

Pay Policy 2023

The Moorlands Primary Federation

Implementation date: Oct 2023
Review date: Sept 2024

Note: At the point of publication, pay awards were pending for teacher and support staff.

The Moorlands Primary Federation (TMPF) comprises seven schools:
Bishop Rawle C. E. Primary School; Dilhorne Endowed C. E. Primary School;
Great Wood Primary School; Hollinsclough C.E. Academy;
Manifold C.E. Academy,
St. Werburgh's C. E. Primary School; and The Valley Primary School.

TMPF Values:

Trust;
Mindful;
Peace;
Friendship.

1. Introduction

This Policy sets out the framework for making decisions on pay for teachers' and support staff including the procedures for determining appeals. It has been developed to comply with current legislation and the requirements of the school teachers Pay and Conditions Document (STPCD) and the locally agreed 'Framework for Support Staff Profiles'.

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 staff employed in the school, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

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.

In adopting this pay policy the decisions on pay will be managed in a fair, just and transparent way. This policy aims to support the Trust and school improvement plans by recognising that the Trust's staff are its most important resource and by providing a system which will enable The organisation to recruit, retain and motivate staff of the best quality. Pay decisions at this Trust are made by the Human Resources and Finance Committee. When taking pay decisions, the organisation will have regard both to this pay policy and to the individual's particular post within the staffing structure. A copy of the staffing structure is attached to this pay policy at Appendix 5.

The Trust 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. Where a pay award is applied it may be awarded on the basis of whole school improvement. Pay progression will always be applied on the basis of individual performance.

All teachers employed by the organisation will be paid in accordance with the statutory provisions of the STPCD as updated from time to time.

All support staff employed at this school will be paid in accordance with the scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), unless specifically advised that alternative conditions apply.

The Trust will consult staff and unions on this policy and review it each year, or when other changes occur to:

a) The School Teachers' Pay and Conditions Document, to ensure that it reflects the latest legal position. The pay policy will comply with the current School Teachers' Pay and Conditions Document and the accompanying statutory guidance. It will be used in

conjunction with them, but, in the event of any inadvertent contradictions, the Document and guidance will take precedence.

b) The scheme of conditions of service agreed by the National Joint Council for Local Government Services (referred to as the "Green Book" in this policy), as adopted and applied through local agreement.

The Trust will consult staff in regard to the local provisions of their pay policy and any subsequent proposed changes.

2. Support Staff

The Trust has adopted a Framework of Support Staff Profiles to ensure that the requirements of the Single Status Agreement 1997 are met. The Trust has the authority to determine the job description and person specifications within the Framework that match the duties and responsibilities covered by positions within the support staffing structure for each school.

In adopting the Framework the Trust is assured that:

- all decisions will be based on an objective approach to pay and grading according to criteria laid down in the relevant national agreements;
- decisions will be applied as consistently as possible across the staff groups concerned as well as within those staff groups;
- any differences in pay between two employees within the same staff group will be justified in terms of a genuine and material difference in their circumstances and duties and responsibilities undertaken;
- all decisions will have regard to equality of opportunity, and in particular, relevant employment legislation;
- posts carrying similar levels of responsibility will be rewarded equally and all staff will be treated equitably.

The Trust Board will determine the staffing structure for each school. This will set out the agreed posts, duties and responsibilities, and reporting lines. Both the STPCD and Green Book require that salaries and salary ranges attached to each post be based on the duties and responsibilities attached to it in the staffing structure.

3. Teacher Pay Reviews

The Trust will ensure that every teacher's salary is reviewed annually, with effect from 1 September and by no later than 31 October each year and that all teachers are given a written statement setting out their salary and any other financial benefits to which they are entitled.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information about the basis on which it was made.

Decisions on pay will be communicated by the Trust Board (or committee), in writing, in accordance with the STPCD timing of salary determination and notification.

Where a pay determination leads or may lead to the start or cessation of a period of safeguarding, the Trust will give the required notification as soon as possible and no later than one month after the date of the determination.

Salary Safeguarding will apply in accordance with the STPCD.

4. The 'Pay Committee'

The role and responsibilities of the 'Pay Committee' are outlined at Appendix 1. Pay decisions are made by the Trust Board which has delegated pay responsibilities to the Human Resources and Finance Committee (HRFC). The HRFC shall establish and review the pay policy, subject to the approval of the Trust Board and have the authority to take pay decisions on behalf of the Trust Board in line with the policy.

5. Appeals

All employees are entitled to seek a review of any determination in relation to their pay and therefore the appeals process contained in this document will be adopted in all cases where an employee wishes to make an appeal against a pay decision.

6. Determination of the Chief Executive Officer(CEO)/Executive Principal pay

The total unit score for the school Trust is 5318 and Trustees have assigned the 'schools' Headteacher Group 5 in recognition.

The CEO pay range may exceed the maximum where the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment. The Trust will ensure that the maximum of the CEO pay range and any additional payments does not exceed 25% of the maximum of the Headteacher group size other than in exceptional circumstances. In such circumstances, the Trust will seek external independent advice and support its decision with a business case.

