



*Achieving together in faith*

## **Holy Cross Catholic Multi Academy Company**

### **Staff Pay Policy 2024 - 2025 CONSULTATION**

|   |                  |
|---|------------------|
| Start of Consultation   | 19 November 2024 |
| Please send any comments to Marina Kelly <a href="mailto:marina.kelly@hcmac.co.uk">marina.kelly@hcmac.co.uk</a> | 3 December 2024  |
| End of Consultation   | 3 December 2024  |
| Responsible for policy  | Marina Kelly     |
| Date of policy  | October 2024     |
| Date approved by HCC MAC Board  | 18 December 2024 |
| Date of policy review   | July 2025        |

## Pay Policy 2024/2025 Consultation

| Action  | Lead  | Target Group  | Timescale        |
|---|-------|---|------------------|
| Submit <i>draft</i> to Board for approval to consult with staff       | MK    | MAC Board   | 23 October 2024  |
| Amend subject to any changes in STPCD following Parliamentary process | MK    |   |                  |
| Commence consultation   | MK    | All staff, LGB Members, Directors and Trades Unions | 19 November 2024 |
| End consultation  | MK    | As above  | 3 December 2024  |
| Collate consultation responses and report to Board                    | MK/JP | MAC Board   | 18 December 2024 |
| Amend Pay Policy following consultation                               | MK/JP |   | December 2024    |
| Share final Pay Policy  | MK    | All staff, LGB Members, Directors and Trades Unions | January 2025     |

## Document control - Version History

| Version | Status       | Date         | Author | Department           | Summary of Changes  |
|---------|--------------|--------------|--------|----------------------|---|
| 1.0     | Draft Policy | October 2024 | MK     | HCCMAC, Central Team | Policy amended following Government's removal of Performance Related Pay arrangements for teaching staff.<br>Presented to MAC Board for approval to take to consultation. |
| 2.0     | Final Policy | January 2025 | MK     | HCCMAC, Central Team | Policy circulated to all staff, LGB Members, Directors and Trade Unions.  |

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## Glossary of Abbreviations

| Abbreviation   | Full Name  |
|----------------|--|
| <b>LGBs</b>    | Local Governing Bodies   |
| <b>MPR</b>     | Main Pay Range   |
| <b>MAC</b>     | Multi Academy Company  |
| <b>ECTs</b>    | Newly Qualified Teachers   |
| <b>P and R</b> | Pay and Remuneration Committee   |
| <b>QT</b>      | Qualified Teacher  |
| <b>STPCD</b>   | School Teachers' Pay and Conditions Document                           |
| <b>SEN</b>     | Special Educational Needs  |
| <b>TLR</b>     | Teaching and Learning Responsibility                                   |
| <b>TUPE</b>    | Transfer of Undertakings (Protection of Employment) Regulations (2006) |
| <b>UPR</b>     | Upper Pay Range  |
| <b>UQT</b>     | Unqualified Teacher  |

## 1. Introduction

- 1.1 Catholic schools aim to be places where love of one's neighbour is obvious at all times. As St. John reports, Christ said to His disciples at the Last Supper 'This is my commandment, that you love one another, as I have loved you'.
- 1.2 Catholic schools are staffed by teachers and support staff who are not only qualified and expert in their own field but who also, having freely chosen to work in a Catholic institution, commit themselves to care for and support each other in every way possible consistent with the teachings of Christ, Gospel values, Catholic doctrine, and the ethos of the school.
- 1.3 Holy Cross Catholic Multi Academy Company (MAC) has adopted this policy in order to promote positive working relationships and equal opportunities in employment, so that all employees feel fully valued as members of Christ's family and are free to develop their abilities to the full.
- 1.4 All members of our school communities have a duty to ensure that Gospel values underpin the relationships within the school and should draw on the guidance offered in 'Christ at the Centre'. Whilst not definitive, the core values based on the Beatitudes may be summarised as follows:
  - faithfulness and integrity;
  - dignity and compassion;
  - humility and gentleness;
  - truth and justice;
  - forgiveness and mercy;
  - purity and holiness;
  - tolerance and peace;
  - service and sacrifice (Christ at the Centre' 2008 Fr Marcus Stock STL MA).
- 1.5 Holy Cross Catholic MAC acknowledges its obligation to promote a positive working environment.
- 1.6 Holy Cross Catholic MAC is also aware of its duties under racial, disability and gender equality laws including the training of employees in their responsibilities.
- 1.7 This policy will be applied in accordance with statutory regulations for the governance of Holy Cross schools which may apply at any time in accordance with the procedures and delegations adopted by Holy Cross Catholic MAC under those regulations.
- 1.8 The professional associations and trade unions have a key role to play at all stages and staff have a right to consult with their professional association/trade union at any stage of the process.
- 1.9 This policy is for use by Holy Cross Catholic MAC and uses the term Director to represent Trustees of the Company. The term Local Governing Body is used throughout.

