



Academy Pay Policy

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Together, pursuing life in all its fullness

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This policy applies to all staff employed in the Trust with the exception of those employed in the Central Team.

1 Introduction

- 1.1 The Trust has adopted the policy set out in this document to provide a clear framework for the management of pay and grading issues for all staff employed in our academies.
- 1.2 The Trust is committed to taking decisions in accordance with the 'key principles of public life': objectivity, openness, and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all colleagues employed in the Trust, which takes account of the conditions of service under which staff are employed, relevant statutory requirements and an aim for all colleagues to flourish.
- 1.3 The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.
- 1.4 This policy is based on a whole Trust approach to pay issues. Pay decisions will take account of the resources available to the Trust. The Academy staffing structure will support the Academy Improvement Plan. The Trust will exercise its discretionary powers using fair, transparent, and objective criteria in order to secure a consistent approach in academy pay decisions.
- 1.5 The Trust accepts that adjustments will need to be made to take account of special circumstances, e.g., an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis (with HR advice as necessary) and will depend on the individual staff circumstances and the academy circumstances.
- 1.6 Pay progression decisions for all support and teaching staff must be determined by reference to this policy. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.
- 1.7 The Trust also recognises the importance of annual appraisal for teaching and support staff in order to support personal, professional and career development. The Performance Development Policy sets out the arrangements for this and there is no link between appraisal and pay. However, should a member of staff be subject to formal capability processes, no incremental pay progression will take place whilst this process is ongoing. Once the employee leaves the capability process, pay progression will continue.
- 1.8 This policy has been agreed following feedback from the recognised Trade Unions. The People & Pay Committee will have overall authority to take decisions on behalf of the Trust on pay framework matters following recommendations made by Trust Leadership Team. The Chief Executive Officer, on the recommendation of the Head of People, will approve the recommendations of Headteachers in respect of pay progression. The Trust Leadership Team will report on process and high level outcomes to the People & Pay Committee.

2 Policy Aim

In adopting this pay policy, the aim is to:

- achieve excellent outcomes for all pupils;

- support the recruitment and retention of a high-quality teaching and support staff workforce;
- enable the Academy to recognise and reward support staff and teachers appropriately for their contribution to the Academy;
- help to ensure that decisions on pay for all staff are managed in a fair, just and transparent way;
- ensure that there is no pay discrimination in decision-making and that decisions can be justified.

3 Access to Records

The Headteacher/Line Manager will ensure reasonable access for colleagues to their own employment records and that records are stored and maintained in line with General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018. Staff will have access to their employment records on request, including access to pay records via the Trust's HR and Payroll information systems.

4 Trust Obligations

4.1 The Trust will fulfil its obligations to:

- **Teachers:** as set out in the School Teachers' Pay and Conditions Document (STPCD) and the Conditions of Service for School Teachers in England and Wales (commonly known as the Burgundy Book).
- **Support staff:** The National Joint Council (NJC) for Local Government Services National Agreement on Pay and Conditions of Service (Green Book) including consideration of national guidance and the thirteen factors on pay grading/job evaluation or any Local Authority pay/grading system.

4.2 The Trust will consider guidance offered by the changes to the STPCD and the NJC before making any decisions on pay and will be sensitive to the impact of its decisions on its academies. The Trust will follow the advice/guidelines on any national and/or local pay and conditions agreements (e.g., single status). The reason for any departure from the advice offered will be identified objectively, clearly documented and consulted upon. The Trust will ensure all staff are made aware of the existence of this policy and have ready access to a copy of it.

4.3 The Trust will need to consider and agree any updated Pay Policy and ensure decisions are applied consistently and pay decisions are made in line with this policy.

4.4 The Trust will ensure that it makes funds available to support pay decisions, in accordance with this Pay Policy (see 'section 13 Procedures') and the wider spending plan.

4.5 The Trust will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of Teachers and Support Staff and to assess its effect and continued compliance with equalities legislation. This information/data will be shared with the recognised Trade Unions. In order to assist with the development of the Pay Policy and associated best practices, the Trust through the Headteacher (for Teachers)/Line Manager (for Support Staff) will ensure a transparent and informed monitoring process.

5 Headteacher Obligations

The Headteacher will:

- submit pay recommendations to the Trust and ensure the Trust has sufficient information upon which to approve these pay recommendations.
- ensure that Teachers and Support Staff are informed about determinations reached in relation to their pay; and that records are kept of recommendations and decisions made as well as communications provided to staff to confirm pay changes.

