



INSPIRE MULTI-ACADEMY TRUST

Pay Policy

Version:	5
Approved by:	Board of trustees
Approval date:	16/12/2024
Review period:	Annually

Inclusion – Improving education for everyone.

Integrity – We are consistently open, honest, ethical, and genuine.

Initiative – We have the courage to always seek a better way to a better future.

Involvement – We encourage our community to take ownership and responsibility.

Inspiration – We use our drive and commitment to energise, engage and inspire.

Table of version reference

Revision	Date	Comments
V3	18/11/2022	Dates amended to 2022 Bullet points aligned
	18/11/21	3.2 changed wording has to "have the" 3.16 changed wording new qualified teacher to "an early career teacher" Annex E change – changes are in line with the recommendations in the STRB's 31 st report from 1 September 2022 – wording and figures in Italics
	Mar'23	Wording amendments to 2.21 / 2.22 / 6.1 Annex G – Assistant Head changed to L1 from L2 Annex H added – Executive support pay scales Annex I added – Support pay scales
V4	Jan 2024	2.2.9 word change from EPM policy to 'If the employee does not agree with the recommendation, they are entitled to attend a meeting with the pay committee. 2.2.15 added. "A trust panel of experts, which includes the CEO and school improvement leads, will make a recommendation to the Trust Pay Committee. 2.2.15 – changed from termly or annually to annually 2.2.21 word changes - Trust to CEO and supported by Head Teacher and added "The Headteacher will be supported by an external adviser appointed by the Trust." 2.2.22 – removed "After the appraisal meeting, performance indicators/measures will be shared with a delegated member of the local academy committee. It is the stated wish of the Trust that the delegated Local academy committee members should be appropriately trained." 2.2.23 – re-numbered (no longer 2.2.24) 5.1.1 added -(These should be determined with reference to the Academy's Headteacher Pay range (See 6 below). 10.10.4 paragraph changed Section 12 – Apprentices – new section Annex A – 4 – word change 'Review' to 'Trust Pay' Annex C: Access to the Teacher's Upper Pay Range – entire section new Annex E – First paragraph, percentage 6.5% increase Salary Points on Main Pay Range - added Annex F – added Minimum annual salary – £47,417 Maximum annual salary – £72,085 Annex H – Pay scale updated.
V5	Dec 2024	Throughout policy updated date from 2023 to 2024. Annex E – First paragraph, added the starting salary points for the main pay range 2024

		Salary Points on Main Pay Range – salaries updated Salary Points on Upper Pay Range – salaries updated Salary Points on Unqualified Pay Range – salaries updated Annex F – updated minimum and maximum annual salaries INMAT Leadership Group - salaries updated Annex H – INMAT Executive Support Scale – salaries updated Annex I – INMAT Support Staff - salaries updated
--	--	--

Contents

1. Introduction	5
2. Delegation of Decision Making	6
3. Exercise of Discretion Under the STPCD	10
4. Leading Practitioner Posts	12
5. The Leadership Group (see Annex G)	13
6. Annual Assessment of the Salary of Teachers	13
7. Determination of Leadership Group Salaries	14
8. Additional Payments for Teaching Staff	16
9. Unqualified Teachers	16
10. Salaries of Support Staff	17
11. Salary Sacrifice Scheme	17
12. Apprentices	17
13. Review of the Policy	18
Annex A: Procedure for a Review of a Salary Determination by the Trust Pay Committee	19
Annex B: Procedure for an Appeal against a Salary Decision of the Trust Pay Committee to the Trust Pay Appeals Committee	21
Annex C: Access to the Teacher's Upper Pay Range	23
Annex D: Recruitment and Retention	30
Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges	31
Annex F: Teachers: The Appointment of Leading Practitioners	33
Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range	34
Annex H: The Salary Points and Progression on the INMAT Executive Support Staff Scale	35
Annex I: The Salary Points and Progression on the INMAT Support Staff Scale	35

Pay Policy September 2024

For the Guidance of the Trust, Trustees, Local Academy Committee (LAC) and Academies

This policy is written for INMAT. The Trust has continued to adopt the STPCD for teachers and the Green Book for support staff.

Definitions:

- Chief Executive Officer (CEO)
- Headteacher or Executive Headteacher maybe referred to as head of school
- Trustees are members of the Trust Board
- Academy refers to all schools in the Trust
- Local Academy Committees (LACs) are the local governance in the academies

(STPCD 2024 – available on request)