## 2. Purpose and Scope

- 2.1 This Pay Policy applies to employees of Holy Cross Catholic Multi Academy Company (HCC MAC), recognising that different national and local terms and conditions apply to the diverse range of careers and roles that exist in the MAC.
- 2.2 The MAC recognises the legal obligations that it has as an employer and is committed to the principle of equal opportunities for all employees and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. It takes its responsibilities under the Equal Pay Act 1970, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, Data Protection Act 2018 and the Human Rights Act 1998 very seriously and regularly reviews pay across the organisation to ensure pay decisions adhere to legislation. The MAC is also required to adhere to its statutory obligations under the School Standards and Framework Act (SSFA) 1998 and the requirements of the Academy MAC Handbook on executive pay.
- 2.3 This policy sets out the framework for making decisions on teachers' and support staff pay. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and School Staffing (England) Regulations 2009. This has been consulted on with staff and/or the recognised trade unions. Support staff receive an uplift in April and continue to follow the national pay scales as determined by the National Joint Council (NJC). The policy will align with annual pay recommendations for Support Staff from the NJC and annual pay recommendations from the STPCD for Teaching Staff.
- 2.4 The MAC applies a range of local and national terms and conditions and the School Teachers' Pay and Conditions Document (STPCD), the National Agreement on Pay and Terms and Conditions for Teachers (Burgundy Book) and the National Agreement on Pay and Terms and Conditions for Local Government Services (Green Book) have been considered in the review of this policy.
- 2.5 In adopting this pay policy for each of the schools and the Central Team in Holy Cross Catholic MAC, the aim is to:
  - maximise the quality of teaching and learning at the schools in the MAC;
  - ensure staff are well-motivated, supported by the positive recruitment and retention policies and staff development;
  - enable the school to recognise and reward staff appropriately for their contribution to the Schools and the MAC;
  - ensure accountability, transparency, objectivity and equality of opportunity;
- 2.6 Employees transferred to the MAC under Transfer of Undertakings (Protection of Employment) Regulations (TUPE) may be subject to different terms and conditions.
- 2.7 Any necessary pay recommendations at schools are made by the Headteacher to the P and R Committee of the MAC Board.
- 2.8 Pay decisions at Holy Cross Catholic MAC are made by the Board of Directors which has delegated certain responsibilities and decision-making powers to the MAC Pay and Remuneration (P and R) Committee who will receive recommendations from

Headteachers. Any pay recommendations made by Headteachers to the P and R Committee of the MAC Board should remain confidential.

### **3. Roles and Responsibilities**

- 3.1 The Chief Executive Officer (CEO) is expected to attend MAC Board meetings but must withdraw when their own pay is being considered or discussed.
- 3.2 The MAC Board is responsible for ensuring that the MAC adheres to the principles of public life established by the Nolan Committee (objectivity, openness and accountability), alongside legal and statutory requirements. The MAC Board will also ensure that pay decisions and reviews follow the correct processes (e.g. local pay frameworks and associated documentation, policies and procedures) and that due regard is given to national frameworks, fairness, equity and sustainability. The MAC Board is responsible for approving this policy.
- 3.3 Any director with a direct or indirect pecuniary interest will be asked to withdraw when pay issues are being discussed (unless the MAC Board determines otherwise) and must not, in any case, participate in such discussions or vote on any such issue.
- 3.4 All appointments, with the exception of those relating to the CEO, Chief Finance and Operating Officer (CFOO), Headteachers and any reserved catholic posts, have been formally delegated to the CEO, who may further delegate as per the Scheme of Delegation. Starting salaries will remain within the parameters of the pay scales detailed within this policy and will be monitored and reviewed on an annual basis (see Appendix 2 and 3).
- 3.5 The CEO and Headteachers will ensure that appointments and pay decisions that sit within their delegated powers adhere to MAC policies and procedures.
- 3.6 The MAC Human Resources (HR) Team is responsible for overseeing the development, review, implementation, communication, monitoring and evaluation of this policy and associated policies and procedures and will report to the CEO, the MAC Board and Local Governing Bodies as required.
- 3.7 The HR Team is responsible for ensuring the distribution of the annual salary statements normally by October 31st annually. Managers must ensure that they adhere to the policies and procedures of the MAC and the associated pay and performance development frameworks.
- 3.8 Except where otherwise stated, the MAC Board, having determined the policy as set out below, will delegate the day-to-day management of the policy to the School Headteachers in consultation with the Chair of the MAC, Chair of the MAC P and R Committee and the CEO. The CEO will report to the MAC Board those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the current STPCD and the pay provisions for support staff.
- 3.9 The Headteachers, in accordance with this policy, shall report annually on the salaries of all staff to the P and R Committee of the MAC Board.
- 3.10 Prior to recruiting for any position or recommending any change to a staff member's salary, the recruiting manager must refer to the MAC's Scheme of Delegation and seek the necessary approval.