6 Differentials

The statutory requirement for appropriate differentials to be created and maintained between posts within the Trust was removed from the STPCD in 2014. However, the Trust should still have a consideration of recognising accountability and job weight, to assist in attracting and recruiting good candidates and retaining and rewarding colleagues at all levels. The Trust also recognises the impact their decisions may have on academies. Where it is considered that there are circumstances at an academy that justifies a position which varies from the advice given, the reason for that decision will be clearly documented, including the preparation of a job and person specification for each post.

7 Advertising arrangements

Information about vacant or promoted posts, both permanent and where practical temporary posts, will be made known to staff via the Trust website www.covmat.org/vacancies in time for them to apply for posts for which their experience and qualifications are appropriate.

8 Discretionary Pay Awards

Criteria for the use of pay discretions are set out in this policy in relevant sections and discretionary awards of additional pay will only be made in accordance with these criteria.

9 Safeguarding (Pay Protection)

Where a pay determination leads or may lead to the start of a period of pay protection (known as safeguarding in STPCD), the Trust will comply with the relevant provisions of the STPCD and will give the required notification as soon as possible and no later than one month after the determination.

10 Procedures

- 10.1 The Trust Board retains its pay powers and oversight of pay setting frameworks via the People and Pay Committee and its terms of reference.
- 10.2 Academy Leaders are reminded that decisions on pay progression cannot be made based on funding considerations alone.
- 10.3 The report of the People and Pay Committee will be placed in the confidential section of the Trust Board's agenda and will either be received or referred back. Reference back

may occur only if the People and Pay Committee has exceeded its powers under the policy.

11 Annual determination of pay

Incremental pay progression for academy-based colleagues will be applied annually to take effect from 1 September, other than where staff have transferred under Transfer of Undertaking (Protection of Employment) (TUPE) conditions and retain a different increment date. For all staff within the scope of this policy, pay progression is automatic unless an employee is subject to formal capability procedures. Pay progression will continue once an employee leaves the capability process.

The implementation of the general cost of living pay award will be completed at the earliest opportunity, on completion of any national pay bargaining processes. For support staff, the cost of living pay award is usually applied from 1st April and for teaching staff, the cost of living pay award is applied from 1st September. Where pay negotiations are not completed in time to apply the pay award from its effective date, backdated pay awards will be applied.

12 Notification of pay determination

Decisions will be communicated to each member of staff by the Trust in writing (in accordance with paragraph 3.4 of the STPCD in the case of colleagues on teaching contracts) as pay changes are implemented. The pay confirmation letter will detail pay award and incremental progression and the effective dates for pay changes. A copy of this correspondence will be held with the employee's records, either on the staff file or within the HR information system for audit purposes.

13 Appeals procedure

The Trust has an appeals procedure in relation to pay in accordance with the provisions of the STPCD for teachers. Appeals from Support Staff will be considered following a similar process.

If a colleague believes that the final pay recommendation falls short of their expectations and they wish to seek a further review of the information that affects their pay, they may wish to informally appeal against the decision in writing to the Headteacher who will in turn contact the Head of People for advice. This is stage one.

Once any informal processes have been completed and finalised, the recommendation will be submitted to the Trust Leadership Team alongside any additional supporting documentation. Colleagues will be given the opportunity to make representations, including presenting evidence, calling witnesses, and the opportunity to ask questions at a formal meeting with at least two members of Trust Leadership Team, who are independent and who will make the pay determination. Following this meeting, the TLT panel will make a pay determination that will be communicated to the colleague in writing. This is stage two.

If required, the next level of formal appeal will need to be in writing and addressed to the CEO. Upon receipt an appropriate panel will be convened, and a meeting will be held to consider the appeal. The panel will be independent and will not have been previously involved in the pay determination. This is stage three. If there are any concerns, they can be raised with the Chief Executive Officer.

Colleagues have the right to be represented by a recognised Trade Union Representative or accompanied by a work colleague at stages two and three. A written invitation and a minimum of ten working days' notice will be given. If required, meetings at Stage two and three can be re-arranged within five working days. The decision of the panel will be confirmed in writing. Appeals mark the end of the internal process, there is no further right of appeal.