In accordance with the academies financial handbook

7. Determination of leadership pay ranges

Determination of the pay and allowances for the CEO will be considered in accordance with STPCD.

When determining the appropriate pay range for the Chief Executive Officer, Executive Principals and School Leaders, the Trust Board will ensure that there is appropriate scope within the range to allow for performance related progress over time.

The maximum of the Principal or School Leader pay range must not exceed the maximum of the Headteacher group for the school. The pay range for the Executive Principal or School Leader should only overlap the Chief Executive Officer's pay range in exceptional circumstances.

The leadership pay range is set out in Appendix 4.

8. Temporary payments to CEO

The organisation may determine that payment be made to the CEO for clearly temporary responsibilities or duties that are in addition to the post for which the salary has been determined.

The total sum of the temporary payments made to the CEO in any school year must not exceed 25% of the annual salary which is otherwise payable to the CEO and the total sum of salary and other payments made to CEO must not exceed 25% above the maximum of the Headteacher group except in wholly exceptional circumstances. In such circumstances, the Trust Board will seek external independent advice and support its decision with a business case.

This does not apply to additional payments made:

- in accordance with any payments for residential duties as a requirement of the post or;
- in respect of relocation expenses which relate solely to the personal circumstances of that CEO.

9. Leadership Group Progression Criteria

Members of the leadership group must demonstrate sustained high-quality performance, with particular regard to leadership, management and pupil progress at the school and will be subject to a review of performance against performance objectives before any performance points will be awarded.

The Trust Board will consider movement by more than one point in line with the provisions of the STPCD.

The salary point of members of the leadership group will be reviewed annually taking account of the performance objectives set under the school's appraisal system and the progression arrangement set out in the STPCD.

9. Recruiting Teaching Staff

Central recruitment – all vacancies are reviewed by central team prior to advertisement and internal appointments may be considered prior to external advertisement.

Advertisements for vacant posts in a school will be considered by the CEO, Executive Principals and School Leaders, in consultation with the HRFC.

Advertisements for posts will include the relevant pay/pay range for the post determined by the Trust as appropriate for the post and as contained in the relevant section of this pay policy. The advertisement will reflect the expected level of skills and experience for appropriate candidates relevant to the post and include details of any additional payments or allowances applicable to the post.

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

10. Basic Pay Determination on Appointment of a classroom teacher

On appointment the Trust will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the organisation will take into account a range of factors including;

- the nature of the post
- the nature of the qualifications, skills and number of years' experience required
- the wider school context
- current salary

There is no assumption in the STPCD that a teacher will be paid at the same rate as they were being paid in a previous school. It is the responsibility of the organisation to decide on this issue.

11. Pay Progression based on Performance

In our Trust all teachers can expect to receive regular constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in TMPF's Appraisal Policy 2023.

Progression between pay points will be based on the teacher demonstrating, through their appraisal that they meet the teacher standards and have met their own objectives for the appraisal period. Objectives set must support school/organisational improvement.

In the case of ECT's, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process.

The Trust has determined that normally progression within a range will be by annual increments. However, where a teacher's performance has been of a sustained high quality, exceeding school expectations at that level, the Trust Board may award

accelerated progression within the range. Progression to the next point will be subject to the criteria for the Teacher's successful performance appraisal having been exceeded. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by the arrangements detailed in TMPF's Appraisal Policy 2023.

The evidence used will be that available through the appraisal process and this is detailed in TMPF's Appraisal Policy 2023.

Teachers' appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Trust Board, taking into account advice from the senior leadership team who will have regard to the confidential appraisal report.

Progression within a pay range will be subject to a review of the teacher's performance set against the annual appraisal review and the Teacher Standards. The Trust may determine that no incremental progression will be awarded if a teacher's performance is below expectations, Teacher Standards have not been met and/or appraisal objectives are not met.

For teachers on the upper pay range, pay progression will be based on two successful consecutive appraisal reviews.

For unqualified teachers on the unqualified teachers' pay range, pay progression will be awarded following each successful appraisal review.

Only in exceptional circumstances will teachers on the Upper Pay Range be awarded a further point on the upper pay range more frequently than at two yearly intervals or be awarded accelerated progression beyond one point.

12. Leading Practitioner Roles

This Trust has decided not to establish posts of Leading Practitioner.

Such posts may be established for teachers whose primary purpose is the modelling and leading improvement of teaching skills, where those duties fall outside the criteria for the TLR payment structure.

When determining the pay range for such posts, the Trust Board will do this by reference to the weight of the responsibilities of the post and consider pay equality with other posts and fair pay relativities between posts of differing levels of responsibility.

13. Working Time

A qualified teacher employed full-time must be available for work for 195 days, of which-

- (a) 190 days must be days on which the teacher may be required to teach pupils and perform professional duties; and

- (b) 5 days must be days on which the teacher may only be required to perform other duties.

14. Upper pay range and assessment

Any qualified teacher may apply to be paid on the upper pay range and any such application must be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The organisation has established a pay structure for classroom teacher posts paid on the upper pay range. See Appendix 4.

15. Upper pay range application process

Applications may be made once a year. A teacher wishing to apply for assessment against the threshold standards should submit an application to the CEO/Executive Principal by no later than 31 October in each year, a template application form is at Appendix 2 and their appraisal review. This application will then be assessed by the HRFC who decide if the application is to be approved.

If a teacher is simultaneously employed in a school outside of the organisation, they may submit separate applications if they wish to apply to be paid on the upper pay range in that other school or schools. The Trust will not be bound by any pay decision made by another school or organisation.

16. Evidence to be included in the application

All applications should be made using the application form and two consecutive appraisal reviews, including any recommendation on pay (or where that information is not available a summary or statement of evidence designed to demonstrate that the teacher has met the assessment criteria).

All pay related decisions will be taken in accordance with relevant equalities legislation, Employment Relations Acts and Part-time Workers and Fixed-term Employees Regulations. Appropriate consideration will be given where staff have been absent for long periods e.g. due to sickness or maternity leave.

17. The Assessment

An application from a qualified teacher will be successful where the HRFC is satisfied that:

- the teacher is highly competent in all elements of the relevant standards and;
- the teacher's achievements and contribution to the school are substantial and sustained.
 - *'highly competent' includes performance which demonstrates a deep knowledge of evidence-based practice and the impact it has on learning and that this is evident in the classroom. Breadth of experience should show that the teacher can provide coaching and mentoring to other teachers, model effective teaching practice and show other teachers how to make a wider contribution to the work of the school which supports them to develop their teaching practice and meet the relevant standards;*
 - *'substantial' means of significant importance and value to the school/organisation, being a role model for teaching and learning and making a significant contribution to raising pupil progress and outcomes both in their own classroom and across the school/organisation;*
 - *'sustained' means continuously showing teaching practice which has grown over the appraisal period in line with Teachers' Standards and appraisal objectives.*

For the purposes of this policy the Trust will be satisfied that the teacher has met the expectations for progression to the Upper Pay Range where the above assessment criteria have been evidenced by two successful and consecutive appraisal reviews. The assessment will be ideally made within 10 working days* of the receipt of the application or the conclusion of the appraisal process whichever is later.

If successful, a teacher will move to the Upper Pay Range from the previous 1 September and will be placed on point 1 of the range.

If unsuccessful, feedback will be provided by the Chief Executive Officer or Executive Principal as soon as possible and at least within 5 working days of the decision.

This will include the right of appeal against this pay decision under the appeal arrangements.

*Subject to HRFC meeting dates

18. The Teachers Main Pay Range

Other qualified teachers will be paid on the main pay range within the minimum and maximum of the main pay range as set out in STPCD.

The Trust has established a pay structure for classroom teacher posts paid on the main pay range. See Appendix 4.

19. Unqualified Teachers Pay Range

An unqualified teacher will be paid on the pay range for unqualified teachers within the minimum and maximum of the unqualified pay range set out in STPCD.

The organisation has established a pay structure for unqualified teacher posts paid on the unqualified teacher pay range. See Appendix 4.

20. Unqualified Teacher Allowance

The organisation may pay an additional allowance to unqualified teachers when that the teacher has:

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

Unqualified teachers may not hold TLR's or SEN allowances.

21. Part-time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working day or week are deemed to be part-time. The Trust will give them a written statement detailing their working time obligations and the mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full time teacher in an equivalent post.

The remuneration of part time teachers including salary and any allowances, except for TLR3s, will be determined in accordance with the pro rata principle as defined in the STPCD.

22. Short Notice/Supply Teachers

Teachers who work 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 being calculated pro-rata.

23. Allowances and Payments

Special Education Needs Allowance

A SEN allowance as prescribed by the STPCD of no less than specified minimum and no more than the specified maximum per annum is payable to a classroom teacher if that teacher is:

- a) in any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN;
- b) in a special school;
- c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - i. involves a substantial element of working directly with children with SEN;

- ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and
- iii. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or service.

24. Recruitment and Retention

The Trust will:

- pay recruitment awards where it is considered necessary as an incentive to the recruitment of new teachers, for a fixed period of time.
- pay retention awards where it is considered necessary to retain the service of existing teachers, for a fixed period of time.
- make clear at the outset the expected duration of any incentive and benefits and the review date after which they may be withdrawn.
- will conduct annual review of all incentives, support or benefits.

25. Teaching and Learning Responsibility Payments (TLRs)

TLRs will be awarded to the holders of the posts indicated in the attached staffing structure.

TLR Values within the Trust/school are detailed in Appendix 4.

Before awarding a TLR, the relevant body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers, and that it:

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

Before awarding a TLR 1, the organisation will be satisfied that the significant responsibility referred to in the previous paragraph includes in addition, line management responsibility for a significant number of people.