3.11 Staff are expected to familiarise themselves with the MAC's policies and procedures.

#### **4. Equalities**

4.1 The MAC Board is committed to:

- providing equal opportunity for all staff and will always comply with all relevant employment and equalities legislation and regulations.
- ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).

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

4.3 Long term absence (such as maternity leave or sickness absence) should not disadvantage staff and should have no bearing on pay progression.

#### **5. Pay Reviews**

5.1 All September salary determinations relating to salary progression for qualified and unqualified teachers shall be made in accordance with the provisions of the STPCD and all April determinations for Support Staff shall be made in accordance with NJC pay scales.

5.2 The MAC Board will operate a whole MAC Pay Policy as the 'relevant body', as defined in the STPCD for teachers, and for the NJC pay arrangements agreed for all the support staff which will:

- grade posts appropriately within the conditions of employment identified in the current STPCD and the conditions of service for support staff of the MAC schools.
- ensure reviews take place at other times of the year to reflect any changes in circumstances or job description that led 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.
- ensure that discretion available under the STPCD is exercised in a fair and equitable manner for determining the starting salary for all new teachers, for special education needs allowances, for Teaching and Learning Responsibilities payments, and for determining the salary ranges for leading practitioners and members of the School Leadership Groups, including the CEO/Headteachers.
- ensure that recognition is given to assigned increased responsibility by awarding TLRs, whether for a permanent post, temporary projects or acting post basis.



- ensure that an approved evaluation process is used to determine the appropriate salary scale for school support staff.

## **6. Pay Relativity**

- 6.1 Holy Cross Catholic MAC will ensure that there is proper pay relativity between jobs within schools. Appropriate differentials will be created and maintained between jobs within the schools, in a coherent rational structure, which addresses the need of individual schools as a whole and the need to reward individuals appropriately.
- 6.2 The Directors recognise the need to take account of comparisons with other schools and other comparable employment and the impact of equal pay/equal value legislation.

## **7. Pay Progression**

- 7.1 At HCC MAC all staff 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 enhance their professional practice. The arrangements for teacher and support staff appraisal are set out in the school's individual appraisal policies (adapted from CES Appraisal Policies).
- 7.2 It is expected that all staff will automatically progress within their pay range, until they reach the top of the range, with the new salary becoming effective from the 1 April for Support Staff and from 1 September for teachers. It is not anticipated that those staff who are subject to a separate HR process, including but not limited to, disciplinary, capability etc. would receive pay progression that year. Staff failing to progress have a right of appeal to the Headteacher (see the appeals procedure – Appendix 1).
- 7.3 Holy Cross Catholic MAC will ensure that appropriate funding is allocated for all staff. Funding issues will not be used as a criterion to refuse pay progression.

## **8. Pay Awards for Staff**

- 8.1 Holy Cross Catholic MAC will ensure that all staff salaries are reviewed annually, and that all staff are given a written statement setting out their salary and any other financial benefits to which they are entitled.
- 8.2 Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led 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.
- 8.3 Pay Determination on Appointment
  - a.) The MAC will determine the pay range for a vacancy. On appointment, the MAC will determine the starting salary within that range to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the MAC may also take into account a range of factors, including:
    - the requirements of the post;

- any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post; the wider school context
- there is no assumption that a staff member will be paid at the same rate as they were being paid in a previous school.

b.) On appointment the starting salary will be determined within the range offered.

## 9. Movement to the Teacher's Upper Pay Range

### 9.1 Applications and Evidence

a.) 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 they wish to apply to be paid on the upper pay range.

b.) Applications may be made once per year.

c.) Teachers may apply to their headteacher in writing to be paid on the UPR with effect from the 1 September if they meet the criteria specified in the STPCD. On rare occasions in the light of their appraisal report, they may do so before they meet the maximum of the main pay range.

d.) Applications may be made once every academic year and during the current year must be submitted before the 31 October. If a teacher is simultaneously employed at another school(s), they must submit separate applications if they wish to apply to be paid on the UPR in that school(s). Individual MAC schools will not be bound by any pay decisions made by another Trust.

e.) Applications should be made to their headteacher, in writing, and include a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria using evidence from the previous two years, taking into account any breaks in service (a break in continuity of employment would not include, for example, a period of maternity leave, secondment or a transfer under the provisions of the TUPE process when academising).

### 9.2 The Assessment

An application from a qualified teacher to progress to the UPR will be successful where the MAC P and R Committee of the Board is satisfied that:

- (a) the teacher is highly competent in all elements of the relevant standards; and
- (b) the teacher's achievements and contribution are substantial and sustained.

For the purposes of this pay policy:

- *'Highly competent'* means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school in order to help them meet the relevant standards and develop their teaching practice.

- ‘*Substantial*’ means the real importance of validity or value to the school, play a critical role in the life of the school, provide a role model for teaching and learning, make a distinctive contribution to the raising of pupil standards, take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils’ learning.
- ‘*Sustained*’ means that performance has been maintained over a period of two consecutive years.

