

Pay Policy

Policy Code: HR15

Statement of Intent

The Community Inclusive Trust understands that a fair and transparent policy is needed to establish the pay structure of all staff within the Trust.

As a result, the Trust has developed this policy to ensure all members of staff are aware of the basis on which the Trust determines staff pay, the process for annual pay reviews and progression, and the process for addressing any grievances staff may have concerning their pay.

1. Policy Statement

- 1.1. This policy is intended to apply to all staff employed with the Trust and is not intended to have contractual effect. The Trust reserves the right to amend or vary this policy at any time.
- 1.2. This policy is standard across all academies and the Central Team. We use the same pay scales, included in the appendices, in all workplaces.
- 1.3. The Trust will comply with current legislation and the requirements of TUPE. It also intends to broadly comply with the provisions of the current School Pay Policy. In the event that this position changes, the Trust's Pay Policy will be put out to employees and their professional associations/unions for consultation.
- 1.4. In the case of any conflict between this policy and those documents, this policy will take precedence.

2. Legal Framework

- 2.1. This policy has due regard to all relevant legislation, and statutory and advisory guidance, including, but not limited to, the following:
 - The Working Time Regulations 1998
 - The Employment Relations Act 1999 (as amended)
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended)
 - The Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 (as amended)
 - The Flexible Working Regulations 2014
 - Equality Act 2010
 - The Education (Schools) (Pay) Regulations 2012 (as amended)
 - DfE (2023) School Pay Policy 2023 and 2024
 - TUPE (2010) Regulations
 - ACAS (2015) Code of Practice on Disciplinary and Grievance Procedures

4.3. The CEO:

- Is responsible for approving any pay decisions for Headteachers and the central team.

4.4. Headteachers and Central Department Leads:

- Are responsible for recommending pay decisions for staff within their school or department.
- Will ensure effective performance management systems are in place, and that members of staff have the knowledge and skills necessary to apply these procedures fairly.
- Will keep all staff well-informed of any decisions made regarding pay progression, as well as ensuring written records are held.
- Will maintain records of decisions and recommendations made, and

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23rd and the last day of that month are paid in advance. For example, the payment received on August 23rd is for the period 1st August to 31st August.

7.4. If any staff terminate their employment with the Trust between the 23rd and the end of the month, after receiving that month's payment, they may be required to return a proportion of their salary for that month.

7.5. payroll@citacademies.co.uk.

8. Funding for Performance-based Pay Progression

8.1. The Trust will ensure appropriate funding is allocated for performance-based pay progression at all levels.

9. Executive Leadership Team Pay

9.1. The Vi[•]cÓ[æåq Ü^{ ~ }^|æå } Committee will determine the pay range and will review any cost of living pay rises and performance-related pay increases, within the salary range, for the CEO, ELT and any salaries in excess of within the salary

Teachers Pay

10. Working Days

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- Any recruitment and retention incentives and benefits to the extent that the payment is in respect of housing or relocation expenses which relate solely to the personal circumstances of the Headteacher.

14.9. The pay range for any staff on the leadership scale will not overlap the Headteacher's pay range.

15. Classroom Teacher Pay Scale

15.1. The Trust will determine the likely pay range for a vacancy prior to advertising it. In making such determinations, the Trust may take into account a range of factors, including, but not limited to:

16.3. An individual who works as an unqualified teacher, gains QTS and continues to work as a qualified teacher at the school will be transferred to a salary within the Main Pay Scale once they have obtained QTS.

17. Short Notice/Supply Teachers

17.1. Teachers employed on a day-to-day or other short notice basis will be paid based on a reference salary on the Main Pay Scale set out in Appendix B. Pay will be calculated on a daily basis using the assumption that a full working year consists of 195 days and periods of employment for less than a day will be calculated on a pro-rata basis.

18. Annual Reviews and Progression

18.1. V@ Vi~•c, 3| ^}•v |^ @e^æ@çæ@|q •ææ ã |^çã, ^å æ}~æ|, ã@~^&c from 1st September and by no later than 31st December each year.