The Trust will ensure that the use of TLR3 applies only to clearly time limited school improvement projects or one-off externally driven responsibilities and where there is a genuine development or operational need.

TLR3 payments will not be used to replace or otherwise limit teachers' pay progression on the Main, Upper or Leading Practitioner Pay Ranges.

26. Additional Payments

The circumstances in which additional payments may be made to teachers are set out in the School Teachers' Pay and Conditions Document STPCD.

The STPCD does not provide for the payment of "honoraria" to teachers in any circumstances.

The Trust may make additional payments to all teaching staff (including the Leadership Group) in respect of continuing professional development and activities and out of school hours learning undertaken other than on any of the 195 days of the normal working year (i.e. at weekends and during school closure periods).

The Trust accepts that the absence from the normal duties of a Teacher undertaking training will cause disturbance to the pupils' education. They have therefore authorised

the payment of a special allowance where, in the opinion of the CEO/Executive Principal, essential training can be received outside of the normal year and it is in the interests of the school for it to be received then. All such payments must be contained within the in-service training budget.

The allowance will be calculated as follows:

Option A: a daily rate for each full-time Teacher calculated as 1/195 of his/her actual salary (or of the full-time equivalent salary for part-time staff).

Option B a daily rate of 1/195 of Point [to be determined by the organisation] on the Classroom Teachers' Scale, irrespective of the actual salary point of the Teacher concerned.

Payments for part days will be based on the hours involved; a full day being deemed to be 6½ hours.

The basis of these payments will be reviewed annually.

In all cases, the Teacher's participation in training outside of the normal year is voluntary.

27. Support Staff

The Framework of Support Staff Profiles and the Green Book Pay and Grading Structure form part of the Trust Pay Policy.

All support staff will be appointed to a profile within the Framework of Support Staff Profiles. The Pay and Grading Structure reflects a points-to-pay relationship; the points attached to each post within the Framework determine the salary that will be paid. The Pay and Grading Structure has grades with incremental points within it. New employees will normally start at the bottom of the grade. The penultimate point is a Contribution Based Point.

The staffing structure is normally reviewed annually. When this review covers the support staff staffing structure, the Trust (through the HRFC) will use the Framework of Support Staff Profiles to determine the positions within the support staff structure and the pay grade applicable to the post.

When the Framework does not cover a position, advice will be taken to ensure that duties and responsibilities are evaluated and an appropriate grade attached.

28. Pay Progression for Support Staff

In April of each year employees will automatically move to the next incremental point plus any standard of living increase.

When the employee is due to move to the final incremental point within the grade it will not be an automatic progression. It will be dependent upon their satisfactory performance which will be identified within their Performance Management Review.

29. Acting-Up Allowances

The Trust reserves the right to pay any member of staff additional salary where he/she covers in the prolonged absence of a more senior colleague. A review will take place within 20 working days of the start of the absence.

30. Travel Arrangements

The Trust will offer a travelling allowance to employees who use their own vehicle to communicate between school sites. This will be agreed by the HRFC.

31. Cover Arrangements

Teachers should be required to cover only rarely, and only in circumstances that are not foreseeable. This does not apply to teachers who are employed wholly or mainly for the purpose of providing such cover.

32. Regarding Process and Appeal Process – Support Staff

The Trust's regrading policy which outlines the regrading process and appeal mechanism for support staff.

33. Appeals - Teachers

The arrangements for considering appeals are as follows:

An employee may seek a review of any determination in relation to his/her pay or any other decision that affects his/her pay.

The following list includes the usual reasons for seeking a review of pay. i.e. that the person or committee by whom the decision was made:

- incorrectly applied any provision of the relevant conditions of service;
- 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; or
- otherwise unlawfully discriminated against the employee.

34. Procedure for Considering Appeals Relating to Salary

The order of proceedings is as follows:

1. The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the employee is not satisfied, he/she should seek to resolve this by discussing the matter informally with the Chief Executive Officer/Executive Principal making the recommendation to the HRFC within ten working days of the decision. Where this is not possible or where the employee continues to be dissatisfied, he/she may follow a formal appeal process.
3. The employee should set down in writing the grounds for questioning the pay decision and send it to the chair of the appeal committee who was not involved in the original determination normally within 10 working days of receiving the outcome of the informal discussion with the Chief Executive Officer/Executive Principal.
4. Any appeal should be heard by a panel of three Trustees who were not involved in the original determination. The teacher will be given the opportunity to make representations in person. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

No further right of appeal

35. Data Protection

A copy of any letters confirming pay and pay changes, along with any appeal outcome letters and formal meeting notes will be retained on your personnel file.

Organisation Decision Making Structure – Pay Structure and Pay Progression

The organisation has determined that the following Decision-Making Structure will apply to any formal action taken in relation to staffing matters with effect from September.

Role and responsibility of the Human Resources and Finance Committee (HRFC)
The Human Resources and Finance Committee will comprise at least 3 Trustees plus (non-voting) CEO/Executive Principals and Trust Business Manager. This membership will be determined annually. The Human Resources and Finance Committee reports to the full Trust Board.

Establishment of the policy

The Human Resources and Finance Committee is responsible for establishing TMPF Pay Policy, in consultation with the CEO/Executive Principal, staff and trade union representatives, and submitting it to the Trust Board for approval.

The full Trust Board is responsible for formal approval of the policy.

Monitoring and review of the policy

The Human Resources and Finance Committee is responsible for reviewing the policy annually, in consultation with the CEO/Executive Principal, staff and trade union representatives; and submitting it to the full Trust Board for approval.

The Human Resources and Finance Committee is responsible for considering an annual report, including statistical information, on decisions taken in accordance with the terms of the policy.

Application of the policy

The CEO/Executive Principal is responsible for:

- ensuring that pay recommendations for the Executive Principals, School Leaders, Assistant School Leaders, classroom teachers and support staff are made and submitted to the Human Resources and Finance Committee in accordance with the terms of the policy;
- advising the Human Resources and Finance Committee on its decisions; and
- ensuring that staff are informed of the outcome of decisions of the Human Resources and Finance Committee and of the right of appeal.

The Human Resources and Finance Committee (HRFC) is responsible for:

- The HRFC is authorised to review/ explore/ undertake any activity within its Terms of Reference (ToR) or other tasks specifically delegated by the Trust Board pursuant to its scheme of delegation. The ToR may request any appropriate information to inform its decision-making from a range of bodies, including (but not limited to): Members, Trustees, employees, auditors.
- The HRFC is authorised to obtain any legal or independent professional advice it considers necessary, usually in consultation with the CEO and/or Chair of the Trust Board to demonstrate good practice.
- The HRFC may co-opt additional committee members for a defined period to provide specialist advice, skills, knowledge and experience. All co-opted members should maintain appropriate confidentiality and adhere to professional conduct standards.

- The Trust Board may remove co-opted members from this group prior to the end of their defined period should this be appropriate.
- The PWLAC shall be required to maintain confidentiality until such time that information is prepared to be shared by the Trust Board or Trust Leadership Team.

Purpose

- The PWLAC's general function is to help to develop policy/objectives which support the Trust's strategy and complements both CEO and the Trust Board in its responsibilities. The PWLAC will ensure that TMPF's strategic values and vision are at the centre of its endeavours.
- The PWLAC remains mindful of the Christian distinctiveness of the Trust's Anglican schools and is supportive of the Christian ethos of The Moorlands Primary Federation in its entirety.
- The specific function of the PWLAC is to support the full Trust Board, CEO, Trust leadership team in their responsibilities for the growth and development of The Moorlands Primary Federation.

Responsibilities

- The Moorlands Primary Federation HRFC is responsible for:
- Reporting to the full Trust Board;
- Annually formulate and review the staffing structure and organisation in consultation with the Trust Leadership Team;
- Ensure that all procedures relating to the recruitment, selection and appointment of all staff in each academy meet statutory and safeguarding requirements;
- Oversee all staffing, including recruitment, continued professional development, pay policy, academy structure and organisation, plus the Chief Executive Officer's Performance Management;
- Monitor staff well-being and teacher workload whilst developing the quality of the workforce – considering strategies to aid staff retention;
- Ensure all Trust academies adhere to the current Academies Financial Handbook (August 2023);
- Establish the Trust Scheme of Delegation, including the setting of levels of authority for spending and virement;
- Agree the annual budget for approval by the full Trust Board, monitor the budget and make finance recommendations;
- Oversee the human resource and financial delivery of development/ improvement plans;
- Monitor budgetary positions at least termly, agree any virements and approve delegated spending limits for the Trust Leadership/Administration Teams;
- Devise and update the Trust Strategic Business Plan and monitor the Key Performance Measures;
- Ensure the annual financial statements and accounts are produced in accordance with the Companies Act 1985 and the Education and Skills Funding Agency (ESFA)/Department for Education (DfE) guidance issued to academies;
- Review and approve human resource and finance associated policies;
- Review and approve systems of internal financial control and management of risks, including maintaining and reviewing annually the Trust's Risk Register;
- Ensure internal scrutiny is fit for purpose, including the receiving and respond to reports of the Responsible Officer;
- Receive and review termly finance reports;
- Receive and respond to auditors' reports;
- Notify the ESFA of any significant changes to the budget;
- Seek approval from the Secretary of State (through the ESFA) in advance of borrowing.

Administration Terms of Reference (ToR)

- The HRFC will meet three times per academic year, but may meet more frequently as required, including at short-notice;
- The Chair of the HRFC, or any two HRFC Committee members may call a meeting;
- The HRFC will consist of at least three Trustees;
- The HRFC Chair and Vice Chair will be appointed by the committee and will not be employed by the Trust. The term of office for both of these positions will be for a period of one year;
- The Committee will be quorate if three Trustees are present;
- All Committee members will have equal voting rights. In the event of an equal division of votes, the Chair (or Vice Chair in the Chair's absence) shall have a casting vote;
- Members of the Trust leadership team including the CEO, or finance team, members of staff, and co-opted committee members present to offer advice will not have voting rights;
- Papers will be made available to HRFC members at least 7 days in advance to the meeting (unless extenuating circumstances) and minutes taken will be submitted/reported to the Trust Board once approved by the Chair of HRFC;
- Terms of Reference will be reviewed annually and the HRFC will self-assess its performance against these, identifying any skills gaps and acting to address these through membership or co-option;
- Membership of the HRFC will be reviewed annually at the Trust Board AGM;
- HRFC members may resign, or be removed following consideration by the Trust Board.

Specific responsibilities relating to this policy are:

- taking decisions regarding the pay of the CEO/Executive Principal, School Leaders, Assistant School Leaders, classroom teachers and support staff following consideration of the recommendations of pay reviewers and the advice of the CEO/Executive Principal;
- making recommendations to the Trust regarding the pay of the CEO/Executive Principal following consideration of the CEO/Executive Principal's performance review;
- submitting reports of these decisions to the Trust Board;
- ensuring that the CEO/Executive Principal is informed of the outcome of the decision of TMPF Human Resources and Finance Committee and of the right of appeal.

TMPF Admissions, Appeals and Discipline Committee (AADC) is responsible for:

- The AADC is authorised to review/ explore/ undertake any activity within its Terms of Reference (ToR) or other tasks specifically delegated by the Trust Board pursuant to its scheme of delegation. The ToR may request any appropriate information to inform its decision-making from a range of bodies, including (but not limited to): Members, Trustees, employees, auditors.
- The AADC is authorised to obtain any legal or independent professional advice it considers necessary, usually in consultation with the CEO and/or Chair of the Trust Board to demonstrate good practice.
- The AADC may co-opt additional committee members for a defined period to provide specialist advice, skills, knowledge and experience. All co-opted members should maintain appropriate confidentiality and adhere to professional conduct standards.
- The Trust Board may remove co-opted members from this group prior to the end of their defined period should this be appropriate.
- The AADC shall be required to maintain confidentiality until such time that information is prepared to be shared by the Trust Board or Trust Leadership Team.

Purpose

- 6.6.1 The AADC's general function is to help to develop policy/objectives which support the Trust's strategy and complements both CEO and the Trust Board in its responsibilities. The AADC will ensure that TMPF's strategic values and vision are at the centre of its endeavours.
- 6.6.2 The AADC remains mindful of the Christian distinctiveness of the Trust's Anglican schools and is supportive of the Christian ethos of The Moorlands Primary Federation in its entirety.
- 6.6.3 The specific function of the AADC is to support the full Trust Board, CEO, Trust leadership team in their responsibilities for the growth and development of The Moorlands Primary Federation.

5.7 Responsibilities

The Moorlands Primary Federation AADC is responsible for:

- 5.7.1 Reporting to the full Trust Board;
- 5.7.2 Review and agree pupil admissions which are not deemed 'regular';
- 5.7.3 Review and decide upon any matter of appeals;
- 5.7.4 Administer all referred matters of pupils and staff discipline as per Trust policy;
- 5.7.5 Conduct Permanent Exclusion and Suspension Review meetings;
- 5.7.6 Investigate complaints as per the Trust's Complaints Policy.

5.8 Administration Terms of Reference (ToR)

- 5.8.1 The AADC will meet as required, including at short-notice;
- 5.8.2 The Chair of the AADC may call a meeting;
- 5.8.3 The AADC will consist of at least three Trustees;
- 5.8.4 The HRFC Chair will be appointed by the committee and will not be employed by the Trust. The term of office for this position will be for a period of one year;
- 5.8.5 The Committee will be quorate if two Trustees are present;
- 5.8.6 All Committee members will have equal voting rights. In the event of an equal division of votes, the Chair shall have a casting vote;
- 5.8.7 Members of the Trust leadership team including the CEO, or finance team, members of staff, and co-opted committee members present to offer advice will not have voting rights;
- 5.8.8 Papers will be made available to PBHSC members at least 7 days in advance to the meeting (unless extenuating circumstances) and minutes taken will be submitted/reported to the Trust Board once approved by the Chair of AADC;
- 5.8.9 Terms of Reference will be reviewed annually and the AADC will self-assess its performance against these, identifying any skills gaps and acting to address these through membership or co-option;
- 5.8.10 Membership of the AADC will be reviewed annually at the Trust Board AGM;
- 5.8.11 AADC members may resign, or be removed following consideration by the Trust Board.

Upper Pay Range Application Form

Teacher's Details:

Name _____

Post _____

Current pay scale _____

Any additional payments such as TLR, SENDs allowance _____

Appraisal Details:

Academic Years covered by planning/review statements 20__ to 20__
And 20__ to 20__

Roles covered by planning/review statements

In no more than 500 words please state why you feel eligible to pass the pay threshold into the upper pay scale. Please include the role or responsibility you would be willing to undertake at Trust (all schools) level.

Declaration:

I confirm that at the date of this request for assessment to cross the threshold I meet the eligibility criteria and I submit appraisal planning and review statements covering the relevant period.

Applicant's signature _____ Date _____

The signed proforma should be appended to the Teacher's appraisal planning record statement.

Procedure for Considering Appeals Relating to Salary

1. Introduction by Chair: explanation of procedure.
2. The Pay Committee representative (who may be the Chief Executive Officer) should put the case for the salary assessment decision.
3. The employee (or representative) may ask question of the Pay Committee representative.
4. The Appeals Committee may ask questions of the Pay Committee representative.
5. The employee (or representative) should put the case explaining the objection to the decision of the Pay Committee.
6. The Pay Committee representative may ask questions of the employee.
7. The Appeals Committee may ask questions of the employee and ask further questions of the Pay Committee representative regarding the case made on behalf of the employee.
8. The Chief Executive Officer to be invited to express their views if they have not already done so.
9. The Pay Committee representative to sum up case.
10. The employee (or representative) to sum up case.
11. The parties to retire.
12. The Appeals Committee to consider the case and to notify parties of their decision.

This procedure may be varied by agreement of all the parties.

The Pay Ranges for September 2023 to August 2024

Leadership Pay

Chief Executive Officer: L18-31

Executive Principal: L14 - L18

Executive Principal: L13 (one academic year secondment ⊗)

3441 School Leader 1: L9 – L13

2030 School Leader 2: L8 – L12

2305 School Leader 3: L5 – L9

3436 School Leader 4: L3 – L7

2264 School Leader 5: L2- L6

5200 School Leader 6: L1 – L5

3155 School Leader 7: ⊗

Teacher Pay Ranges from September 2023

Unqualified Teacher Pay Range

Teacher Main Pay Range

Point	Annual Full Time Salary
1 Min	30000
2	31737
3	33814
4	36051
5	38330
6	41333

Teacher Upper Pay Range

Point	Annual Full Time Salary
1 Min	43266
2	44870
3 Max	46525

Teacher – Allowances and payments

Teaching and learning responsibility (TLR) payments are made in addition to a teacher's basic salary for fulfilling a specific responsibility in school. The figure is annual and is paid as 1/12th per month - only TLR3 payments can be of a fixed term duration.

TLR Level	Min 2023	Max 2023
TLR 3 (fixed term)	639	3169
TLR 2	3214	7847
TLR 1	9272	15690

Special Educational Needs (SEN) allowance

SEN Allowance	Min 2023	Max 2023
SEN Allowance	2539	5009

Unqualified Teacher Allowance

Unqualified teachers may be paid an allowance as determined by the Trust Board. Unqualified teacher allowances are permanent and may be subject to 'salary safeguarding' if removed from the role.

Appendix 5

The Moorlands Primary Federation Staffing Structure 2023/24

St. Werburgh's C E Primary School 159	
Class	
Reception	
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
School Leader (L pay scale) School Secretary TLR for Trust leadership responsibility X 2	

Bishop Rawle C E Primary School 144	
Class	
Reception	
Year ½	
Year 2/3	
Years 4/5	
Year 5/6	
School Leader (L pay scale) School Secretary TLR for Trust leadership responsibility	

Great Wood Primary School (total pupil numbers: 107)	
Class	
Reception/Year 1	
Year ½	
Year 3	
Years 4/5	
Year 6	
School Leader (L pay scale) Office Manager TLR for Trust leadership responsibility	

Dilhorne Endowed C E Primary School (total pupil numbers: 44) 2022/2023	
Class	
Reception/Year 1	
Years 2/3	
Years 4/5/6	
School Leader (L pay scale) Office Manager	

The Valley Primary School (total pupil numbers: 44)	
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Class	
Nursery/Reception/Year 1	
Years 2/3	
Years 4/5/6	
School Leader (L pay scale) School Secretary	

Hollinsclough C E Academy (total pupil numbers: 37)	
Class	
Nursery/Reception	
Years 1/2/3	
Years 4/5/6	
School Leader (L pay scale) School Secretary	

Manifold C E Academy (total pupil numbers: 44)	
Class am	Class pm
Nursery/Reception	Nursery/Reception/Year 1
Year 1/Year 2	Years 2/3/4
Year 3/Year 4	
Executive Principal ⊗ (L pay scale) School Secretary	

*no Year 5/6 pupils

Trust staff

Forest School Leader
Systems Technician
Site Technicians
Music Teacher
Languages Teacher
Pupil Premium Teacher

Deputy Trust Business Manager
Trust Business Manager
Executive Principals
Chief Executive Officer/Executive Principal