### 9.3 Processes and procedures

- a.) The application will be assessed robustly, transparently and equitably by their Headteacher. A response from their Headteacher, together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) will take place before a recommendation is made to the MAC P and R Committee. Final recommendations from their Headteacher (including recommending ‘unsuccessful’) will be made to the MAC P and R Committee within 20 working days.
- b.) Decisions and feedback will be provided by the MAC P and R Committee as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the UPR will be heard under the MAC P and R Committee Appeal arrangements (See Appendix 1).
- c.) If successful, the applicant will move to the UPR from the 1 September and will be placed onto Point 1 of the UPR.
- d.) If unsuccessful, written feedback will be provided by the headteacher within 20 working days of the decision. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the appeals arrangements as outlined in Appendix 1.

### 9.4 Applications and Evidence

Any QT may apply to be paid on the UPR and any application must be assessed in line with this policy. It is the responsibility of the teachers to decide if they wish to be paid on the UPR.

## 10. School Leadership Teams

### 10.1 Leadership Group

- a.) The composition of the leadership group will be defined in each school’s *Staffing Structure*. The Headteacher, Deputy Headteachers and Assistant Headteachers will have individual salary ranges on the leadership pay spine determined in accordance with the provisions of the STPCD.
- b.) The headteacher group size will remain the main determinant of the Headteacher’s salary range. The maximum of the headteacher group will not be exceeded unless the MAC P and R Committee determines that circumstances specific to the role of the individual warrant a higher-than-normal payment.

## 10.2 Determination of Leadership Pay Ranges

MAC P and R Committee have determined that:

- a.) Headteachers will be on a seven point pay range, this will be separated by at least one clear point from any other leadership pay ranges, unless there are exceptional circumstances.
- b.) Deputy Headteachers will be on five point pay ranges that reflects the weight and challenge of the post and size and circumstances of the school. The Deputy Headteachers' range will start on at least the next leadership group pay spine above the salary of the highest paid Senior Assistant Headteacher or Assistant Headteacher, whichever is applicable, unless there are exceptional circumstances.
- c.) Senior Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school.
- d.) Assistant Headteachers will be on a five point pay range that reflects the weight and challenge of the post and size and circumstances of the school.
- e.) Where it is proposed to make a new appointment to the leadership group or where there is a significant change in the responsibilities of a serving member of the group, the MAC P and R Committee will review, and may re-determine, the relevant pay range. When determining a starting salary, the MAC P and R Committee will ensure that there is appropriate scope within the pay range to allow for progress over time. In particular, the MAC P and R Committee will re-determine the Headteacher's pay if it becomes necessary to change the headteacher group (including where the Headteacher becomes responsible and accountable for more than one school on a permanent basis). If the Headteacher becomes responsible and/or accountable for another school on a temporary basis, the P and R Committee will ensure that appropriate arrangements are made in accordance with the provisions of the STPCD. (The Board would not expect such an arrangement to last for more than a maximum period of two years.)
- f.) The MAC P and R Committee may also consider making discretionary payments to the Headteacher, providing that they have not already been taken into account in determining the headteacher group, in the following circumstances:
  - the school is causing concern;
  - without such payment the school would have substantial difficulty filling the vacant Headteacher's post;
  - without such payment the school would have substantial difficulty retaining the existing Headteacher.

The total value of the salary paid to the Headteacher, including any temporary payments, will not exceed the limits specified in the STPCD. If it is considered that there are exceptional circumstances, the P and R Committee will make a business case for the payment to the full MAC Board. The MAC Board will then seek external advice before deciding whether it is justifiable to exceed the limit in each individual case.

- g.) The MAC P and R Committee may also consider appointing Associate Leadership roles for a fixed term when additional leadership support is needed in a school. Associate Leaders will be paid on a leadership point for an agreed period of time determined by the MAC Board taking into account factors including levels of responsibility and consideration will be given to issues of equality and equal pay.

## **11. Lead Practitioners**

- 11.1 The MAC will take account of the STPCD document when determining the role and remuneration of Lead Practitioners. When setting the individual pay range for teachers moving to the Lead Practitioner pay range, the MAC Board will have regard to the challenge and demands of the individual post and pay relativities. Additional duties will be set out in the Job Description of the Lead Practitioner.
- 11.2 The Headteachers will make recommendations to the MAC P and R Committee about the schools' own reference points for the Lead Practitioner range within the minimum or maximum values of the STPCD. The range may start and end at any point between the minimum or maximum values. Consideration will be given to issues of equality and equal pay.
- 11.3 Pay Progression for Teachers on the Lead Practitioner Pay Range will be automatic within their pay range until they reach the top of their range and will be awarded on an annual basis.

## **12. Unqualified Teachers (UQT)**

- 12.1 The Unqualified Teachers' Pay Range
- a.) The MAC Board has previously decided to adopt reference points based on the former unqualified teachers' pay scale and will adopt the recommended pay scale points for the UQT Pay Range in accordance with the STPCD.
- b.) Where an UQT becomes qualified whilst continuing to work at this school they will be paid at a salary on the Qualified Teacher range that is at least the same as the salary being paid to them on the unqualified range.
- 12.2 Basic Pay Determination on Appointment as an Unqualified Teacher
- a.) The MAC P and R Committee will determine where a newly appointed unqualified teacher will enter the scale having regard to any qualifications or experience the teacher may have which the committee considers to be of value.
- b.) The MAC P and R Committee will consider whether it wishes to pay an additional allowance in accordance with the STPCD either on appointment or subsequently.
- c.) Pay progression for unqualified teachers will be automatic within their pay range until they reach the top of their range and will be awarded on an annual basis.

## **13. Part-Time Teachers**

- 13.1 Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The MAC Board will ensure that all part-time

teachers will get a written statement detailing their working time obligations and the standard 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 fulltime teacher in an equivalent post.

- 13.2 Any additional hours, worked by agreement from time to time, will be paid at the same rate.

#### **14. Short Notice/Supply Teachers**

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

#### **15. Allowances and Other Payments for Classroom Teachers**

##### **15.1 Teaching and Learning Responsibility (TLR) Payments**

- a.) Teachers on the Main and Upper Pay Ranges may be awarded TLR payments. Headteachers will recommend to the MAC P and R Committee such a payment to a teacher for undertaking a sustained additional responsibility in accordance with the staffing structure of the school. The MAC P and R Committee will ensure that the value of the TLR payments will be based on the STPCD.
- b.) The MAC P and R Committee will exercise its discretion to recommend a TLR3 if it identifies a time-limited school improvement project or a one-off externally driven responsibility which does not come within the role and responsibilities of a current post in the school. The MAC P and R Committee will determine in advance the duration and value of a TLR3 within the prescribed limits of the STPCD.

##### **15.2 Special Educational Needs (SEN) Allowances**

The MAC P and R Committee will award a SEN allowance where appropriate in accordance with the provisions of the STPCD. The MAC P and R Committee has noted and will take into account the advice that SEN allowances may be held at the same time as TLRs and that there are circumstances in which it may be more appropriate to award a TLR payment instead of a SEN allowance of a lower value.

##### **15.3 Acting Allowances**

- a.) If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Headteacher, Deputy Headteacher or Assistant Headteacher, the MAC Board will decide, within four weeks, whether the teacher should be paid an allowance. If it decides that an acting allowance is to be paid, the teacher's total remuneration will not be lower than the minimum point on the range applicable to the relevant leadership group member. It will also determine the date from which the allowance is to be paid which can be a date on or after the teacher is first assigned and carries out the duties.
- b.) If the MAC P and R Committee decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group, the MAC P and R Committee can at any time make a further determination as to whether or not an allowance will be paid.

15.4 Additional Payments (Continuing Professional Development outside directed time, Initial Teacher Training activities and out-of-school learning activities)

- a.) The MAC P and R Committee may make such payments as they see fit to a teacher, other than the Headteacher, in respect of:
- continuing professional development undertaken outside the school day on a voluntary basis relating to the raising of educational standards in one or more schools
  - activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
  - participation in voluntary out-of-school hours learning activity requiring a teacher's professional judgment, agreed between the teacher and the Headteacher
  - additional responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards in one or more additional schools.
- b.) Payments to classroom teachers will only be made in respect of those activities undertaken outside of either the 1265 hours of directed time for full-time teachers or the appropriate proportion of the 1265 hours of directed time for part-time teachers.
- c.) Where the MAC P and R Committee determine that an additional payment is appropriate:
- either payment will be made on the basis of the teacher's current hourly rate as calculated by dividing the teacher's annual salary by 1265 or
  - a flat rate payment in line with the teacher's level of responsibility and the size of commitment
- d.) As a general principle, teachers will not be paid twice for the same time worked. If the school derives any income from external services for the work of the school's staff, it should accrue to the school. The MAC P and R Committee will decide in advance whether it would be appropriate for an individual member of staff to receive additional remuneration for such activities and, if so, determine an appropriate amount. The MAC P and R Committee will take into account any work, including preparation done outside of normal school/working hours. It will also ensure that any expenses incurred as a result of taking on any additional work are reimbursed, unless they are accounted for elsewhere.

15.5 Recruitment and Retention Incentives and Benefits

- a.) The MAC P and R Committee will make such payments or provide such other financial assistance, support or benefits to a teacher as it considers to be necessary as an incentive for the recruitment of new teachers and the retention in the service of existing teachers.
- b.) Where the MAC P and R Committee is making one or more such payments or providing such financial assistance, support or benefits in one or more cases, it will conduct a regular formal interview for all such awards. The Pay Committee will make clear at the outset the expected duration of any such incentives and benefits and the review date after which they may be withdrawn.