18.2. All teachers will be provided with an annual statement setting out their salary and any other financial benefits to which they are entitled.

18.3. Pay reviews may take place at other times of the year following changes in circumstances or job description that affect the basis for calculating an 3 åãã æ] æ. CE, |æ} •æ{ ^}c, 3| à^]| [çã^å ã] æ ã &@ *^å ÷||, 3* such a review.

19. Inflationary Pay Increases

19.1. V@ ùvüó (ù&q|| v^æ@|•q ù^çã, Ó[á^)]|[á^ &• æ æ}~æ |^][|c recommending whether the pay scales in the STPCD should be uplifted. The Trust Board People Committee has total discretion as to whether to apply an increase to any intermediary points while bearing in mind that pay increases for individual teachers must always be justified by good performance.

19.2. V@ Vi~•c, 3| &}•ã^| @ ùvüóq |^&{ { ^} áæã} æ á @ }^, ùvüóö ^æ@ year before deciding whether to uplift the teacher pay scales. However, increases will be at the discretion of the Trust Board who will take into account affordability, overall Trust performance and market conditions.

20. Pay Progression Based on Performance

20.1. Teachers are expected to meet the teaching standards as outlined in the School V^æ@|•qúæ & Ó[} áãã} • Ó[& { ^}cç à^ ^|ãã|^ ÷|] æ]|[*|^•ã}.

20.2. In addition, teachers can expect to receive regular, constructive feedback on their performance and are subject to annual performance management that recognises their strengths, sets plans for their future development, and helps to ^} @æ & @ã]|[^••ã} æ]|æã. V@ Vi~•c, 3| ù^|÷|{ æ & T ææ^ ^}c Policy contains further information about the performance management process.

20.3. ù~ àb&cç @ Vi~•c, 3| performance management procedure, teachers will be eligible for pay progression if their line manager, in conjunction with the Headteacher, deems:

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ready at an earlier stage, whereas other teachers may decide not to apply for progression until later in their career.

- 21.3. Applications to be paid on the Upper Pay Scale may be made once a year between 1st September and 31st October, in writing, to the Headteacher. Teachers are encouraged to discuss with their line manager or appraiser their intention to apply for progression at an early stage in the preceding academic d

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23.4. A teacher cannot hold a TLR1 and a TLR2 concurrently, but a teacher who receives either a TLR1 or a TLR2 may also hold a concurrent TLR3.

23.5.

calculation will be amended on a pro rata basis for a half-day absence or for teachers who work part-time hours.

27. Early Career Teachers (ECTs)

27.1. Decisions regarding pay progression for each teacher will be made with reference to their performance management report and the pay recommendation it contains. Early Career Teachers will usually be appointed at the minima of the Main Pay Scale and recommended for pay progression if they successfully complete their induction year.

28. Pay Safeguarding

28.1. Pay safeguarding for teachers applies when the school determines, for reasons

Non-Teaching Staff

30. School Non-Teaching Staff Pay

- 30.1. All support staff at the Trust are paid at the appropriate grade on the CIT Support Staff Pay Scale (Appendix C).
- 30.2. As a result of TUPE some staff may be paid on legacy pay values.

31. Central Non-Teaching Staff Pay

- 31.1. The Central roles are benchmarked to assess the current market pay range for that role.
- 31.2. For Central staff and ELT staff who are not employed under STPCD their pay will increase within the defined range, subject to performance.

32. Pay Decisions

- 32.1. The Headteacher and Director of Education (school based staff) or CEO and ELT (Central staff) determines the pay range for all new roles prior to advertising the role.
- 32.2. When a new non-teaching member of staff is appointed, the Headteacher/ELT determines the starting scale point for the role from within the advertised pay range.
- 32.3. The Trust has full discretion to determine the grades/range of newly appointed support staff and the point of entry onto the grade/range. However, the Trust must have regard to the responsibilities of the post and to the pay scales, terms and grading/range applicable for similar roles of work when deciding the grade/range for a post. The point of entry on the grade/range will usually be at the minimum point, but the Trust may pay at a higher level within the grade/range if this is justified by a new staff

33. Acting Up Allowances Non-Teaching

- 33.1. From time to time, employees may be asked to take on the duties of a higher grade role.
- 33.2. If a staff member takes on the full duties of a higher-grade role, a temporary responsibility payment is payable after the role has been undertaken for four weeks, backdated to the date the duties were first undertaken.
- 33.3. Temporary responsibility payments represent the difference between the staff increment if the salary falls within the range of the grade for the role they are covering.
- 33.4. If the additional duties are undertaken for a full term, the temporary responsibility payment will continue to be paid during the holiday period immediately following the term.

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- 33.5. Employees are not paid temporary responsibility payments during periods of sick leave.
- 33.6. Payments for temporary responsibilities do not apply to Teaching Assistants undertaking cover supervision.
- 33.7. Employees are not paid temporary responsibility payments during periods of sick leave.

36. Casual Staff

- 36.1. The Trust may also employ casual staff on an hourly paid basis where the requirement for certain types of work is not predictable: for example, bank staff covering support staff absences, exam invigilators, music or sports instructors. Hourly rates for ca

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- 37.12. For any member of staff due to go on maternity leave, the Trust will ensure that performance reviews are conducted before this maternity leave, and that the member of staff receives any pay progression entitled to them upon their return.
- 37.13. The school will make reasonable adjustments to the performance management process as it sees fit for any members of staff who are absent due to disability. Upon their return, the member of staff will be entitled to any pay progression as outlined before their absence.

38. Pay Protection

- 38.1. Where a pay determination resulting from job evaluation or redeployment leads to a period of safeguarding, HR will give the required notification no later than one month after the date of the determination.
- 38.2. Pay protection periods, where applicable, last for 12 months.

39. Pay Decision Appeal

- 39.1. If a staff member is unhappy with the pay decision, he/she may appeal the decision in regard to his/her pay using the process outlined in Appendix A.

Additional Information

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43. Expenses

- 43.1. Instructions on claiming for expenses including travel, mileage, etc., can be found in the [Travel and Expenses Policy](#).

44.

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44.12. Employees who are unable to undertake all elements of their role within their regular working hours do not qualify for accruing lieu time unless previously agreed by the Headteacher.

44.13. Employees will speak to their line manager if they are unable to undertake all elements of their role within their regular working hours. The line 1 147.86 732.22 773.16 Tm

Teachers:

- 45.3. Any teacher who exceeds the 1265 hours will not be paid for their additional work, with the possible exception of staff attending extracurricular trips and activities.
- 45.4. Only in exceptional circumstances, and with the permission of the Director of Education or CEO, can a teacher receive overtime pay.
- 45.5. Teachers overtime pay will be paid at an hourly rate calculated as follows:
 - FTE Salary/1,265

Support Staff:

- 45.6.

48. Settlement Agreements

- 48.1. The Trust may enter into a settlement agreement with a member of staff in order to protect the Trust against future claims from that staff member. A settlement agreement is a legally binding contract between the Trust and the staff member which serves to settle claims the staff member may have against the Trust and is usually used in connection with ending their employment.
- 48.2. The HR Director will consult with the ELT giving the rationale for this course of action and the likelihood of any cost that may be incurred by the Trust. As part of this process, the CFO will also assess the financial viability of the proposal.
- 48.3.

Appendix B

Teach 2023/2024**Main Pay Scale**

	Band	Salary
Min	MPS1	£30,000
	MPS2	£31,737
	MPS3	£33,814
	MPS4	£36,051
	MPS5	£38,330
Max	MPS6	£41,333

Upper Pay Scale

	Band	Salary
Min	1	£43,266
	2	£44,870
Max	3	£

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14	39	£61,877
	40	£63,676
	41	£65,415
	42	£67,183
15	42	£67,183
	43	£68,950
	44	£71,463
	45	£73,299
16	45	£73,299
	46	£75,136
	47	£76,972
	48	£78,811

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