



# Pay Policy

For all schools within the Bosco Catholic Education Trust

This policy has been approved and adopted by the  
Bosco Catholic Education Trust.

<b>Approved</b>	<b>For Review</b>
December 2023	December 2024

## Contents

1.	Bosco Catholic Education Trust Mission Statement .....	4
2.	Policy & Purpose .....	4
3.	The Local Pay Committee.....	5
3.1	Classroom Teachers (All Teachers Other than Leadership Group).....	5
3.2	Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers. ....	6
3.3	Leadership Group.....	6
3.4	Executive Headteacher .....	6
3.5	Headteacher or Head of School .....	6
3.6	Deputy Headteacher and Assistant Headteacher.....	7
3.7	Support Staff .....	7
3.8	Apprentices .....	8
4.	Pay Reviews and Progression.....	8
4.1	All Teachers (Including Leadership Group) .....	8
4.2	Determining Pay Progression (Classroom Teachers) .....	9
4.3	Determining Pay Progression (Leadership Group) .....	9
4.4	Determining Pay Progression (Support Staff) .....	10
5.	Movement to the Upper Pay Range .....	10
5.1	Applications and Evidence .....	10
5.2	Applications should be made by 31st October in each academic year. ....	10
5.3	Assessment .....	11
5.4	Notification and Feedback .....	11
5.5	Pay Progression for Successful Applicants.....	12
6.	Allowances & Other Payments (Teaching Staff) .....	12
6.1	Teaching and Learning Responsibility Payments (TLRs) - See Appendix 3 .....	12
6.2	Recruitment and Retention Allowances .....	13
6.3	Special Educational Needs Allowances.....	14
6.4	London Fringe Pay.....	15
7.	Allowances & Other Payments (Support Staff).....	15
8.	Pay Appeals .....	15
8.1	All Teachers (Including Leadership Group) .....	15
8.2	Support Staff .....	17
9.	Data Protection .....	17
10.	Access to Salary Records.....	17
11.	Policy Review .....	17

12.	Appendix 1 - Pay Progression for Classroom Teachers.....	18
13.	Appendix 2 - Pay Progression for Leadership Group .....	22
14.	Appendix 3 - Support staff pay ranges April 2023 – April 2024.....	27
15.	Appendix 4 – Agenda for a pay appeal hearing .....	28
16.	Appendix 5 – Pay Progression for BOSCO Central Staff.....	29

## 1. Bosco Catholic Education Trust Mission Statement

The Bosco Catholic Education Trust (“Bosco CET”) is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

*“Serve the Lord joyfully”*

## 2. Policy & Purpose

The overall aim of the pay policy is to ensure that all teaching and support staff are valued and receive recognition for their work and contribution to school life.

The purpose of the policy is to:

- Enable Bosco CET to manage the remuneration of staff in a non-discriminatory, responsible and transparent way, which complies with current employment law and school policy on the fair and equal treatment of employees and with the principles of public life, namely selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Maintain and improve the quality of education provided for pupils in Bosco CET by having a whole Trust pay policy.
- Support the equitable and objective determination of appropriate pay for staff under Bosco CET’s appraisal policy.
- Provide for a staffing structure that will enable Bosco CET to achieve its aims and objectives.

The Bosco CET Board of Directors is committed to:

- Reviewing the pay policy annually, against the School Teachers Pay and Conditions document, the budgets of the schools within the trust and Trust priorities.
- Working within framework documents referred to in staff contracts, specifically:
- For teachers: The School Teachers’ Pay and Conditions Document (STPCD) and statutory regulations affecting the employment and conduct of teaching staff.
- For support staff: West Sussex Pay recommendations and the Green Book terms and conditions.
- Consulting staff members and local representatives of recognised trade unions as part of the annual review of this Pay Policy and ensuring that members of school staff have ready access to the up-to-date version.
- Complying with equalities legislation, specifically the following (as amended): the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and any other relevant legislation.

### 3. The Local Pay Committee

- The Local Governing Committee for each Academy School will appoint, from amongst its members, a Pay Committee.
- The Pay Committee will consist of at least three governors who are not members of staff at the school, and the Headteacher in an advisory capacity.

The Pay Committee will have fully delegated powers to:

- Implement this Pay Policy with reference to staffing and financial budget plans for the Academy School.
- Review the recommendations of the Headteacher (or equivalent) when it comes to the pay progression of staff other than the Executive Headteacher, Headteacher or Head of School.
- Confirm that such recommendations are compliant with this policy and approve them.
- Determine the pay progression of the Head of School or Headteacher in line with this policy.
- Make recommendations to the CEO concerning the pay progression of Executive Headteachers.
- Determining Salary for New Appointments

#### 3.1 Classroom Teachers (All Teachers Other than Leadership Group)

The Local Governing Committee will determine the pay range for a vacancy prior to advertising. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In determining the salary range for a vacant post within the overall minimum and maximum limits provided for within the School Teachers' Pay and Conditions Document (referred to hereafter as the STPCD), the Local Governing Committee may take into account a range of factors, including, but not limited to:

- The nature of the post
- The level of qualifications, knowledge, skills and experience required
- The wider school context at the time of the application.