## **16. MAC Central Leadership Team**

### **16.1 Determination of the MAC Central Leadership Team Pay Ranges**

MAC P and R Committee have determined that:

- a.) The salary for CEO and CFOO will be determined with reference to appropriate leadership pay spines and in addition will take account of comparisons with other similar roles within the Local Authority, Archdiocese of Birmingham or nationally.
- b.) In the case of the CEO and the CFOO, the Chair of the MAC Board and another Director will make a pay recommendation to the MAC P and R Committee, which will approve or propose an adjustment to the recommendation.
- c.) In the case of remaining members of the MAC Central Leadership Team, the CEO will make recommendations to the MAC P and R Committee.

## **17. Support Staff**

- 17.1 MAC Board notes its powers to determine the pay of support staff in accordance with the School Staffing (England) Regulations 2009 and Chapter 7 of the associated guidance. MAC Board will determine the pay grade of support staff on appointment having regard to the scale of grades currently applicable in relation to employment with the Local Authority, which the MAC Board considers appropriate for the post. In reaching its determination, the MAC Board will consider the advice of Coventry City Council or the appropriate Local Authority.
- 17.2 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 school. In selecting the salary grade the MAC Board (or the CEO/Headteacher acting on the Board's behalf) will have regard to the job description.
- 17.3 Pay Review for Support Staff
  - a) Annual Pay Progression for Support Staff will be automatic within their pay range until they reach the top of their range.
  - b) 'Acting up' on temporary basis at the direction of the MAC Board, or of the CEO/Headteacher acting on the Board'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.
- 17.4 Support staff may make representations about individual salary grades at any time. The MAC Board expects representations to be made to the CEO or Headteacher (as appropriate) in the first instance, but subsequently representations may be made to the MAC P and R Pay Committee, with a right of appeal to the MAC P and R Appeals Committee in accordance with Appendix 1.



## **18. Salary Safeguarding**

- 18.1 Holy Cross Catholic MAC will operate salary safeguarding arrangements staff in line with the STPCD and NJC. Where a pay determination leads or may lead to the start of a period of safeguarding, the MAC Board will give the required notification as soon as possible and no later than one month after the date of determination.

## **19. Appeals**

- 19.1 The MAC Board have an appeals procedure in relation to pay which complies with the requirements of the STPCD. It is set out in **Appendix 1** of this pay policy.

## **20. Review and Monitoring**

- 20.1 This policy will be reviewed annually in consultation with all staff, Governors, Directors and recognised Trades Unions to ensure consistency, fairness, and effectiveness, and to reflect any changes in employment legislation.
- 20.2 The MAC Board will monitor, review and report on the outcomes, and impact of this policy on an annual basis and in line with the Equality Act 2010.

## **Procedure for all staff for determining pay decisions and for making appeals against pay decisions**

### **1. Principles**

- 1.1 This procedure is consistent with the relevant employment legislation.
- 1.2 An employee may seek a review of any determination in relation to their pay or any other recommendation made by the MAC P and R Committee (or a committee or individual acting with delegated authority) that affects their pay.
- 1.3 At any formal hearing or appeal hearing the employee will be entitled to be accompanied by a trade union representative or another employee.
- 1.4 Each stage and action within this procedure will be taken without unreasonable delay.

### **2. Procedure**

- 2.1 If an employee is not satisfied or has concerns relating to their pay, they should first seek to resolve this by discussing the matter informally with their Headteacher.
- 2.3 Where this is not possible, or where the employee continues to be dissatisfied, they should follow a formal process as detailed below (see para. 2.5 of appendix 1).
- 2.4 Within 5 working days of receipt of their annual pay confirmation the employee should put in writing the grounds for questioning the pay recommendation and send it to the Headteacher.
- 2.5 The reasons for seeking a review of a pay determination are that the person (or committee) who made the decision:
  - (for teachers) incorrectly applied any provision of the STPCD
  - 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 teacher.
- 2.6 Upon receipt of the written grounds for questioning the pay determination, the Headteacher will ensure that the written submission is presented to the MAC P and R Committee prior to its decision on the pay award. The employee will also be given the opportunity, if they so wish, to make representations in person to the committee and may be accompanied by a trade union representative or another employee.

- 2.7 Following the meeting of the MAC P and R Committee, within 5 working days, the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.
- 2.8 If the employee remains dissatisfied, within ten working days of receipt of written notification of the MAC P and R Committee's decision, they should confirm, in writing, their intention to appeal and the basis of this appeal. (See paragraph 2.5 above.)
- 2.9 Any appeal on pay matters made by the employee against the determination of the MAC P and R Committee will be heard by the MAC P and R Appeals Committee. This will normally occur within 20 working days of the receipt of the written appeal notification.

### **3. The Appeal Hearing Process**

- 3.1 The Chair of the MAC P and R Appeal Committee will first introduce all present and, in relation to an appeal by an employee, will seek confirmation that they understand that the status of the hearing is in accordance with the relevant employment legislation.
- 3.2 Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing but sufficient time must be given for its consideration.
- 3.3 Each party or member(s) of the MAC P and R Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- 3.4 The School's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
- 3.5 The employee (or his/her representative) will then have the opportunity to ask questions of the school's representative on the evidence given by them and any witnesses whom they may call.
- 3.6 The member(s) of the MAC P and R Appeal Committee shall then have the opportunity to ask questions of the School's representative and witnesses.
- 3.7 The employee or their representative will put their case in the presence of the school's representative and may call witnesses and present evidence.
- 3.8 The school's representative will then have the opportunity to ask questions of the employee and their witnesses.
- 3.9 The member(s) of the MAC P and R Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
- 3.10 The school's representative and the employee and his/her representative will withdraw.

- 3.11 The member(s) of the MAC P and R Appeal Committee with the person appointed as Secretary, if any, and any advisers present to assist the committee shall deliberate in private.
- 3.12 If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
- 3.13 Unless there are exceptional circumstances, both parties will be recalled and informed verbally of the outcome. The decision of the committee will be confirmed in writing and will include a note of the evidence considered and the reasons for the decision.
- 3.14 The decision of the MAC P and R Appeal Committee will not be subject to further review under the MAC Board's Grievance Procedure.

## School Staff Pay 2024/25

## 1. Teacher Pay, England (excluding London)

|           | 2023-24 | 2024-25 | Increase |
|-----------|---------|---------|----------|
| <b>M1</b> | £30,000 | £31,650 | 5.5%     |
| <b>M2</b> | £31,737 | £33,483 | 5.5%     |
| <b>M3</b> | £33,814 | £35,674 | 5.5%     |
| <b>M4</b> | £36,051 | £38,034 | 5.5%     |
| <b>M5</b> | £38,330 | £40,438 | 5.5%     |
| <b>M6</b> | £41,333 | £43,606 | 5.5%     |
| <b>U1</b> | £43,266 | £45,646 | 5.5%     |
| <b>U2</b> | £44,870 | £47,338 | 5.5%     |
| <b>U3</b> | £46,525 | £49,084 | 5.5%     |

## 2. Lead Practitioner Pay Range

| -              | 2023/24 | 2024/25 (proposed) | Proposed increase |
|----------------|---------|--------------------|-------------------|
| <b>Minimum</b> | £47,417 | £50,025            | 5.5%              |
| <b>Maximum</b> | £72,085 | £76,050            | 5.5%              |

## 3. Leadership Pay Range

| England<br>(excluding<br>London) | 2023-24  | 2024-25  | Increase |
|----------------------------------|----------|----------|----------|
| <b>MIN (L1)</b>                  | £47,185  | £49,780  | 5.5%     |
| <b>MAX (L43)</b>                 | £131,056 | £138,264 | 5.5%     |

#### 4. Headteacher Recommended Pay, England (excluding London)

|          | 2023-24            | 2024-25            |
|----------|--------------------|--------------------|
| <b>1</b> | £53,380 - £71,019  | £56,316 - £74,925  |
| <b>2</b> | £56,082 - £76,430  | £59,167 - £80,634  |
| <b>3</b> | £60,488 - £82,258  | £63,815 - £86,782  |
| <b>4</b> | £65,010 - £88,530  | £68,586 - £93,399  |
| <b>5</b> | £71,729 - £97,639  | £75,674 - £103,009 |
| <b>6</b> | £77,195 - £107,700 | £81,441 - £113,624 |
| <b>7</b> | £83,081 - £118,732 | £87,649 - £125,262 |
| <b>8</b> | £91,633 - £131,056 | £96,673 - £138,264 |

#### 5. Unqualified Teacher Pay Range

|          | 2023-24 | 2024-25 | Increase |
|----------|---------|---------|----------|
| <b>1</b> | £20,598 | £21,731 | 5.5%     |
| <b>2</b> | £22,961 | £24,224 | 5.5%     |
| <b>3</b> | £25,323 | £26,716 | 5.5%     |
| <b>4</b> | £27,406 | £28,913 | 5.5%     |
| <b>5</b> | £29,772 | £31,409 | 5.5%     |
| <b>6</b> | £32,134 | £33,901 | 5.5%     |

## 6. Teaching and Learning Responsibility (TLR) and Special Needs (SEN) Allowances

|   | 2023-24          | 2024-25          |
|---|------------------|------------------|
| Payment 3                                 | £639 - £3,169    | £679 - £3,343    |
| Payment 2                                 | £3,214 - £7,847  | £3,391 - £8,279  |
| Payment 1                                 | £9,272 - £15,690 | £9,782 - £16,553 |
| Special Educational Needs Allowance (SEN) | £2,539 - £5,009  | £2,679 - £5,284  |