1. Introduction

September 2024 Pay Award

- 1.1. The minimum and maximum of the pay ranges and allowances for the September 2024 pay award are set out in the STPCD 2024, along with advisory rates for Unqualified Teacher Pay Range.
- 1.2. Decisions about teachers' pay progression must be linked to the Trust's **Appraisal and Capability Procedure** and are based on criteria set out in the Academies Pay Policy 2024.
- 1.3. The Trust will operate the Pay Policy as the 'relevant body', as defined in the STPCD, and for the 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 employed by the Trust.
 - Take into account pay relativities between posts within the teachers of the Trust and support staff of the Trust.
 - Ensure that the annual appraisal of all teaching staff, including those absent from duty for any reason, is fairly and properly conducted in accordance with the Academies Appraisal Policy as soon as possible by 31 October, at the latest; 31 December, for the Headteacher.
 - Where a pay determination leads or may lead to the start of a period of safeguarding, the Trust will give the required written statement of notification as soon as possible, and no later than one month after the date of the determination.
 - Ensure that discretion available under the STPCD is exercised in a fair and equitable manner.
 - Give recognition to assigned Teaching and Learning Responsibilities (TLR), whether for a permanent post, an acting period, or a temporary project (TLR3).
 - Comply with the salary safeguarding arrangements in the current STPCD.
 - Ensure that an appropriate evaluation process is used to determine the salary range for members of support staff.
- 1.4. This policy statement will be available to employees of the Trust.

2. Delegation of Decision Making

CEO / Headteacher

- 2.1 Except where otherwise stated, the Trustees will delegate the day to day management of the policy to the CEO / Headteacher in consultation with the CEO of the Trust. The Headteacher will report to the Trust (CEO) those occasions when the delegated responsibility has been exercised in respect of the discretionary elements of the STPCD and the pay provisions for support staff.
- 2.2 The Headteacher shall make annual recommendations on the salary of all employees to the Trust Pay Committee. This will include sufficient information for the Trust to assess their position with regard to the gender pay gap reporting requirements and public sector equality duty.
- 2.3 The Trust requires that the Headteacher has regard to the budget approved by the Board of Trustees and the requirements of employment legislation; in particular:
- The Equality Act 2010 (including requirements under the Public Sector Equality Duty and Gender Pay Gap reporting requirements)
 - The Employment Rights Act 1996
 - The Employment Relations Act 1999
 - The Employment Act 2002
 - The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
 - The ACAS Code of Practice (section 199 of the Trade Union and Labour Relations (Consolidation) Act 1992)
 - The Fixed Term Employees (Prevention of Less Favourable Treatment) Regulations 2002

The Trust expects the Headteacher to seek advice, where appropriate, from persons engaged by the Trust to provide such advice (EPM).

An Appropriate Committee Structure

- 2.4 The Trust Board will delegate to a committee of Trustees (hereafter referred to as the Trust Pay Committee) decisions arising out of this policy and/or the Appraisal Policy. The number of Trustees on the committee shall normally be three. No member of the Trust Pay Appeals Committee, referred to below, will be a member of the Trust Pay Committee. No Trustee who is employed by the Trust may be a member of the Trust Pay Committee or the Trust Pay Appeals Committee.

2.5 The Trust Board will delegate to a committee of Trustees (hereafter referred to as the Trust Pay Appeal Committee) any appeals by individual employees against decisions of the Trust Pay Committee arising out of this policy or the Appraisal Procedure. The number of Trustees on the committee shall normally be three. Any appeal will be dealt with before a final decision is reported to the Trust.

2.6 Meetings of the Trust Pay Committee and the Trust Pay Appeal Committee will be convened by the Clerk to the Trustee Board. Such meetings will normally be arranged within 20 working days of the date the employee requests the meeting, and five working days' notice of the date and time of the meeting will be given.

Those entitled to attend meetings of these Committees are outlined in Annex A and B.

Review of Recommendations to, or Decisions of, the Pay Committee

2.7 Prior to making a salary recommendation to the Trust Pay Committee the Headteacher (or CEO in the case of the Headteacher) will inform the employee of their recommendation to the Trust Pay Committee and the date this Committee will be considering their recommendation.

2.8 A headteacher/teacher who is dissatisfied with a pay recommendation has the opportunity to discuss the recommendation informally with the appraiser or CEO / Headteacher before the recommendation is actioned.

2.9 If the employee does not agree with the recommendation, they are entitled to attend a meeting with the pay committee. The employee may provide a written statement to the Clerk to the Trust Board which will be provided to the Trust Pay Committee to consider alongside the pay recommendation and the employee will be invited to attend a formal meeting with the Trust Pay Committee.

The statement provided by the employee must indicate the reason/s why they disagree with the recommendation and must fall within one or more of the following:

That the recommendation:

- incorrectly applied any provision of the appropriate salary and/or appraisal policy
- in the case of a teacher, failed to have proper regard to the STPCD statutory/ contractual guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased; or
- otherwise unlawfully discriminated against the employee

The employee will have a minimum of five working days' notice between the date they are informed of the recommendation and the date of the meeting of the Trust Pay Committee to provide this written statement. The Clerk of the Trust Board will provide the CEO/ Headteacher with a copy of the written statement submitted by the employee prior to the meeting of the Trust Pay Committee.

2.10 The employee will be given the opportunity to make representations, including presenting evidence, calling witnesses and the opportunity to ask questions at a formal meeting with the Trust Pay Committee. The decision of the Trust Pay Committee will be provided to the employee in writing. The employee will be advised of the right of appeal against the decision of the Trust Pay Committee to the Trust Pay Appeal Committee.