14 Headteacher Pay

14.1 Pay on Appointment

For new appointments, the Trust will determine the pay range to be advertised and agree pay on appointment, taking account of the full role of the Headteacher in accordance with the School Teachers' Pay and Conditions Document and the Department for Education's advice on Managing Teachers' and Leaders' Pay (2024).

- 14.1.1 The Trust will determine the academy's Headteacher group and the Headteacher's individual pay range in accordance with STPCD - for mainstream and special schools.
- 14.1.2 if the Headteacher takes on permanent accountability for one or more additional academies, the Trust will set a pay range in accordance with the provisions of STPCD.
- 14.1.3 whilst no longer a statutory requirement, in setting pay on appointment the Trust will also take consideration of any other permanent payments made to staff within the academy between posts of differing responsibility and accountability;
- 14.1.4 the Trust will consider exercising its discretion under STPCD in determining the Headteacher's pay range, in order to secure the appointment of its preferred candidate.
- 14.1.5 the appointment panel will consider exercising its discretion to award a discretionary payment under the STPCD where the Trust consider the academy would have difficulty recruiting to the vacant Headteacher post;
- 14.1.6 The CEO/TLT will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD. However, before agreeing to do so, it will consult the Trust People & Pay Committee and may also seek external independent advice before providing such agreement.

15 Serving Headteachers

- 15.1 The Trust will determine the salary of a serving Headteacher in accordance with the STPCD.
- 15.2 The Trust may determine the Headteacher's pay range, within the group range for the academy, as at 1 September or at any time if they consider it is necessary under STPCD.
- 15.3 If the Headteacher takes on temporary accountability for one or more additional academies, the Trust will consider awarding a discretionary payment under STPCD.
- 15.4 The Trust will consider the use of discretionary payments, as per the provisions of STPCD.
- 15.5 The Trust will consider using its discretion, in wholly exceptional circumstances, to exceed the 25% limit on discretionary payments, as set out in STPCD. However, before agreeing to do so, it will consult the Trust People & Pay Committee and may also seek external independent advice before providing such agreement.

16 Deputy/Assistant Headteachers

16.1 Pay on Appointment

The Trust will, when a new appointment needs to be made, determine the pay range to be advertised and agree pay on appointment as follows:

- the Trust will determine a pay range in accordance with the STPCD, taking account of the role of the Deputy/Assistant Headteacher set out at in the STPCD;
- the Trust will record its reasons for the determination of the Deputy/Assistant Headteacher pay range;
- the Trust will exercise its discretion in line with STPCD where there are recruitment issues.

16.2 Serving Deputy/Assistant Headteachers

The Trust will review pay in accordance with STPCD.

The Trust will review and, if necessary, re-determine the Deputy/Assistant Headteacher pay range where there has been a significant change in the responsibilities of the serving Deputy/Assistant Headteacher.

The Trust may determine the Deputy Headteacher pay range at any time but should have regard to the effects on recruitment and retention where pay differentials are not maintained.

16.3 Acting Allowances

Acting allowances are payable to Teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher in accordance with the STPCD. The Trust will, within a four-week period of the commencement of acting duties, determine the level of allowance to be paid. This will be set out in writing to the postholder.

In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence. Any Teacher who carries out the duties of Headteacher, Deputy Headteacher, or Assistant Headteacher, for a period of four weeks or more, will be paid at an appropriate point on the leadership pay scale, as determined by the Trust. Payment will be backdated to the commencement of the duties.

17 Classroom Teachers

17.1 Pay on appointment

The Trust will determine the starting salary of a vacant Classroom Teacher post on the Main Pay Range and the Upper Pay Spine (see Pay Policy Procedure Document) having regard to:

- the requirements of the post;
- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider academy context.

The Trust will, if necessary, use its discretion to award a recruitment incentive benefit to secure the candidate of its choice, but in any event the Trust will normally commit to pay portability in the appointment of Teachers including internal appointments.

17.2 Pay determinations for existing Main Pay Range teachers

The Trust will use the reference points from the Main Scale Teacher pay range that is current at the point of the pay determination.

17.2.1 Teachers will move up the Main Pay Range, one annual increment point at a time, unless they are subject to formal capability procedures.

17.2.2 Where the required standards are not being achieved as the result of a formal capability procedure the Trust has discretion to restore a withheld point at the conclusion of the procedure. Once the employee leaves the capability process, pay progression will continue.

