for a regrade or consideration of a potential equal pay issue and the reasons for this known to the People Team in a business case with any supporting paperwork, such as updated job description. No regrades for school-based support staff roles will be considered or actioned without an independent job evaluation exercise and/or salary benchmarking being carried out.

22.3 The People team will consider the business case, consult with relevant managers and notify the employee in writing of the outcome. If the employee is dissatisfied with the outcome, they may appeal in line with paragraph 20.0.

#### **23.0 Monitoring & Review**

23.1 The People team will review this Policy annually subject to consultation with employees and recognised trade unions.

23.2 Any changes made to this Policy will be communicated to relevant employees and stakeholders.