The procedure to be followed for the review hearing is attached at Annex A.

In terms of the CEO/Headteacher, the above will apply and the Trustees will form the Trust Pay Committee and the Trust Pay Appeals Committee.

Appeals against Salary or Appraisal Decisions

2.11 The employee may appeal against the decision of the Trust Pay Committee within five working days of receipt of the determination by notifying the Clerk to the Trustee Board in writing of the reasons for the appeal, which must be as stated in paragraph 2.9 above.

2.12 The decision of the Trust Pay Appeal Committee shall be final. Once an appeal has been resolved, the final decisions regarding the assessment of salaries shall be reported to the Trust.

2.13 The procedure to be followed for the appeal is attached at Annex B of this policy.

2.14 In terms of the CEO/Headteacher, the above will apply and the Trustees will form the pay Committee and the Trust Pay Appeals Committee.

Threshold Application

2.15 An application must be made by 31st October and submitted to the Headteacher in the first instance. The Headteacher will write a recommendation in support of the application, if the application meets the clear criteria set out by the Trust (See Annex C). The Headteacher will forward the application and the declaration to the CEO within 5 working days of receipt. A trust panel of experts, which includes the CEO and school improvement leads, will make a recommendation to the Trust Pay Committee. The CEO will present the applications which meet the criteria to the Trust Pay Committee for ratification. Teachers will receive written notification of the outcome of their application within 10 working days of the Trust Pay Committee meeting.

A successful applicant will progress to the minimum point on the upper pay range determined by the Headteacher from 1st September from which progression to the upper pay range will be paid. This may be annually.

A successful applicant will have demonstrated through the appraisal process:

- that they are highly competent in all elements of the relevant standards, and
- that their achievements and contributions are substantial and sustained
- See Annex C for the Trust's definition of "highly competent" and "substantial and sustained".

2.16 The Headteacher shall inform the teacher of the recommendation to be made to the Trust Pay Committee regarding the threshold application as soon as possible after the closing date has passed. The CEO / Headteacher shall provide oral feedback on the relevant criteria indicated or, in the case of an unsuccessful application, in writing on the original application form. Feedback shall also include advice on aspects of performance that would benefit from further development.

2.17 Upper pay range decisions will only apply to posts under the employment of this Trust.

Statement of Salary

2.18 Salary assessment forms will be issued to confirm salary determinations.

The CEO

2.19 The CEO will be available to the Headteacher for consultation on those matters of this policy.

2.20 The CEO may not be a member of the Review committee or Review Appeal committee.

The Appraisal Pay Committee for the Headteacher's Performance Review

2.21 The Trust CEO will carry out the appraisal review for the Headteacher. The agreed performance objectives and indicators/measures will be set by the CEO. The Headteacher will be supported by an external adviser appointed by the Trust.

The Appraisal Review Committee for the CEO's Performance Review

2.22 The Chair of Trustees will carry out the appraisal review for the CEO. This process will be supported by an external adviser appointed by the Trustees. The agreed performance objectives and indicators/measures will be set by the Board.

The Appraisal Pay Committee for the Executive Team's Performance Review

2.23 The Trust CEO will carry out the appraisal review for the Executive team. The agreed performance objectives and indicators/measures will be set by the CEO.

3 Exercise of Discretion Under the STPCD

Starting Salary of New Classroom Teacher Appointments

- 3.1 When advertising a teaching post, the Trust will identify the range of salaries the Trust is prepared to pay, subject to qualifications and experience. The Trust will not normally agree to match current/previous salaries without first considering the merits of the application and the salary of teachers employed by the Trust.
- 3.2 Where the Headteacher or selection panel regards a teacher to have the relevant teaching experience or non-teaching experience, which is directly relevant to the post being offered, then an appropriate salary will be offered within the advertised range.
- 3.3 The Headteacher will provide a statement for the appropriate committee of the Trust detailing the reasons the salary has been awarded, together with the position on the appropriate range in the Trust's salary structure.

Calculation of Part-Time Teachers' Salaries

- 3.4 The Trust will ensure that all part-time teachers employed by the Trust will have their salaries calculated in accordance with the STPCD and the "pro-rata principle", except where a part-time teacher is awarded a TLR3.
- 3.5 The Trust will ensure that the total amount of time for which a part-time teacher may be directed is calculated in accordance with the STPCD and the "pro-rata principle".
- 3.6 All part-time teachers will be advised of how their salary and directed time are calculated.

Recruitment/Retention Incentives

- 3.7 The Trust will consider payment of recruitment and retention incentives or benefits in accordance with paragraph 27 of the STPCD. Information regarding this can be found in Annex D.
- 3.8 The policy adopted by the Trust will be made known to employees.

Staffing Structure

- 3.9 The Headteacher will annually recommend to the Trust a staffing structure for the Academy that:
- Takes account of any financial limits determined by the Trust or delegated committees
 - Identifies the posts to which allowances will be allocated for permanent TLRs, in accordance with the requirements of the STPCD

- