


PAY POLICY

 <p>TRINITY CHURCH OF ENGLAND HIGH SCHOOL</p>	Reviewed by:	Governors' Finance and Resources/Pay Committee
	Approved by:	Full Governing Body
	Date approved:	15 th July 2025
	Date adopted from:	1 st September, 2025
	Next review due by:	End of 2027/28 academic year

AIM/PURPOSE

The purpose of the policy is to set out the pay conditions which the Governing Body will apply regarding the remuneration of the school's teaching and support staff.

GENERAL PRINCIPLES

The policy will be implemented with due regard to the nationally agreed or statutory framework within which staff will be paid and the advice and guidelines set out by the Diocesan Board of Education. These are:

- For teachers: the current School Teachers' Pay and Conditions Document and the Conditions of Service for School Teachers in England and Wales.
- For support staff: the current national Joint Council Local Government Services National Agreement on Pay and Conditions of Service.
- The Governors' Pay Committee will meet following the October half term to review salaries. A re-grading will normally only be justified if the post-holder has assumed significant additional responsibilities or if the job description has significantly changed. All staff are expected to work to the best of their ability, and doing an existing job well is not sufficient grounds for a re-grading.
- The pay cycle for teachers will run from 1 September to 31 August the following year.
- Where eligible, incremental pay rises for support staff will be paid in April each year.

PAY POLICY AT TRINITY CHURCH OF ENGLAND HIGH SCHOOL

1. The Governing Body will establish a Pay Committee with delegated powers.
2. Each year the Pay Committee, advised by the Head, will review the pay of staff. The Head will provide relevant documents and information to the Pay Committee. Individual pay requests will not be considered outside of the annual review cycle. The Head will maintain up-to-date salary records for staff.
3. Staff pay will be considered in the context of the school's overall finance.
4. As part of the annual pay review, the Pay Committee will consider the position of support staff in line with any recommendations made by the National Joint Council Local Government Services organisation.
5. For teaching staff, the Governing Body will ensure that teacher's pay is reviewed annually and that teachers will be given a written statement setting out their salary and any responsibility allowances. The pay range for a vacancy will be determined prior to advertising it.

6. On appointment to the school, whilst the governing body will consider a teacher's current pay position, there is no guarantee that existing or previous salary will be maintained.
7. In this school, all teachers can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to develop their professional practice. The arrangements for teacher appraisal are set out in the school's appraisal policy.

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

8. Progression onto and through the Trinity upper pay levels will be subject to evidence from the appraisal process that the qualified teacher is:
 - a) Highly competent in all areas of the Teachers' Standards and meets the Trinity Upper Pay Scale (UPS) criteria.
 - b) Making a substantial and sustained contribution to the school's development. Teachers who are already on Main Scale Point 6 will indicate whether they wish to be assessed against the upper pay scale criteria before the autumn appraisal review meeting.
9. ECTs who pass their statutory induction process will be given an incremental pay rise that year, equivalent to one progression point.
10. On ranges M1 to M6, teachers move up one point per year. On the upper pay spine, movement up the pay range is one point every 2 years.
11. There will be no detriment to pay progression for a teacher who is on maternity leave or long term sick leave. It will be deemed reasonable for a teacher who has been undertaking their professional duties in school for 75% of the year to have sufficient evidence for their performance management review.
12. Teaching and Learning Responsibility payments (TLRP1 & TLRP2) will be awarded subject to appointment to a management role in school. TLRP3 will be awarded and paid for a specified teaching and learning related responsibility.
13. Trinity Leading Practitioner roles were established in September 2013.
14. The award of Special Needs Allowances and Retention and Recruitment Allowances may be used in appropriate circumstances.
15. Additional payments may be made to teachers, in relation to specifically agreed activities (examples include payments for KIT days, for inset days when staff are not contracted to work or for planned additional lessons outside of the 1265 working hours). Agreed additional hours will be paid at a rate of, annual salary/1265 hours (if less than one day) or annual salary/195 for additional full days.
16. Unqualified teachers will only be appointed in exceptional circumstances.
17. The Governing Body will determine the size, remuneration and composition of the leadership group, (i.e. the number of deputy / assistant headteachers). All members of the leadership group will have substantial strategic responsibilities for school leadership. The Governing Body will exercise judgement on the appropriate levels of pay for the wider Leadership Team according to the challenges and needs of the school. The governing body will ensure that there are appropriate salary differentials within the leadership group's membership to take account of different levels of responsibility.

18. The Head will be appraised by two representatives of the Governing Body, supported by a suitably skilled and/or experienced external adviser who has been appointed by the Governing Body for that purpose.
19. The Governing Body has noted the provision for assimilation safeguarding set out in the School Teachers' Pay and Conditions.

20. Appeal Procedure

A teacher may seek a review of any determination in relation to her/his pay taken by the Governing Body. This can be done after receiving written confirmation of the pay determination and, where applicable, the basis on which the decision was made.

The teacher should seek to resolve the matter by discussing it informally with the Head within 10 working days of receiving notification.

If the teacher remains dissatisfied, she/he may follow the formal appeal process by making notification to the Chair of Governors' Personnel Committee within 10 days of the informal discussion with the Head.

Any appeal must be heard by a panel of three governors who were not involved in the original determination, normally within 20 working days of receipt of the written appeal notification. The teacher will be given the opportunity to make representation in person, accompanied, if they wish, by a trade union representative or friend. The decision of the appeal panel will be final and given in writing.

21. Further guidance may be obtained by consulting the school's Performance Management Policy and the School Teachers Pay and Conditions Document

MONITORING AND EVALUATION

The policy will be the responsibility of the Governors' Finance and Resources/Pay Committee and ratified by the Full Governing Body.