17.2.3 In the case of Early Career Teachers (ECTs), pay decisions will be made by means of the statutory induction process (refer to the ECT Policy). On successful completion of year one of their induction period (i.e., no concerns about standards raised in writing and assuming support sufficiently addressed by the Academy to the successful conclusion of that period), Early Career Teachers will be entitled to receive pay progression.

18 Applications to be Paid on the Upper Pay Range (UPS)

Any qualified Teacher can apply to be paid on the Upper Pay Spine (UPS). If a Teacher is simultaneously employed at another academy or school, they may submit separate applications if they wish to apply to be paid on the Upper Pay Range (UPS) in that academy/school. This academy will not be bound by any pay decision made by another academy or school.

The teacher will complete an application form which will provide a written statement detailing how they have met the standards and any relevant evidence. This will not be an onerous requirement. The headteacher will confirm on the application form whether appraisal objectives have been met and whether teachers' standards have been met.

Those teachers who have been absent, through sickness, disability, or maternity/family leave, may cite written evidence within their application from a 3-year period before the date of application, from this academy and other academies, in support of their application. Further advice should be sought from the People Team.

18.1 Process:

One application may be submitted annually. The closing date for applications is normally within the Autumn term each year; however, exceptions will be made in circumstances, e.g., those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the Trust's application form;
- Submit the application form to the Headteacher after the review meeting with appraiser.
- Where the case is supported by the Headteacher, the evidence and recommendation will be passed by the Headteacher or a designated member of the academy SLT, to Trust Leadership Team for moderation purposes.
- A sub-group of the Trust Leadership Team will consider applications supported by the Headteacher/an appropriate member of SLT as part of a moderation process.
- Teachers will receive written notification of the outcome of their application by 31st December. Where the application is unsuccessful, the written notification will include the areas where it was felt the relevant criteria set out in this policy have not been evidenced or met (see Assessment section below).
- If requested, oral feedback will be given within ten working days of the date of notification of the outcome of the application. Feedback will be given in a positive and encouraging environment and will include advice and support on areas for improvement in order to meet the relevant criteria.

- Unsuccessful applicants may meet with the Headteacher/Line Manager who made the final determination if they would like to make a representation about this decision before a formal appeal. Refer to Section 13 for further guidance on appeals.
- Successful applicants will move to the minimum of the Upper Pay Spine (UPS) on 1 September that year (backdated).

18.2 Assessment

The Teacher will be required to meet the criteria set out in the STPCD, namely that:

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

In this Trust, this means:

“highly competent” - the Teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

“substantial” - the Teacher's achievements and contribution to the academy are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to academy improvement, which impacts on pupil progress and the effectiveness of staff and colleagues.

“sustained” - the Teacher must have shown that their teaching expertise has developed over the relevant period and consistently meets and exceeds the standards required. Within the Trust, “sustained” usually means over a two year period. Exceptional cases may warrant a review sooner than this.

19 Upper Pay Range (UPS) Pay Determinations

The Trust will determine that one point be awarded to a Teacher on the Upper Pay Spine (UPS) whose achievements and contribution to the Academy, throughout the relevant period have been substantial and sustained. It is the expectation that teachers within the Upper Pay Range will progress automatically through the upper pay scale every two years. In an exceptional case, a Headteacher may recommend progression after one year. It is a requirement that teachers continue to participate in the Performance Development Procedure.

In making pay progression determinations the Trust will take into account:

- Whether the teacher is subject to formal capability procedures. In this case, there will be no incremental pay progression applied. Once the teacher leaves the capability procedure, pay progression will continue and the Trust may use its discretion to restore a withheld point.
- Where evidence is provided by the Headteacher that a Teacher is exceptional in relation to the criteria, the Trust will use its flexibility to decide on enhanced progression from the minimum to the maximum of Upper Pay Range (UPS). Such cases will be determined by a sub-group of TLT. This will be informed by the Headteacher submitting detail of the reasons for this recommendation.
- Requests from Headteachers/SLT members for progression within UPS sooner than two years will also be subject to a Trust moderation process. This will be informed by the Headteacher submitting detail of the reasons for this recommendation.

20 Unqualified Teachers

20.1 Pay on Appointment

The Trust will pay any Unqualified Teacher in accordance with the STPCD. The Trust will determine where a newly appointed Unqualified Teacher will enter the scale, having regard to any qualifications or experience they may have, which they consider to be of value. The Trust will consider whether it wishes to pay an additional allowance as required. Teaching and Learning Responsibility (TLR) payments will not be paid to unqualified teachers.