In determining the specific starting salary for a successful applicant, the selection panel will take into account the applicant's relevant career history, previous salary, skills and qualifications based on the evidence collected through the selection process, including references.

The selection panel may, at its discretion, recognise a teacher's upper pay range status, as awarded by another school, without requiring the teacher to reapply separately through the school's procedure. This is provided so there is scope within the established pay range for the post to award a starting salary on the upper pay range and on the condition that there is sufficient evidence collected through the selection process that the teacher meets the relevant criteria (see 5.2).

### 3.2 Teachers without QTS or QTLS will be placed on the pay range for unqualified teachers.

In determining the salary range for a post in which the primary purpose is modelling and leading improvement of teaching skills ('leading practitioners'), an individual post range within the overall pay range for leading practitioners will be determined, having regard to the challenge and demands of the post as well as internal pay relativities.

Additional allowances may be awarded to new appointments where the Local Governing Committee deems this to be appropriate (see Section 6). Specifically, where market conditions are deemed to be a factor, a recruitment allowance may be awarded if the criteria in 6.2 have been met.

### 3.3 Leadership Group

The salary range for all staff paid on the leadership pay range will be determined by reference to the provisions of the STPCD and will include consideration of any broader responsibilities that attach to the role.

### 3.4 Executive Headteacher

Where a School has an Executive Headteacher, the CEO, in consultation with the chair of governors for each Local Governing Committee, will determine a pay range. This pay range will be determined by reference to the combined group size of the schools that the executive head leads as well as the challenges specific to the role and all other relevant considerations.

The decision on where to place a newly appointed Executive Headteacher within the appropriate range will be made by the CEO in consultation with the chairs of governors at each LGC. The presumption is that an Executive Headteacher will be placed in the top half of the relevant pay range.

In all other respects an Executive Headteacher pay will follow that of a Headteacher save that the CEO is responsible, in consultation with LGCs rather the other way round.

### 3.5 Headteacher or Head of School

The Local Governing Committee in agreement with the CEO will determine a pay range for the Headteacher by reference to the school group size and taking into account all permanent responsibilities of the role, any challenges specific to the role and all other relevant considerations, ensuring that there is appropriate scope in the range to allow for performance related progression over time.

The same process should be followed for a Head of School save that there is a strong presumption that a Head of School will be appointed and managed within the bottom half of the relevant pay range.

The agreement of the CEO is required to any change to the Headteacher's (or Head of School's) pay range and such changes must be compliant with the circumstances specified in the STPCD.

The Local Governing Committee in consultation with the CEO may determine that additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. In such cases, money earned by the Headteacher from work outside their substantive post should be paid to the school and not the individual. Any such payments will be subject to the overall restrictions on Headteacher's pay set out within the STPCD.

### 3.6 Deputy Headteacher and Assistant Headteacher

The salary range for a Deputy Headteacher and an Assistant Headteacher shall be determined by reference to the STPCD, taking into account how the role fits within the wider leadership structure of the school, all permanent responsibilities of the role, any challenges that are specific to the role and all other relevant considerations.

The maximum of the pay range will not exceed the maximum of the Headteacher group for the school and should only overlap the headteacher pay range in exceptional circumstances. The Local Governing Committee will only re-determine the pay range of a Deputy or Assistant Headteacher in the circumstances specified in the STPCD.

Certain additional allowances for Deputy and Assistant Headteachers may be considered by the Local Governing Committee where it deems this to be appropriate (see Section 6), but must be ratified by the Board of Directors of BOSCO CET.

### 3.7 Support Staff

The appointment of support staff shall be in accordance with provisions set out in the School Staffing (England) Regulations 2009 (as amended) and shall have regard to the DfE document 'Guidance on Managing Staff Employment in Schools'.

For support staff newly appointed on Bosco Catholic Education Trust Pay grades (based on the current West Sussex pay grades), appointment will normally be made on the minimum of the salary range for the relevant grade. However, the appointment can be made on a salary above the minimum of the range where the Local Governing Committee wishes to recognise particular experience and/or qualifications appropriate to the post, the current salary of the appointee where it exceeds the minimum of the range, or any particular recruitment difficulties. In determining the specific starting salary for a successful applicant, the selection panel will base its decision on the evidence collected through the selection process, including references.

Where an employee is promoted or re-graded onto a higher salary, he/she must be placed on a salary within the new grade which is at least 2.5% higher than his/her previous salary position. This will often be the minimum of the new salary range. Whilst this is the general

position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

### 3.8 Apprentices

Staff employed as apprentices and aged over 18 will be paid at least the real Living Wage. Staff under the age of 18 will be paid the apprenticeship rate set by the Government. All training will be paid for by the relevant Bosco school they are employed to work at.