## Support Staff Pay Scale

| Scale Point | Support Staff Pay Structure |         | Apr 23 Pay Award | Apr 23 hourly rate | Apr 24 Pay Award | Apr 24 hourly rate |
|-------------|-----------------------------|---------|------------------|--------------------|------------------|--------------------|
| 2           |                             | Grade 2 | £22,366          | £11.62             | £23,656          | £12.30             |
| 3           |                             |         | £22,737          | £11.82             | £24,027          | £12.49             |
| 4           | Grade 3                     |         | £23,114          | £12.01             | £24,404          | £12.68             |
| 5           |                             |         | £23,500          | £12.21             | £24,790          | £12.88             |
| 6           |                             | Grade 4 | £23,893          | £12.42             | £25,183          | £13.09             |
| 7           | £24,294                     |         | £12.63           | £25,584            | £13.30           |                    |
| 8           | £24,702                     |         | £12.84           | £25,992            | £13.51           |                    |
| 9           | £25,119                     |         | £13.06           | £26,409            | £13.73           |                    |
| 10          | £25,545                     |         | £13.28           | £26,835            | £13.95           |                    |
| 11          | £25,979                     |         | £13.50           | £27,269            | £14.17           |                    |
| 12          | Grade 5                     | £26,421 | £13.73           | £27,711            | £14.40           |                    |
| 13          |                             | £26,873 | £13.97           | £28,163            | £14.64           |                    |
| 14          |                             | £27,334 | £14.21           | £28,624            | £14.88           |                    |
| 15          |                             | £27,803 | £14.45           | £29,093            | £15.12           |                    |
| 16          |                             | £28,282 | £14.70           | £29,572            | £15.37           |                    |
| 17          |                             | £28,770 | £14.95           | £30,060            | £15.62           |                    |
| 18          |                             | £29,269 | £15.21           | £30,559            | £15.88           |                    |
| 19          |                             | £29,777 | £15.48           | £31,067            | £16.15           |                    |
| 20          |                             | £30,296 | £15.75           | £31,586            | £16.42           |                    |
| 21          |                             | £30,825 | £16.02           | £32,115            | £16.69           |                    |
| 22          | Grade 6                     | £31,364 | £16.30           | £32,654            | £16.97           |                    |
| 23          |                             | £32,076 | £16.67           | £33,366            | £17.34           |                    |
| 24          |                             | £33,024 | £17.16           | £34,314            | £17.83           |                    |
| 25          |                             | £33,945 | £17.64           | £35,235            | £18.31           |                    |
| 26          |                             | £34,834 | £18.10           | £36,124            | £18.78           |                    |
| 27          |                             | £35,745 | £18.58           | £37,035            | £19.25           |                    |
| 28          | Grade 7                     | £36,648 | £19.05           | £37,938            | £19.72           |                    |
| 29          |                             | £37,336 | £19.41           | £38,626            | £20.08           |                    |
| 30          |                             | £38,223 | £19.87           | £39,513            | £20.54           |                    |
| 31          |                             | £39,186 | £20.37           | £40,476            | £21.04           |                    |
| 32          |                             | £40,221 | £20.90           | £41,511            | £21.58           |                    |
| 33          |                             | £41,418 | £21.53           | £42,708            | £22.20           |                    |
| 34          | Grade 8                     | £42,403 | £22.04           | £43,693            | £22.71           |                    |
| 35          |                             | £43,421 | £22.57           | £44,711            | £23.24           |                    |
| 36          |                             | £44,428 | £23.09           | £45,718            | £23.76           |                    |
| 37          |                             | £45,441 | £23.62           | £46,731            | £24.29           |                    |
| 38          |                             | £46,464 | £24.15           | £47,754            | £24.82           |                    |
| 39          |                             | £47,420 | £24.65           | £48,710            | £25.32           |                    |
| 40          | Grade 9                     | £48,474 | £25.19           | £49,764            | £25.86           |                    |
| 41          |                             | £49,498 | £25.73           | £50,788            | £26.40           |                    |
| 42          |                             | £50,512 | £26.25           | £51,802            | £26.92           |                    |



| Scale Point | Support Staff Pay Structure |          | Apr 23 Pay Award | Apr 23 hourly rate | Apr 24 Pay Award | Apr 24 hourly rate |
|-------------|-----------------------------|----------|------------------|--------------------|------------------|--------------------|
| 43          |                             |          | £51,515          | £26.77             | £52,805          | £27.45             |
| 44          |                             |          | £52,366          | £27.22             | £53,675          | £27.90             |
| 45          |                             | Grade 10 | £53,311          | £27.71             | £54,644          | £28.40             |
| 46          |                             |          | £54,266          | £28.20             | £55,623          | £28.91             |
| 47          |                             |          | £55,188          | £28.68             | £56,568          | £29.40             |
| 48          |                             |          | £56,118          | £29.17             | £57,521          | £29.40             |
| 49          |                             |          | £57,058          | £29.66             | £58,485          | £30.40             |

In Coventry, SCPs range from 2–49 (G2–G10). Some Trust scales extend beyond this to reflect the complexity of support staff roles and responsibilities in a multi-academy setting. In addition, in line with Coventry City Council senior staff can move to Hay Pay Scales when roles and responsibilities are significant.