20.2 Pay Determinations

Unqualified Teachers will progress up the Unqualified Teacher Pay Range each year unless they are subject to formal capability procedures. Once they leave the capability procedures, pay progression will continue and the Trust may use its discretion to restore a withheld point.

Where an unqualified teacher becomes qualified whilst continuing to work at the Trust, they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.

21 Teaching and Learning Responsibility (TLR) Payments

The Trust may award a TLR to a Classroom Teacher in accordance with the STPCD. TLR 1 or 2 will be for clearly defined and sustained additional responsibility in the context of the academy staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning. Approval of the award of TLR allowances will be made following submission of a requisition to the Trust Leadership Team. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the criteria and factors set out in the STPCD.

The Trust will consider the scale and impact of the responsibility when determining the associated level of TLR payment. The Trust will be mindful that responsibilities are compensated at the same value of TLR for similar sized duties across different academies e.g. TLR2a, TLR2b etc. A common set of guidance will be used to ensure this approach.

In considering the pro-rating of existing and future TLR payments, the Trust will determine whether an individual carries out the whole of the responsibility or whether this is shared with another person. This may be the case where a job share partner or another member of staff undertakes the responsibilities on specified days. This means that a part time member of staff fulfilling all of the responsibilities may be awarded a full TLR payment. Equally, a full time member of staff who is carrying out less than the full responsibilities will have their TLR pro rated accordingly.

The Trust may award a TLR3 for clearly time-limited academy improvement projects, or one-off externally driven responsibilities as set out in the STPCD. The Trust will set out in writing the criteria for the award, the duration of the fixed term, and the amount of the award, which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3.

Although a Teacher cannot hold a TLR1 and a TLR2 concurrently, a Teacher in receipt of either a TLR1 or a TLR2 may also hold a TLR3.

22 Special Educational Needs Allowance

The Trust will award an SEN spot value allowance to any Classroom Teacher who meets the criteria as set out in the STPCD. Approval of the award of SEN allowances will be made following submission of a requisition to the Trust Leadership Team. The Trust will set out in writing the amount of the award and the associated responsibilities will be set out in the job description.

When deciding on the amount of the allowance to be paid, the Trust will take into account the structure of the academy's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the Teacher relevant to the post; and the relative demands of the post. The Trust will also establish differential values in relation to SEN roles in the academy in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified in accordance with the STPCD.

In considering the pro-rating of existing and future SEN allowances, the Trust will determine the scope of the responsibilities in determining whether a full allowance or pro rata amount is due. This will include consideration of whether the duties are taken on by another person in the absence of the primary SEN allowance holder e.g. in a job share or where another member of staff undertakes the responsibilities on specific days. This means that a part time member of staff fulfilling all of the responsibilities may be awarded a full SEN payment. Equally, a full time member of staff who is carrying out less than the full responsibilities will have their SEN allowance pro-rated accordingly.

23 Support Staff

The Trust notes its powers to determine the pay of Support Staff in accordance with paragraph 17 and 29 of the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. The Trust will determine the pay grade of support staff on appointment in accordance with the scale of grades, currently applicable in relation to employment with the Trust, which the Trust consider appropriate for the post. The appeals process is set out in section 13 of this Policy.

23.1 Grading

An appropriate salary grade will be allocated to all Support Staff posts at the academy. Due regard shall be taken of any advice from the People Team on grading matters. A job description and person specification shall be prepared for each post. This will either be based upon a generic job descriptor written by the Trust or, where the post is considered to be unique, the post shall be submitted to the Trust for an evaluation exercise to be completed. Before filling vacancies of existing posts, a recruitment requisition should be submitted with a job description and advertisement.

Existing posts will be reviewed where there is a significant change in the duties and responsibilities attached to that post or where a serious grading anomaly with a substantially similar post is alleged to exist. If appropriate, advice will be sought from the People Team.

23.2 Starting salary for new appointments

Appointments will normally be made at the first point of the appropriate agreed scale. However, where the qualifications and experience of the successful applicant merits consideration of a higher entry point, this will be examined and, if appropriate, a higher starting salary may be paid.