Schools within the Trust are free to offer a higher salary based on skills and experience, but must seek the approval of the Trust's Finance, Audit and Risk Committee before making the offer.

Staff appointed as apprentices will be employed on fixed term contracts for the length of the apprenticeship.

Apprentices will have access to the LGPS from the date of their employment.

Apprentices will be subject to the same pay appraisal and progression procedures as all other support staff as laid out in this Pay Policy.

### 3.9 Real Living Wage

Bosco CET has committed to paying the Real Living Wage to all staff aged over the age of 18 with effect from 1<sup>st</sup> April 2024. Staff under the age of 18 will be paid at least the National Living Wage set by the Government.

The Real Living Wage has been set to ensure individuals are paid a wage rate based on what they need to live. This rate is calculated according to the cost of living, based on a basket of household goods and services as published by the [Living Wage Foundation](#).

The Real Living Wage rate for the 2023/24 school year is £12.00 per hour and so, therefore, Bosco CET will pay Unqualified Teachers at least scale point 3 and Support Staff at least scale point 5 of their respective pay scales from April 2024

## 4. Pay Reviews and Progression

### 4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be provided after pay decisions have been ratified by the Local Governing Committee.

All eligible teaching staff will have their pay reviewed annually. The Local Governing Committee will complete annual pay reviews for all eligible teachers, other than the Headteacher, by 31st October. The Headteacher's (or Head of School as appropriate) annual



pay review will be completed by 31<sup>st</sup> December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also 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. All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the Bosco appraisal policy which should be read in conjunction with this pay policy.

The CEO will review the pay of an Executive Headteacher annually by 31 December, in consultation with the chair of governors of each Local Governing Committee. In all other respects, the pay and progression of an Executive Headteacher will follow that of a headteacher.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

#### 4.2 Determining Pay Progression (Classroom Teachers)

'Classroom teachers' for the purposes of this paragraph, includes all teachers, other than the leadership group.

All decisions regarding pay progression will be made with reference to teachers' performance review / appraisal reports and the pay recommendations contained within them. In the case of early career teachers (ECTs), pay decisions will be made by means of the statutory induction process.

The Bosco CET's scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1st September 2023, resulting from evidence collected during the previous appraisal cycle.

#### 4.3 Determining Pay Progression (Leadership Group)

All decisions regarding pay progression for the leadership group will be made with reference to appraisal reports and the pay recommendations contained within them.

Salary determinations effective from 1st September 2023 shall be made in accordance with Bosco CET's scheme for determining pay progression for the leadership group, which is contained within Appendix 2, resulting from evidence collected during the previous appraisal cycle.

#### 4.4 Determining Pay Progression (Support Staff)

The Bosco Catholic Education Trust follows the pay progression arrangements adopted by West Sussex County Council which were revised in April 2020. Pay progression decisions are made annually and implemented in April. To be eligible for pay progression an employee must have a minimum of six months working at their current grade level and successfully completed probation. Pay progression through the salary range will be subject to performance. All recommendations will be evidence based through the appraisal system and line managers will make annual recommendations to the Headteacher. Support staff meeting the expectations set will have the scope to progress to the maximum of the pay band for their grade through annual increments.

Pay progression may be withheld when an employee has performed unsatisfactorily. This will take place only within the context of the Bosco CET's disciplinary/capability procedure. If this is the case the employee will have been placed on an informal or formal improvement plan and the line manager will ensure that the employee understands the performance concerns; is clear about the level and quality standards expected of them; have been given the opportunity for reasonable training or support and have been given the opportunity to improve. The decision to withhold pay progression will be confirmed in writing and reviewed at the end of each support plan.

### 5. Movement to the Upper Pay Range

#### 5.1 Applications and Evidence

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in accordance 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.

#### 5.2 Applications should be made by 31st October in each academic year.

If a teacher is simultaneously employed at another school(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that school or schools. A school will not be bound by any pay decision made by another school.

All applications will include the results of recent appraisals, including any recommendation on pay. The evidence should usually cover at least the previous two-year period. Employees who have been absent from work, for example due to maternity leave or extended sickness absence, will be able to use earlier appraisal evidence in support of their application and/or a statement and summary of evidence as outlined below.

In the event that information from appraisals is not applicable or available, a statement and summary of evidence, designed to demonstrate that the applicant has met the assessment criteria, should be presented instead.

Applications should be made by submitting a brief covering letter confirming the request to apply to be paid on the upper pay range, referring to the relevant appraisal reports and any other evidence they wish to have considered.

### 5.3 Assessment

An application from a qualified teacher will be successful where the Local Governing Committee is satisfied that:

The teacher is highly competent in all elements of the Teachers' Standards; and  
The teacher's achievements and contribution to the school are substantial and sustained.

For the purposes of this pay policy, **"highly competent in all elements of the Teachers' Standards"** means:

That the teacher's practice is secure, well-informed and consistently good or outstanding;  
That the teacher is able to contribute to the professional development of others through coaching and mentoring, demonstrating effective practice, providing advice and feedback.

**"Substantial and sustained"** achievements and contribution means:

- That the teacher contributes at a strategic level to policy initiatives;
- That the teacher makes a distinctive contribution to the raising of pupil standards;
- That the teacher is skilled in collaborating with others and maximises opportunities for staff to work together, sharing responsibility and good practice;
- That the teacher contributes more broadly to the life of the school;
- That such contribution has been maintained over a period of time; this will usually require the assessor to be assured that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

The initial assessment will be made by the Headteacher who will, in assessing against the criteria above, ensure that the contribution of a part-time teacher is considered equitably bearing in mind their working hours commitment.

The Headteacher will consult with the teacher's performance manager as appropriate when considering the evidence.

### 5.4 Notification and Feedback

After completing the assessment, the Headteacher will notify the Local Governing Committee of their recommendation. Once the Local Governing Committee has determined the final decision, the Headteacher will then provide written feedback to the teacher as promptly as possible, but in any event by no later than 31<sup>st</sup> December in each academic year.

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal against a decision not to move the teacher onto the upper pay range will be heard under the school's pay appeals procedure (see Section 8).

## 5.5 Pay Progression for Successful Applicants

Successful applicants will be moved onto the upper pay range backdated to 1<sup>st</sup> September in the year of the application. It is the school's policy to place teachers who have successfully applied to access the upper pay range on the minimum of the range.

## 6. Allowances & Other Payments (Teaching Staff)

### 6.1 Teaching and Learning Responsibility Payments (TLRs) - See Appendix 3

#### TLR1s and TLR2s

TLR1s and TLR2s are awarded to the holders of the posts indicated in the school's staffing structure, which is attached to this pay policy. The current values of the TLR1s and TLR2s awarded are also indicated on the staffing structure. TLRs are awarded where the Local Governing Committee is satisfied that the additional responsibilities are significant and meet the criteria specified in the STPCD. For the award of a TLR1, the post-holder must also have line management responsibility for a significant number of people.

The range for TLRs are those laid out in the School Teachers Pay and Conditions Document 2023-24.

The annual value of a TLR 1 for the academic year 2023-24 will be between £9,272 and £15,690 (FTE)

The annual value of a TLR2 for the academic year 2023-24 will be between £3,214 and £7,847 (FTE)

All teachers appointed to Bosco CET will be paid in accordance with Appendix 1. There is no uplift this year to any allowances.

In setting the values of TLR1s and TLR2s the Local Governing Committee will have regard to the relative weight of different TLR posts, taking into account the range of responsibilities entailed, the level of accountability, the number of people for whom the individual has line management responsibilities and any other factors the Local Governing Committee deems to be relevant. Where posts are deemed to be of equal weight, they will be allocated the same value. TLRs may not be awarded to leadership group post holders or unqualified teachers.

## TLR3s

The Local Governing Committee may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Local Governing Committee must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focused on teaching and learning, requires the exercise of a teacher's professional skills and judgement and has an impact on the educational progress of pupils' other than the teacher's assigned classes or groups of pupils.

The annual value of a TLR3 for the academic year 2023-23 will be between £639 and £3,169. The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

### 6.2 Recruitment and Retention Allowances

The Local Governing Committee will, in exceptional circumstances, consider the award of a recruitment or retention allowance for posts where the Local Governing Committee anticipates or encounters recruitment and/or retention difficulties. In determining whether a post will be eligible for a recruitment and retention allowance the Local Governing Committee will take into account the following factors:

- Whether the post is in a nationally-recognised shortage subject area;
- Whether the post has had to be re-advertised due to insufficient quantity and/or quality of applicants;
- Whether previous recruitment to posts of a similar nature has proven difficult;
- Whether there has been a high rate of staff turnover;
- Any other relevant circumstance that the Local Governing Committee believes is having a detrimental impact on the recruitment and retention of staff.

Where such an incentive or benefit is awarded, the Local Governing Committee will determine:

- Whether the award is for recruitment or retention;
- The nature of the award (e.g. cash sums, travel, housing costs, etc.) and its value;
- When/how it will be paid\*;
- The start date and expected duration of the award (unless it is a one-off award);
- The review date after which the award may be withdrawn;
- The basis for any uplift that may be applied.

(\*Allowances may be paid monthly, paid wholly or in part as a lump sum subject to satisfactory completion of service in the previous year, or paid by a combination of the two methods.)

Recruitment and retention allowances cannot be paid to the leadership group except where they relate to a reimbursement of reasonably incurred housing or relocation costs. Any other recruitment and retention considerations will be taken into account when determining the leadership pay range. The Local Governing Committee will conduct regular formal reviews of all recruitment and retention awards and will withdraw awards where the circumstances no longer justify their continued payment.

### 6.3 Special Educational Needs Allowances

A SEN allowance, of between £2,539 and £5,009 (FTE) per annum at the rate for the academic year 2023-24 will be paid to a teacher:

- In any SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN; and/or
- Who teaches pupils in one or more designated special classes or units within the school; or
- In a non-designated setting, analogous to a designated special class or unit, where the post:
  - Involves a substantial element of working directly with children with special educational needs;
  - Requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
  - Has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the school or unit within the school.

The spot value of any SEN allowance within the range outlined above, to be paid in accordance with the eligibility criteria above, will be determined as follows:

It is for individual schools to determine the nature and level of challenge of the roles undertaken by its teachers working with pupils with SEN, compared and related to that of other teachers in the school, and to establish appropriate spot rates for the provision of SEN allowances which take into account the requirement for mandatory qualifications, the experience/qualifications of the teacher relevant to the post, and the relative demands of the post. Individual schools have the discretion to determine their own spot rate values.

The Local Governing Committee will decide discretionary payments on the following:

- Payments for Out of School Hours Learning Activities
- Payment for Initial Teacher Training Activities
- Payments for CPD Activities
- Provision of Services to Other Schools
- Allowances for Unqualified Teachers

Unqualified teachers are not permitted to hold TLR or SEN allowances.

The Local Governing Committee may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- A sustained additional responsibility which is focused on teaching and learning and requires the exercise of a teacher’s professional skills and judgement, or
- Qualifications or experience which bring added value to the role being undertaken.

6.4 London Fringe Pay

Trust Schools located in the London Fringe region of Crawley will be paid London Fringe pay in line with the following ranges for the 23-24 academic year:

<b>London Fringe Ranges</b>	<b>Minimum</b>	<b>Maximum</b>
Headteachers	£54,685	£132,352
Upper Pay Range	£44,579	£47,839
Lead Practitioners	£48,723	£73,393
Teachers	£31,350	£42,689
Unqualified Teachers	£25,323	£33,464

**7. Allowances & Other Payments (Support Staff)**

The Local Governing Committee reserves the right to approve payment of honoraria to support staff in recognition of work that goes beyond that normally expected of the post holder.

Support Staff employed to work at schools in the London Fringe region of Crawley will receive an additional “Crawley Weighting Geographic Market Supplement” allowance of £561.

**8. Pay Appeals**

8.1 All Teachers (Including Leadership Group)

In the event of a teacher seeking reconsideration of a pay decision he or she should first seek to resolve the matter informally through discussion with the decision-maker (usually either the Headteacher or the Chair of the Pay Committee) within 10 working days of the notification of the decision.

Where this is not possible, or the matter is still unresolved, the teacher may put their concerns in writing to the Pay Committee within 10 working days of the original decision, or the outcome of the informal discussion. The Pay Committee should convene a hearing within 10 working days to consider the teacher’s concerns and afford the opportunity for them to make representations in person, accompanied by a trade union representative or work colleague if desired. The teacher should be informed, in writing, of the outcome of the meeting within 5 working days and notified of the right of appeal, where applicable.

If the teacher wishes to appeal against the decision of the Pay Committee, they should do so within 10 working days of the written notification of the Pay Committee’s decision, setting

out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal notification, giving the teacher at least 10 working days' notice of the date of the appeal. If a member of Leadership Team wishes to appeal against the decision of the pay committee, a director will join the appeal panel.

If an Executive Headteacher, Headteacher or Head of School wishes to appeal against the decision of the CEO or a Pay Committee, they will appeal to the Bosco CET's Remuneration Committee.

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination.

That the person or committee by whom the decision was made:

- Incorrectly applied a provision of the STPCD or this policy;
- Failed to have proper regard to statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the teacher.

The appellant also has the right to see all relevant papers and to be accompanied by a trade union representative or a work colleague.

If the appellant wishes to submit any written evidence as part of their appeal, then they must do so at least 5 working days prior to the appeal hearing.

Where an appeal has been submitted by a member of staff other than the Headteacher, and they are appealing against the decision of the Pay Committee, it will be for the Chair of that committee to determine whether a representative of the committee and/or the Headteacher should be present to explain their decision.

An agenda for hearing a pay appeal is included as an appendix to this policy.

The decision of the appeal committee should be notified in writing to the teacher within 10 working days of the appeal hearing. If the appeal is rejected then the appeal committee should explain the reasons for their decision.

This procedure fulfils the function of the grievance procedure in connection with pay decisions; therefore, pay decisions cannot be reopened under the grievance policy.



## 8.2 Support Staff

Where a member of support staff is dissatisfied with any decision relating to their pay, this should be raised in accordance with the Local Governing Committee's adopted grievance procedure.

## 9. Data Protection

The Bosco Catholic Education Trust and the schools within the Trust process personal data as part of the payroll process in accordance with the BCET's adopted data protection policy. The schools have in place arrangements with their payroll provider to ensure that they take appropriate measures to process employees' personal data safely and securely.

## 10. Access to Salary Records

Staff may have access to their salary records by giving reasonable notice during term time to the school business manager.

## 11. Policy Review

This policy will be reviewed annually following the publication of the School Teachers' Pay & Conditions Document, or earlier if appropriate.

## 12. Appendix 1 - Pay Progression for Classroom Teachers

This appendix explains how pay progression will be determined for classroom teachers with effect from 1st September 2023.

### Pay Structure

The Bosco Catholic Education Trust recognises, and adheres to, the new advisory pay points in relation to the Main and Upper Pay Ranges as outlined in the School Teachers' Pay and Conditions Document 2023 (STPCD).

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the tables below. A member of staff will progress upon successful performance over the academic year as defined in section 4.

### Main Teachers pay range 2023-24

Grade	Point	Annual Salary (£)	Crawley Fringe (£)
BCET/MPS	1	£30,000	31,350
BCET/MPS	2	£31,737	33,150
BCET/MPS	3	£33,814	35,204
BCET/MPS	4	£36,051	37,436
BCET/MPS	5	£38,330	39,687
BCET/MPS	6	£41,333	42,689

### Upper Pay Range

Minimum UPR1	£43,266
UPR2	£44,870
Maximum UPR3	£46,525

## Unqualified Teachers Pay Range

Point	Ann. Sal.
1	N/A
2	N/A
3	£25,323
4	£27,406
5	£29,772
6	£32,134

## Appraisal Reports and Performance Ratings

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the school's Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression. A member of staff who has not met the standards expected, will not receive an increase in salary'

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

Unqualified Teachers will follow the same process for appraisal and pay recommendations as qualified teachers, although the performance criteria will be set in the context of their role and experience. As with the main pay range, a member of staff who has not met the standards expected, will not receive an increase in salary'

The performance ratings for pay decisions effective from 1<sup>st</sup> September 2023 are shown below. Performance ratings will be linked to a pay recommendation as follows:

<b>Unsatisfactory (4)</b>	No pay increase awarded
<b>Developing (3)</b>	No pay increase or pay increase mid- year on successful completion of improvement plan
<b>Effective (2)</b>	One point on the main pay range awarded
<b>Exceptional (1)</b>	Two points on the main pay range awarded

All pay awards are subject to available headroom within the applicable pay range.

**Unsatisfactory Performance:** means that the teacher does not regularly meet the Teachers' Standards and performance regularly falls below that expected of a teacher at his/her career level. Teaching requires a significant improvement. The teacher's progress against targets and objectives is limited. The teacher requires extensive support and does not contribute to improving the efficiency and effectiveness of the wider school through his/her own work or participation with the work of others. A teacher in this case may be placed on the capability procedure or this may already be in place.

**Developing Performance:** means that the teacher largely meets the Teachers' Standards and that performance sometimes, but not always, meets expectations of a teacher at his/her career level. Teaching is generally good but needs to be good consistently. The teacher has largely met his/her targets and objectives. The teacher sometimes contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

**Effective Performance:** means that the teacher consistently meets the Teachers' Standards and performance generally meets expectations of a teacher at his/her career level and may sometimes exceed expectations. Teaching is consistently good and may sometimes be outstanding and the teacher has met, or very largely met, his/her targets and objectives. The teacher contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

**Exceptional Performance:** means that the teacher consistently meets or exceeds the Teachers' Standards and performance regularly exceeds expectations of a teacher at his/her career level. Teaching is mostly or always outstanding and the teacher has met or exceeded his/her targets and objectives. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control. The teacher regularly contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

Descriptors such as these should be applied adopting a 'best fit' approach. An individual teacher's performance may not exactly match all the criteria but the overall evidence base should clearly fit one category more closely than another.

**Upper Pay Range:** The Upper Pay Range will still operate on a two-year cycle as in previous years, with progression of one level e.g. UPR 1 to 2 on the range dependent on sustained performance over the two years, successful appraisals and meeting the agreed criteria of the school for the Upper pay range. If an individual school uses annual cycles, then sub points may be used (i.e. 5 sub-points over from UPR1 to UPR3)

### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Local Pay Committee, having regard to the appraisal report and taking into account advice

from the senior leadership team. No pay recommendation should be considered final until it has been ratified by the Local Governing Committee.

**Review**

Bosco CET Trust Board will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time. Teachers will be notified of any changes which may affect their future pay progression. Each Local Governing Committee is required to consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

### 13. Appendix 2 - Pay Progression for Leadership Group

This appendix explains how pay progression will be determined for members of the leadership group with effect from 1<sup>st</sup> September 2023.

