



Pay Policy

EBN Trust

Created:		
Reviewed:		
Ratified:		Signed: <i>J. B. Farrell</i>

CONTENTS	PAGE
1 Introduction	3
2 Aims	3
3 Job roles and responsibilities	4
4 Pay assessment and review	4
5 Recruitment	4
6 Teaching staff pay	6
7 Supply teachers	11
8 Part time teachers	12
9 Allowances	12
10 Salary Sacrifice	15
11 Safeguarding	15
12 Appeals	16
13 Support staff	16
14 Appendix 1 – Pay appeals procedure	19

1. INTRODUCTION

The EBN Academy 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 the academy.

The EBN Academy 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 staff employed in the academy, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

The EBN Academy 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.

This policy is based on a whole academy approach to pay issues. Pay decisions will take account of the resources available to the academy. The academy staffing structure will support the academy improvement plan. The EBN Academy Trust will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in academy pay decisions.

The EBN Academy Trust recognises the requirement that all pay progression decisions for all staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair equitable and transparent way.

This policy has been agreed by the Staffing and Pay Committee of the EBN Academy Trust. Any subsequent changes will also be subject to further consultation before amendment by the committee. The Staffing and Pay Committee will have full authority to take decisions on behalf of the EBN Academy Trust on pay matters as defined in this policy. The Terms of Reference remit for the Committee is attached as Appendix 1.

2. AIMS OF THIS POLICY

The EBN Academy Trust aims to use the academy pay policy to:

- Maintain and improve the quality of teaching and learning at the academy;
- Support the academy improvement plan;
- Underpin the academy's Appraisal Policy;
- Ensure that all staff are valued and appropriately rewarded for their work contribution in the academy;
- Ensure staff are well motivated, supported by positive recruitment and retention policies and staff development;
- Demonstrate that decisions on pay are fair and equitable and recognise the principle of equal pay for like work and work of equal value;
- Provide flexibility to recognise individual staff performance linked to pay decisions;

The EBN Academy Trust will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

3. JOB ROLES AND RESPONSIBILITIES

All members of staff will have a job description outlining the roles and responsibilities of the post. This will have a clearly defined grade associated with it.

Any significant changes to duties and responsibilities of a post will be subject to discussion with the member of staff with a view to reaching agreement. Where there is a significant change in duties and responsibilities of a post a new job description will be issued.

Where the staffing structure of the academy needs to be changed, resulting in broader changes to roles and responsibilities, this will be the subject of consultation with staff and the recognised trade unions before any changes are made and with a view to seeking to agree the changes before new job descriptions are issued.

4. PAY ASSESSMENT AND PAY REVIEW

The EBN Academy Trust will ensure that every teacher's salary is reviewed on an annual basis with effect from 1 September, no later 31 October.

The teacher's appraisal report will contain a recommendation on pay. The Principal will be responsible for submitting any recommendations for pay progression, in accordance with the relevant sections of this policy, to the EBN Academy Trust for approval.

All teachers will be entitled to receive an annual pay statement including details of any salary and financial benefits to which they are entitled, including any salary safeguarding arrangements that may apply.

A review may occur at other times where there has been a significant change affecting an individual teacher's pay. A revised written statement will be issued to the teacher in such circumstances, including any salary safeguarding arrangements that may apply.

The EBN Academy Trust will also ensure an annual review of all support staff salaries by no later than 31 October.

5. RECRUITMENT

Teaching Staff

Advertisements for vacant posts in the academy will be considered by the Principal and the Staffing and Pay Committee) where appropriate. All posts will be advertised either internally or externally, locally or nationally as appropriate.

The advertisement will include the relevant pay band for the post from the range of bands determined by the EBN Academy Trust as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will specify the expected level of skills

and experience for appropriate candidates relevant to the post. The advertisement will also include details of any additional payments or allowances applicable to the post.

Where an applicant does not meet the criteria for the level of post advertised within the academy pay structure but the post would otherwise prove difficult to fill, the EBN Academy Trust may appoint at a lower level but also consider a recruitment payment in accordance with the academy policy (see below).

Where the post is on a temporary basis, the advertisement will specify the reason for and duration of the post.