Support Staff Pay Scales showing SCC Grading Structure

SCP	Salary at 01/04/2020	Monthly Salary	Hourly Rate (37 Hrs)	Hourly Rate (32.5 Hrs)
1	£17,842	£1,486.83	£9.25	£10.53
2	£18,198	£1,516.50	£9.43	£10.74
3	£18,562	£1,546.83	£9.62	£10.95
4	£18,933	£1,577.75	£9.81	£11.17
5	£19,312	£1,609.33	£10.01	£11.40
6	£19,698	£1,641.50	£10.21	£11.62
7	£20,092	£1,674.33	£10.41	£11.86
8	£20,493	£1,707.75	£10.62	£12.09
9	£20,903	£1,741.92	£10.83	£12.33
11	£21,748	£1,812.33	£11.27	£12.83
12	£22,183	£1,848.58	£11.50	£13.09
14	£23,080	£1,923.33	£11.96	£13.62
15	£23,541	£1,961.75	£12.20	£13.89
17	£24,491	£2,040.92	£12.69	£14.45
19	£25,481	£2,123.42	£13.21	£15.04
20	£25,991	£2,165.92	£13.47	£15.34
22	£27,041	£2,253.42	£14.02	£15.96
23	£27,741	£2,311.75	£14.38	£16.37
24	£28,672	£2,389.33	£14.86	£16.92
25	£29,577	£2,464.75	£15.33	£17.45
26	£30,451	£2,537.58	£15.78	£17.97

Grades + Points	
1	Grade 1 upto 274 NJC points
2	Grade 2 275-312 NJC points
3	CBP spinal point
3	Grade 3 313-354 NJC points
4	CBP spinal point
5	Grade 4 355-386 NJC points
6	CBP spinal point
6	Grade 5
7	387-433 NJC points
8	
9	CBP spinal point
9	Grade 6
11	434-468 NJC points
12	
14	
15	CBP spinal point
15	Grade 7
17	469-499 NJC points
19	or 192-227 Hay points
20	
20	CBP spinal point
22	
22	Grade 8
23	500-550 NJC points
24	or 228-268 Hay points
25	
26	

27	£31,346	£2,612.17	£16.25	£18.50
28	£32,234	£2,686.17	£16.71	£19.02
29	£32,910	£2,742.50	£17.06	£19.42
30	£33,782	£2,815.17	£17.51	£19.93
31	£34,728	£2,894.00	£18.00	£20.49
32	£35,745	£2,978.75	£18.53	£21.09
33	£36,922	£3,076.83	£19.14	£21.79
34	£37,890	£3,157.50	£19.64	£22.36
35	£38,890	£3,240.83	£20.16	£22.95
36	£39,880	£3,323.33	£20.67	£23.53
37	£40,876	£3,406.33	£21.19	£24.12
38	£41,881	£3,490.08	£21.71	£24.71
39	£42,821	£3,568.42	£22.20	£25.27
40	£43,857	£3,654.75	£22.73	£25.88
41	£44,863	£3,738.58	£23.25	£26.47
42	£45,859	£3,821.58	£23.77	£27.06
43	£46,845	£3,903.75	£24.28	£27.64
44	£47,845	£3,987.08	£24.80	£28.23
45	£48,844	£4,070.33	£25.32	£28.82
46	£49,865	£4,155.42	£25.85	£29.43
47	£50,776	£4,231.33	£26.32	£29.96
48	£51,814	£4,317.83	£26.86	£30.58
49	£52,860	£4,405.00	£27.40	£31.19
50	£53,914	£4,492.83	£27.95	£31.81
51	£54,962	£4,580.17	£28.49	£32.43
52	£56,003	£4,666.92	£29.03	£33.05
53	£57,056	£4,754.67	£29.57	£33.67
57	£60,763	£5,063.58	£31.50	£35.86

28
29
30
31
32
33
39
40
41
42
43
49
50
51
52
53

Grade 9
551+ NJC points
or 269-313 Hay points

CBP spinal point

Grade 11
371-438 Hay points

CBP spinal point

**Snr Manager
Grade 13**
Hay 516 - 629

CBP spinal point

27
34
35
36
37
38
44
45
46
47
48
57

CBP spinal point

Grade 10
314-370 Hay points

CBP spinal point

**Snr Manager
Grade 12**
Hay 439 - 515

CBP spinal point

58	£62,282	£5,190.17	£32.28	£36.75
59	£63,802	£5,316.83	£33.07	£37.65
60	£65,320	£5,443.33	£33.86	£38.54
61	£72,614	£6,051.17	£37.64	£42.85
62	£74,427	£6,202.25	£38.58	£43.92
63	£76,243	£6,353.58	£39.52	£44.99
64	£78,059	£6,504.92	£40.46	£46.06
65	£86,406	£7,200.50	£44.79	£50.99
66	£88,566	£7,380.50	£45.91	£52.26
67	£90,726	£7,560.50	£47.03	£53.54

58

59

60

**Snr Manager
Grade 14**
Hay 630 - 724
CBP spinal point

61

62

63

64

Snr Manager Grade 15
Hay 725 - 879
+ £4,395pa lease car
subsidy / cash alternative.
CBP spinal point

65

66

67

Snr Manager Grade 16
Hay 880-1089 + £4,395pa
lease car subsidy/cash alt.
CBP spinal point