#### Pay Structure

The Bosco Catholic Education Trust recognises, and adheres to, the minimum and maximum of the leadership pay range as outlined in the School Teachers' Pay and Conditions Document (STPCD), including the broad bands used as the basis for calculating headteachers' pay.

For the purposes of determining pay progression, the school uses reference points within the minimum and maximum as outlined in the table overleaf. These salary figures reflect those valid for the 2023-24 academic year which will be applied to salaries in payment as well as new appointments.

#### Leadership Group Pay ranges

Leadership grade	Pay 2023/24
1	£47,185
2	£48,366
3	£49,574
4	£50,807
5	£52,073
6	£53,380
7	£54,816
8	£56,082
9	£57,481
10	£58,958
11	£60,488
12	£61,882

13	£63,429
14	£65,010
15	£66,627
16	£68,400
17	£69,969
18	£71,729
19	£73,508
20	£75,331
21	£77,194
22	£79,111
23	£81,070
24	£83,081
25	£85,146

26	£87,252
27	£89,413
28	£91,633
29	£93,901
30	£96,239
31	£98,616
32	£101,066
33	£103,578
34	£106,138

35	£108,776
36	£111,469
37	£114,239
38	£117,067
39	£119,920
40	£122,912
41	£125,982
42	£129,140
43	£131,056

**Headteacher Group Ranges** (Actual range is decided by Local Governing Committee with CEO)

Group 1 – L6 to L18

Group 2 – L8 to L21

Group 3 – L11 to L24

Group 4 - L14 to L27

Group 5 – L18 to L31

Group 6 - L21 to L35

Group 7 – L24 to L39

Group 8 – L28 to L43

If a Local Governing Committee wishes to review the range above the Group size as recommended by the STPCD section 6-9, then they must consult with the CEO prior to approving any extension of the range for recruitment or retention purposes.

**Lead Practitioner Pay range**

Colleagues working as Specialist Leaders in Education for the Teaching School or Trust may be paid for the proportion of time they work within this role on the Lead Practitioner Pay scale within the range detailed below:

Lead Practitioner Range	
Minimum	£47,417
Maximum	£72,085

**Appraisal Reports and Performance Ratings**

As outlined in section 4.1, all teachers, including members of the leadership group, can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained within the Bosco Catholic Education Trust’s Appraisal Policy. The appraisal report will include an overall performance rating for the purposes of determining pay progression.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

The performance ratings for pay decisions effective from 1<sup>st</sup> September 2023 are shown below:

<b>Unsatisfactory (4)</b>	No pay increase awarded
<b>Developing (3)</b>	No / one pay point awarded
<b>Effective (2)</b>	One point on the leadership or lead practitioner pay range awarded
<b>Exceptional (1)</b>	Two points on the leadership or lead practitioner pay range awarded

**Exceptional Performance (1):** means that the school leader consistently meets or exceeds the Teachers’ Standards (and, for head teachers, the National Standards for Head Teachers) and performance regularly exceeds expectations of a leader at his/her career level. Where the leader has a regular teaching commitment, the quality of teaching is mostly or always outstanding. The leader has met or exceeded his/her targets and objectives. As appropriate to his/her role, the school leader contributes exceptionally effectively to strategic planning, leading teaching and learning, the management of people and resources and working with the school community. The school leader has a very strong focus on continuous improvement and always challenges underperformance. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control.



**Effective Performance (2):** means that the school leader consistently meets the Teachers' Standards (and, for head teachers, the National Standards for Head Teachers) and performance generally meets expectations of a leader at his/her career level and may sometimes exceed expectations. Where the leader has a regular teaching commitment, teaching is consistently good and may sometimes be outstanding and the leader has met, or very largely met, his/her targets and objectives. As appropriate to his/her role, the school leader contributes effectively to strategic planning, leading teaching and learning, the management of people and resources and working with the school community. The school leader strives for continuous improvement and challenges underperformance.

**Developing Performance (3):** means that the school leader largely meets the Teachers' Standards (and, for head teachers, the National Standards for Head Teachers) and that performance sometimes, but not always, meets expectations of a leader at his/her career level. Where the leader has a regular teaching commitment, teaching may sometimes be good but may require improvement overall. The leader has largely met his/her targets and objectives. As appropriate to his/her role, the school leader makes some positive contribution to strategic planning, leading teaching and learning, the management of people and resources and working with the school community. The school leader may not always have a focus on continuous improvement or on challenging underperformance.

All pay awards are subject to available headroom within each individual's defined pay range.