Within the framework of relevant statutory legislation, the advertisement may also include reference to any under-representation within the academy to encourage applications from any disadvantaged and under-represented groups.

Support Staff

The arrangements for advertising vacancies for support staff will mirror those for teaching staff. Advertisements will indicate the number of working hours and working weeks and will show the appropriate salary and grade.

6. TEACHING STAFF PAY

In all academies within the EBN Academy Trust all teaching staff are employed in accordance with the provisions of the School Teachers Pay and Conditions Document. In reviewing pay scales in the future the EBN Academy Trust will have regard to any changes to national pay bands contained within the STPCD. The following pay arrangements have been agreed by the EBN Academy Trust using the flexibilities contained within the STPCD.

The Staffing Committee will consider any recommended pay awards agreed nationally and will decide annually on whether or not these should be applied to the pay ranges detailed in this policy.

Principal

The EBN Academy Trust will assign a seven point Individual Academy Range based on the academy group size, as determined by the STPCD. The EBN Academy Trust will ensure that there is no overlap of salary bands between the Principal and other leadership posts.

The EBN Academy Trust will calculate the Principal group size at the start of each academic year and determine the appropriate Individual Academy Range for the year. The EBN Academy Trust will determine the group size for the academy in accordance with the provisions of the STPCD.

On appointment the Principal will be appointed on one of the first 4 points on the ISR.

Progression on the ISR for the Principal will be subject to a review of the headteacher's performance set against the annual appraisal review. The EBN Academy Trust may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the EBN Academy Trust may decide that there should be no pay progression. The pay review for the Principal will be completed by 31 December.

The EBN Academy Trust will ensure that reasons for setting the ISR at a given level are recorded and that the process for the determination of the Principal's salary is fair and transparent.

Discretionary payments to the Principal

The EBN Academy Trust may consider a discretionary payment not exceeding 25% of the Principal's salary, as determined above, for reasons not already taken into account in determining the ISR, and which may include:

- the academy is a school causing concern;
- without such additional payment the EBN Academy Trust considers that the academy would have substantial difficulty filling a vacant Principal post
- without such additional payment the EBN Academy Trust considers the academy would have substantial difficulty retaining the existing Principal; or
- the Principal is appointed as a temporary Principal of one or more additional academies.

In wholly exceptional circumstances the EBN Academy Trust may consider a payment in excess of 25%. In such circumstances the EBN Academy Trust will seek external independent advice.

Other leadership posts

The EBN Academy Trust will determine a five point pay range for all other leadership posts from within the Leadership Scale contained in the STPCD.

The range for individual posts will be determined according to the duties and responsibilities of the post and may vary between posts. A post with a designated deputy role in the absence of the Principal will be remunerated accordingly above the range for other leadership posts.

The EBN Academy Trust will ensure that there is no overlap of pay points between the Principal and any other leadership post.

On appointment a teacher paid on the leadership scale will be appointed on one of the first 3 points on the pay range.

The pay range for teachers paid on the leadership spine will be reviewed by 31 October or at any time during the year where there is a significant permanent change in the duties and responsibilities of the post, or where it is necessary to consider a retention payment for a member of staff on the Leadership Scale.

Progression on the pay range for a member of staff paid on the leadership scale will be subject to a review of their performance set against the annual appraisal review. The EBN Academy Trust may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the EBN Academy Trust may decide that there should be no pay progression. The pay review will be completed by 31 October.

Other posts paid above the classroom teacher scale – Leading Practitioners

The EBN Academy Trust may also establish other teaching posts paid above the Upper Pay Spine. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the academy.

The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the STPCD, and will be determined by the role and range of responsibility of each post, which may vary across the academy.

The pay range comprising of five points.

Each post will be paid at a fixed point within the minimum and maximum range contained within the School Teachers' Pay and Conditions Document.

The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the EBN Academy Trust and take account of the teacher's skills and experience.

Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The EBN Academy Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the EBN Academy Trust made decide that there should be no pay progression. The pay review will be completed by 31 October.

MAIN SCALE AND UPPER PAY SPINE TEACHERS

The EBN Academy Trust will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the STPCD.

The EBN Academy Trust has established a pay structure for these posts as follows:

	Band	Main scale EBN – From September 2015	Band		UPS EBN From Sept 15
1	Band 1	23,462	Band 3	1	£36,348
2		25,503			
3		27,543			
4	Band 2	29,583		2	£37,875
5		31,623			
6		33,663			

The EBN Academy Trust has agreed Career Stage Expectations/Professional Skills Level Descriptors for each band which are detailed in the academy's Appraisal Policy. The pay review will normally be completed by 31 October.

Pay Progression within bands

Pay progression within bands will be subject to sustained performance towards the next higher band, and meeting the relevant teacher standards and Career Stage Expectations/Professional Skills Level Descriptors for that band. Meeting appraisal objectives will not automatically mean that pay progression will be awarded. Where a teacher's performance does not demonstrate a sustained level and is below the academy's expectations at that level of post, the EBN Academy Trust may determine that no incremental progression will be awarded in that year.

Progression within a pay band will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The EBN Academy Trust may decide to award one increment for both sustained high quality performance and professional development in line with academy expectations or two increments where performance has exceeded academy expectations.

Pay progression between bands

The EBN Academy Trust has determined that, other than in exceptional circumstances, a teacher would not move to band 2 (Accomplished Teacher) unless they are able to demonstrate experience of working across different key stages/year groups; supporting whole academy initiatives etc, and including a period of a sustained level of performance at the higher level immediately prior to moving to Accomplished Teacher) or to band 3 unless they are able to demonstrate (insert academy criteria eg experience of working across all key stages/year groups; co-ordination of whole academy initiatives, and including a period of a sustained level of performance at the higher level immediately prior to moving to Expert Teacher)

The EBN Academy Trust has determined that progression between bands will be sequential and a teacher will not move more than one band, other than in exceptional circumstances where a teacher's level of performance is significantly above that of academy expectations and meets the requirements of the higher level band.

The EBN Academy Trust has determined that a teacher appointed to Band 1 (Teacher) would, other than in exceptional circumstances, be expected to have progressed to the Accomplished Teacher band within eg a maximum of 2/3 years of taking up their post. In circumstances where a teacher's performance is not at that level this will be addressed through the academy's appraisal and possibly capability procedure.

A teacher reaching the top of Band 1 will automatically progress to the next band if they meet the criteria for the higher band and are recommended for progression by the appraiser. Progression to the upper pay range (Band 3) is detailed in section 6.6 of this policy

Accelerated progression

A teacher may, as part of their annual appraisal meeting, request to be considered for accelerated pay progression either within the pay band or to the next pay band at the end of that review cycle. This will be subject to review of performance against the academy's skills level descriptors and may require additional or more challenging objectives to be set for the appraisal period as set out in the academy's appraisal policy.

Appointments

A newly appointed teacher will usually be appointed at any point in the band to take account of a teacher's previous salary and/or relevant experience as determined by the Principal.

The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary/pay range will be no lower than the initial salary on appointment.

A teacher transferring roles internally within the academy will continue paid the same salary on the main scale (Bands 1 and 2) or the Upper Pay Scale (Band 3) as paid in the previous role.

Application to move to Upper Pay Scale (Band 3 – Expert Teacher)

Any qualified teacher may apply to be paid on the upper pay range. It is the responsibility of the teacher to decide whether or not they wish to apply.

The EBN Academy Trust will consider applications from a teacher during the Summer term for progression at the start of the Autumn term. A teacher may submit one application in any academic year.

For an application to be successful the teacher will need to demonstrate that they meet all the teacher standards and the professional skills level descriptors agreed by the EBN Academy Trust for teachers on the upper pay range (Band 3 – Expert Teacher). The teacher will also need to demonstrate that they have been working at that level for a significant period of at least 1 year prior to the submission of the application.

As defined in the STPCD, a teacher being considered for a move onto the Upper Pay Spine (Expert Teacher – Band 3) must therefore be able to demonstrate:

- 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.

as exemplified by the academy’s career stage expectations / professional skills level descriptors.

An application for progression to the upper pay range (Band 3 – Expert Teacher) will be assessed by the Principal and a decision notified to the teacher in writing within 20 working days.

If unsuccessful the teacher will be provided with feedback by the Principal.

Any appeal against the decision, which should be submitted within 10 working days, will be considered in line with the academy’s pay appeals procedure set out in appendix 3

UNQUALIFIED TEACHERS

The EBN Academy Trust will appoint unqualified teachers to a salary within the range set out in the STPCD.

The EBN Academy Trust has determined that this should be a six point scale as follows:

	Band	Teacher EBN
1	Band 1a	17,170
2		19,190
3		20,200
4	Band 2a	22,220*
5		24,240*

6		26,260*
---	--	---------

* These points overlap with Band 1 (Teacher) on the Qualified Teacher scale and therefore the EBN Academy Trust will take account of the professional skill level descriptors for those teachers in setting the relevant expectations for an unqualified teacher paid at this level.

The EBN Academy Trust has agreed not to award an unconsolidated payment of £250 per annum to those unqualified teachers paid on the first 3 points of the unqualified scale

A newly appointed unqualified teacher will usually be appointed at the minimum of the scale determined by the Principal. The initial salary on appointment may be on a probationary basis and subject to performance. This may be reviewed after 6 months, after which time the pay band and relevant pay point will be finalised. The revised salary/pay range will be no lower than the initial salary on appointment.

Progression within the range will be subject to a review of the teacher's performance set against the annual appraisal review and the appropriate Teacher Standards. The EBN Academy Trust may decide to award one increment for sustained high quality performance or more increments where performance has been exceptional. Where performance has not been of a sustained high quality the EBN Academy Trust made decide that there should be no pay progression. In such circumstances where a teacher's performance is not at the required level this will be addressed through the academy's appraisal and possibly capability procedure.

The pay review will be completed by 31 October.

Where an unqualified teacher obtains qualified teacher status whilst employed by the academy, they will transfer to the relevant pay band for qualified teachers at a salary at least equivalent to the salary they were being paid as an unqualified teacher.

The EBN Academy Trust may pay additional allowances to an unqualified teacher where the teacher has either:

- taken on a sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher's professional skill and judgement;
- or
- gained qualifications or experience which bring added value to the role being undertaken.

7. SUPPLY TEACHERS

Teachers employed on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy for other teachers. Teachers paid on a daily basis will have their salary assessed as an annual amount, divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

A short notice teacher who is employed by the academy throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8. PART-TIME TEACHERS

The EBN Academy Trust will ensure that part-time teachers' pay and working time will be dealt with in accordance with the STPCD. Pay scales and pay progression will be as detailed earlier in this policy.

Part-time teachers will be entitled to be paid for their contractual hours pro rata to a full time teacher and will also be entitled to PPA time, other non contact time and directed time allocated on a pro rata basis.

9. ALLOWANCES, ETC

Teaching and Learning Responsibility Payments (TLRs)

TLR payments will be awarded to the holders of the posts indicated in the academy's staffing structure.

TLR payments will be awarded to a teacher on the main scale or upper pay scale where a teacher is required to undertake a sustained additional responsibility within the academy's staffing structure for ensuring the continued delivery of high quality teaching and learning for which they are accountable.

ie where a post :

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of others.

The EBN Academy Trust will award TLR payments within the range prescribed in the STPCD. In this academy the EBN Academy Trust has determined that TLR payments will be as follows:

TLR 1 (post includes significant line management responsibility in addition to that outlined in paragraph 9.1.2 above)

- TLR 1A £13,000
- TLR 1B £11,000
- TLR 1C £9,000
- TLR 1D £7,000

TLR 2

- TLR 2A £5,000
- TLR 2B £4,000
- TLR 2C £3,000

A TLR payment will not be awarded in respect of teaching duties more appropriately recognised in respect of Special Educational Needs.

The EBN Academy Trust may award a temporary TLR (TLR3) payment of between £500 to £2,000 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the academy development plan or other substantial academy improvement projects or exceptional on off externally driven responsibilities.

The value of any temporary TLR3 will be determined within the above range on an individual basis according to complexity and level of responsibility of the role.

The duration of such temporary TLR3 payments would normally not exceed 2 years after which time they will be reviewed and may be extended if appropriate.

There will be no safeguarding of any temporary TLR3 payments.

Special Educational Needs (SEN)

The EBN Academy Trust will award a Special Educational Needs Allowance to a classroom teacher in the following circumstances:

- in any SEN post that requires a mandatory SEN Qualification;
- who teaches pupils in one or more designated special classes or units in the academy;
- in any non-designated setting that is analogous to a designated special class or unit where the post
 - (i) involves a substantial element of working directly with children with special educational needs;
 - (ii) requires the exercise of a teacher's professional skills and judgment in the teaching of children with special educational needs;
 - (iii) 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.

The EBN Academy Trust will determine a spot value for each post, taking account of the structure for SEN provision in the academy and:

- whether any mandatory qualifications are required for the post;
- the qualifications and expertise of the teacher relevant to the post; **and**
- the relative demands of the post.

The value of any SEN allowance in the academy will be within the range prescribed in the STPCD (£2,022 - £3,994).

Acting Allowances

Teachers who cover all of the duties associated with a post of a higher grade or allowance than their own for a period of at least 4 weeks will be considered for payment of an acting allowance. This will normally be the difference between the teacher's substantive salary and

the appropriate point on the pay range of the higher level post, and will cover the whole period of acting up during which the teacher will be expected to undertake the full range of duties and responsibilities of the post.

Recruitment and Retention

The EBN Academy Trust may, on the advice of the Principal, consider the award of a recruitment and retention payment where there is clearly demonstrated evidence that such a payment is:

- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
- required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
- to recognise a teacher's performance which exceeds the academy's expectations and which is not recognised through accelerated salary progression in other sections in this policy.

The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the academy structure and known staffing changes in the future and would normally be within the range.

The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of up to a maximum of 3 years but will be subject to annual review which may extend the period if appropriate.

Normally a recruitment or retention payment will be financial, but where appropriate, EBN Academy Trust may consider other benefits eg relocation expenses, health care, etc.

Out of Academy Learning Activities

Teachers who undertake agreed voluntary learning activities outside the normal academy day, and whose salary range does not take account of such activity may be entitled to an additional payment. The EBN Academy Trust, advised by the Principal, will consider each case individually before the activity takes place. Such activities may include:

- Holiday revision groups
- Breakfast clubs
- Homework clubs,
- Summer Schools
- Saturday morning booster classes
- Study support groups
- Activities for gifted and talented children
- Curriculum linked sporting or arts related activities or clubs,

The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.

Continuing Professional Development

The EBN Academy Trust, advised by the Principal, may consider in advance awarding additional payments to teachers in respect of continuing professional development undertaken outside of the academy day. The EBN Academy Trust will consider each case on an individual basis. Where approved additional payments will be calculated based on the teacher's normal hourly rate.

Activities relating to the provision of initial teacher training as part of the ordinary conduct of the academy

The EBN Academy Trust may award an additional payment for work undertaken on a voluntary basis relating to the provision of initial teacher training (ITT), where this is provided as part of the normal activity of the academy. This may include:

- Acting as a professional mentor
- Giving feedback to students
- Formally assessing student competence
- Supervision and observation of teaching practice
- Tutorials or seminars

Payment for these activities, where agreed in advance, will be calculated usually in the form of a Retention Benefit.

The EBN Academy Trust will not award additional payments in respect of Academy Centered ITT (SCITT) where the academy takes the lead in providing ITT courses, including planning and preparing materials for an ITT course and taking responsibility for the well-being and tuition of ITT students. Such duties may be considered under a separate non-teaching contract.

Additional responsibilities and activities due to or in respect of the provision of services by the Principal relating to the raising of educational standards to one or more additional academies.

The EBN Academy Trust may consider an additional payment where the Principal is providing services to other academy e.g. as a consultant leader, academy improvement partner, local leader for education or national leader of education.

Any payment considered under this section will be temporary only.

No payment will be considered where these duties have already been taken into account in other sections of this policy

10. SALARY SACRIFICE

The EBN Academy Trust will support salary sacrifice arrangements for teachers in respect of the following:

- Childcare vouchers / childcare benefit schemes
- Cycle or cyclists safety equipment scheme

Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

11. SAFEGUARDING

The EBN Academy Trust will apply the salary safeguarding provisions of the STPCD.

12. APPEALS

A member of staff may seek a review of any determination in relation to their pay or any decision taken by the EBN Academy Trust (or committee or individual acting with delegated authority) that affects the pay of the member of staff.

The EBN Academy Trust has agreed to consider appeals on the following grounds:

- That the person or committee making the decision:- (amend as appropriate)
 - incorrectly applied any provision of the School Teachers Pay and Conditions Document or other statutory provision;
 - failed to have proper regard for statutory guidance;
 - failed to take proper account of relevant evidence
 - took account of irrelevant or inaccurate evidence
 - was biased
 - otherwise unlawfully discriminated against the teacher.

See Appendix 3 (Appeals Procedure)

13. SUPPORT STAFF PAY

Remuneration for the responsibilities of the job will be determined when selecting the salary grade for the job as part of the staffing structure for the academy. The EBN Academy Trust recognises that community, community special, nursery and voluntary controlled academies are required to use a salary grade applicable in relation to employment with the authority and such as the Governing Body considers appropriate. In selecting the salary grade the EBN Academy Trust will have regard to the job description and to the advice of the local authority on the salary grades attached to the Academy Single Status Package. The EBN Academy Trust will arrange for any new job not matching a generic post to be evaluated in accordance with the Job Evaluation Scheme.

The EBN Academy Trust notes that any deviation from the recommended grades may lead to Equal Pay claims.

The EBN Academy Trust will follow the recommended grades for generic jobs.

The EBN Academy Trust will determine the starting salary of new employees in accordance with the Single Status provisions. Subsequent incremental progression will also be in accordance with the Single Status provisions.

'Acting up' on a temporary basis at the direction of the EBN Academy Trust (or of the Principal acting on the EBN Academy Trust's behalf) will be recognised where appropriate

by the payment on a higher salary grade for the period in question. Additional responsibilities not equivalent to a higher graded post but nonetheless exceeding the role expected in the employee's substantive grade may be recognised by an honorarium as specified in the single status package.

The EBN Academy Trust of a community, community special, nursery and voluntary controlled academy recognises that it has no powers to remunerate support staff outside the provisions of the local authority's salary grades and conditions of service.

Support staff may make representations about individual salary grades at any time. The EBN Academy Trust expects representations to be made to the Principal in the first instance, but subsequently representations may be made to the pay committee, with a right of appeal to the appeals committee as set out below. Grievances about equal pay are dealt with under the separate procedure recommended by the local authority.

Conditions of Service

The pay and conditions of service for support staff employed by the Academy are in accordance with the National Joint Council for Local Government Services.

Pay scales

The pay scales adopted by the EBN Academy Trust for support staff employed by the Academy can be obtained from the Human Resources Department

The EBN Academy Trust has determined the grade and salary range for all support staff posts using the agreed job evaluation scheme as outlined above.

Job Descriptions

All members of the support staff at the Academy will hold a job description which will be the basis of job evaluation for the post. Any significant changes to job descriptions may require a re-evaluation of the post.

Where the EBN Academy Trust, on the advice of the Principal, considers that the duties and responsibilities of an individual member of support staff have evolved to a higher (or lower) level, this will be considered as part of the annual review process and, if necessary, result in the staffing structure and job description being amended and the salary of the post re-evaluated. The member of staff may also request a re-evaluation where they can demonstrate that a significant change to duties and responsibilities has occurred.

Starting salaries

The EBN Academy Trust will normally appoint to the minimum of the grade, unless the individual member of staff was previously paid under the same conditions of service at a higher salary, in which case the salary offered on appointment may be equivalent to the previous salary, but not exceeding the maximum of the grade. Exceptionally the Board may also consider appointing above the minimum of the grade where previous experience and/or qualifications or previous salary justify doing so, within the overall grade of the post.

Incremental Progression

Support staff may, subject to satisfactory performance, progress by annual increments to the maximum of the scale for the post. Incremental progression is linked to the Support Staff Performance Management system adopted by EBN Academy Trust.

Subject to the above, incremental progression will take place on 1 April each year, except where a member of staff starts after 1 October in the previous year in which case incremental progression will occur at the start of the month following completion of 6 months service and then on 1 April in subsequent years.