23.3 Accelerated increments

The Trust believes that all staff should progress by normal incremental credit up to the maximum of their salary grade (where applicable). Discretionary provision for accelerated increments will only be used on the grounds of special merit or ability, e.g., where specific qualifications or additional skills are acquired and utilised that are relevant to the job currently held.

23.4 Temporary additional duties

The Trust will review salaries in respect of the allocation of higher salary payments where the duties of a more highly graded post are undertaken in whole or in part as result of staff absence, a recruitment gap, or a short-term project.

23.5 Honoraria payments

The Trust will review payments with respect to the use and application of honoraria payments for NJC (Green Book) colleagues.

24 Part-time Colleagues

Teachers: The Trust will apply the provisions of the STPCD in relation to part-time Teachers' pay and working time.

All academy-based colleagues: The Trust and academy leaders must ensure that all part-time colleagues are treated no less favourably than a full-time comparator.

Part Time Teachers will not be required to work or attend non-pupil days, or parts of days, on days they do not normally work. It will be, however, open to a Teacher to attend non-pupil days by mutual agreement with the Head teacher and this will either be paid, or taken as Time of in Lieu (TOIL)..

25 Teachers Employed on A Short Notice Basis

Such Teachers will be paid in accordance with the STPCD.

Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day will be pro-rated.

26 Additional Payments

In accordance with the STPCD, the Trust can make payments to a Teacher, including a Headteacher in respect of:

- continuing professional development undertaken outside the academy day;
- activities relating to the provision of Initial Teacher Training as part of the ordinary conduct of the academy;

- participation in out-of-school hours learning activity agreed between the Teacher and the Headteacher or, in the case of the Headteacher, between the Headteacher and the relevant body;
- additional responsibilities and activities due to, or in respect of, the provisions of services by the Headteacher relating to the raising of educational standards to one or more additional academies.

The Trust will make additional payments to Teachers in accordance with the STPCD where advised to do so by the Headteacher.

Payment will be calculated on a daily basis at 1/195th of the Teacher's actual salary.

27 Recruitment and Retention Incentive Benefits

The Trust can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive.

The Trust Leadership Team will consider exercising its powers where they consider it is appropriate to do so in order to recruit or retain relevant staff. It will make clear at the outset, in writing, the expected duration of any such incentive or benefit, and the review date after which they may be withdrawn.

The Trust will, nevertheless, conduct an annual formal review of all such awards.

In relation to a Headteacher, any 'additional payments' under this section will form part of the 25% limit on the use of all discretions, unless the Trust choose to use the 'wholly exceptional circumstances' discretion. The Trust will not award a recruitment or retention payment if they have already made an award under the STPCD or have taken such reason (recruitment or retention) into account when determining the Headteacher's individual pay range.

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28 Salary Sacrifice Arrangements

Salary sacrifice opportunities are open to all staff.

Where the Trust operates a salary sacrifice arrangement, a Teacher may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the STPCD.

29 Equality, Diversity and Inclusion

The Trust seeks to provide equality of opportunity regardless of race, gender, nationality, ethnic origin, marital status, disability, economic status, sexual orientation, age, trade union, political belief or responsibility for dependants. In matters related to staffing and pay it will act in accordance with the Trust's Equality and Diversity Policy and any other associated policy, including the Trust's Safer Recruitment and Employment Model Procedure.

The procedure will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure that the policy operates in accordance with the duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010.

The Trust recognises the implications of equal pay legislation. In this connection it recognises in complying with this legislation, the need to take into account comparisons across academies within the Trust.

The Trust acknowledges that it is sensible to take account of comparisons with neighbouring schools, local authorities, other Trusts, and any external guidance and benchmarking data.

The Trust will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of staff to assess its effect and the Trust's continued compliance with equalities legislation. This information will be made available on request and shared with recognised Trade Unions.

30 Review and Monitoring

The Trust will review the application of this policy to ensure proper procedures have been followed and to identify any points that can be learned from those cases and implement any necessary changes.

The procedure will be monitored to ensure consistency of application and adherence to equalities legislation, to ensure that the policy operates in accordance with the duties to promote equality, to eliminate discrimination and to promote good relations between staff with protected characteristics as required under the Equality Act 2010.

Records will be treated as confidential. When carrying out any reviews or monitoring, the organisation will ensure that individuals' personal data is handled in accordance with the UK GDPR and Data Protection Act 2018.

This policy will be reviewed annually considering any national and local guidance including feedback from the recognised Trade Unions.