### **Unsatisfactory Performance**

Performance ratings will be linked to a pay recommendation as follows:

**(4):** means that the school leader does not regularly meet the Teachers' Standards (and, for head teachers, the National Standards for Head Teachers) and performance regularly falls below that expected of a leader at his/her career level. Where the leader has a regular teaching commitment, teaching may require significant improvement. The leader's progress against targets and objectives is limited. The leader requires extensive support and his/her contribution to strategic planning, leading teaching and learning, the management of people and resources and working with the school community, as appropriate to his/her role, is limited. The school leader does not focus on continuous improvement or challenging underperformance.

### **Pay Recommendations**

Final decisions about whether or not to accept a pay recommendation will be made by the Local Governing Committee, having regard to the appraisal report and taking into account advice from the Headteacher (or the governors responsible for appraisal in respect of the Headteacher). No pay recommendation should be considered final until it has been ratified by the Local Governing Committee

### **Review**

The Local Governing Committee will review the operation of this scheme on an annual basis and reserves the right to change the scheme at any time, subject to prior consultation and

approval by the Trust Board. Teachers, including members of the leadership group, will be notified of any changes which may affect their future pay progression. The Local Governing Committee will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

**14. Appendix 3 - Support staff pay ranges April 2023 – April 2024**

Scale Point	Amount Per Annum
1	N/A
2	N/A
3	N/A
4	N/A
5	£23,500
6	£23,893
7	£24,294
8	£24,702
9	£25,119
10	£25,545
11	£25,979
12	£26,421
13	£26,873
14	£27,334
15	£27,803
16	£28,282
17	£28,770
18	£29,269
19	£29,777
20	£30,296
21	£30,825

22	£31,364
23	£32,076
24	£33,024
25	£33,945
26	£34,834
27	£35,745
28	£36,648
29	£37,336
30	£38,223
31	£39,186
32	£40,221
33	£41,418
34	£42,403
35	£43,421
36	£44,428
37	£45,441
38	£46,464
39	£47,420
40	£48,474
41	£49,498
42	£50,512
43	£51,515

**15. Appendix 4 – Agenda for a pay appeal hearing**

AGENDA FOR PAY APPEAL HEARING

***(An appeal against a pay decision by a Headteacher will need to be modified accordingly)***

(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or representative to present their reasons for appeal with any supporting evidence, and calling witnesses\* if applicable.
3. The representative of the Pay Committee/Headteacher to ask questions of the appellant and witnesses\* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses\* if applicable.
5. The representative of the Pay Committee/Headteacher to respond to the appellant's appeal, and calling witnesses\* if applicable.
6. The appellant and/or their representative to ask questions of the representative of the Pay Committee/Headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/Headteacher.
8. The appellant and/or their representative to summarise.
9. The representative of the Pay Committee/Headteacher to summarise.
10. Hearing to be adjourned whilst all parties, except the Appeals Committee, their adviser and the Clerk, leave the room.
11. The parties will be recalled and if the Appeals Committee has reached a decision this will be confirmed.

\*Witnesses will usually be called one at a time and will be questioned by the other party and the panel, if necessary, before being asked to leave and the next witness called in.

## 16. Appendix 5 – Pay Progression for BOSCO Central Staff

- Bosco Central Staff will be appraised annually in line with the time scales and criteria identified in the main body of the policy. The pay of Bosco Central Staff related to their performance will be determined by the outcome of their appraisal process and paid in line with the time scales indicated in the main body of the policy.
- The CEO will have their appraisal managed by the Remunerations Committee.
- The CFO will have their appraisal managed by the CEO, aided by a member of the Remuneration Committee.
- Other Central Staff will have their appraisal managed by the CEO.
- The CEO will provide the Remunerations Committee with a Pay Report with their recommendations for all Central Staff, other than the CEO, by the 31<sup>st</sup> October of the appropriate year. Salary will be backdated to the 1<sup>st</sup> September in line with the Burgundy Book for Teaching Staff, 1<sup>st</sup> April for NJC Support Staff and 1<sup>st</sup> July for Hay Grade Support Staff in line with the Green Book. These recommendations will be discussed and agreed by the Remunerations Committee and, with the Remunerations Committee's recommendation for the CEO's salary, taken to the next Trust Board meeting for approval.
- Any member of the BOSCO Central Staff who is dissatisfied with their pay award may make an appeal in the first instance to the CEO and then if not satisfied to the Remunerations Committee.

The criteria for any appeal are identified in the main body of the policy. This should be an informal process to start with, escalating to a formal process should a mutually satisfactory solution not be found within 10 working days. The CEO will appeal to the Trust Board if dissatisfied with the award or the process.

- The CEO, CFO and any new staff appointed to the central trust will have a spot salary which will be reviewed annually as part of the appraisal process.
- The salaries of Directors of Learning will be aligned with the Lead Practitioners' range, as initially determined by the CEO.
- Where appropriate, salaries of other Central Staff will be appointed and their pay reviewed on the Support Staff salary range, as initially determined by the CEO.
- Some Central Staff may be appointed on a daily /monthly rate and this figure will be reviewed annually as part of that individual's appraisal.