Deductions from pay

In a case where a member of staff has been paid for work which they have not undertaken eg uncertified sickness absence or unapproved leave of absence, the EBN Academy Trust may recover the amount from the member of staff. The member of staff will have the right of appeal through the pay appeals procedure if they are unhappy with the decision.

Acting up allowances/Additional responsibilities

Where a member of staff covers the full range of duties of a higher graded post, for a period of 4 weeks or more the EBN Academy Trust will pay that member of staff on the appropriate point on the higher scale (normally the minimum) for the period of acting up.

Where a member of staff is covering some, but not all of the duties of the higher graded post, the EBN Academy Trust will consider an honorarium payment, calculated on the difference in salary between the substantive and higher graded post and taking account of the proportion of higher graded work undertaken. In exceptional circumstances the EBN Academy Trust may wish to recognise this additional work through the award of an additional increment within the pay band.

Where a member of staff is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, the Principal may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of support staff.

Other additional payments

The EBN Academy Trust will consider other additional payments for support staff in accordance with the arrangements set out earlier in this document for teaching staff, where these are relevant and appropriate to support staff.

Safeguarding

The arrangements for the safeguarding of salaries for support staff will be determined according to the circumstances of the case.

Salary Sacrifice

The EBN Academy Trust will apply the same arrangements as for teaching staff

Appeals

The arrangements for support staff wishing to appeal pay decisions as outlined for teaching staff but subject to the relevant conditions of service for support staff as detailed above and will follow the procedure outlined in Appendix 3.

APPENDIX 1

Leadership Appeals/Disciplinary Sub Committee

Terms of Reference

1. Membership

The committee shall convene as and when required and a meeting of three, nominated by the Chair of GB from group of at least five members approved by the GB.

2. Chair

A Chair shall be elected at each meeting of the committee.

3. Meetings

The committee shall meet at such times as may be deemed necessary.

4. Arrangement and Conduct of Meetings

The arrangement and conduct of meetings shall be according to the Standing Orders adopted by the Board.

5. Brief

- To hear appeals from all staff relating to decisions re. pay taken by the Pay Committee or the Headteacher.
- To determine whether the decision should be upheld or, if not, how it should be amended.
- To report determinations to the Chairs of the Staffing and Pay Committee and the Finance Committee and to the Headteacher.
- To seek guidance and advice on each case from the LA, either in writing or through the attendance of officers at hearings.
- To conduct proceedings in accordance with DCSF Regulations and Guidance and advice thereon provided by the LA.

6. Review

These terms of reference shall be reviewed annually at the first meeting in the academy year of the Staffing and Pay Committee, and reported to the subsequent meeting of the GB.

Pay Appeals Procedure

The EBN Academy Trust has adopted the following procedure to consider any pay appeals:

Stage 1 - Informal

If, following receipt of the written confirmation of the pay determination and where appropriate the basis upon which the decision was made, the member of staff is not satisfied, he/she should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision.

Where this is not possible, or where the member of staff continues to be dissatisfied with the decision, he/she may follow the formal Stage 2 Appeal process.

Stage 2 - Formal

The member of staff should submit a written appeal, setting out the grounds and the detail upon which the pay decision is appealed. This should be sent to the person or committee who made the determination, within (insert academy timescale – eg 5 working days) working days of the notification of the decision being appealed against, or the outcome of the informal discussion.

The person or committee who made the determination will arrange a hearing, within (insert academy timescale – eg 10 working days) of receipt of the written appeal, at which they will consider the appeal and give the staff member an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.

Following the hearing the member of staff will be informed in writing of the decision and the right of appeal. Any appeal must be submitted within (insert academy timescale eg 5 working days) from receipt of written confirmation of the decision.

Any further appeal will be heard by a panel of (insert academy procedure eg 3) EBN Academy Trust who were not involved in the original determination. The appeal will normally be heard within (insert academy procedure eg 20 working days) of the receipt of the written notification of appeal. The staff member will be given an opportunity to make representations in person and/or be accompanied by a colleague or trade union representative.

The decision of the appeal panel will be given in writing within (insert academy procedure eg 5 working days) and where the appeal has been rejected this will include a note of the evidence considered and the reasons for the decision.

The decision of the panel will be final. There will be no further right of appeal.

Signed:.....(Chair) Date:.....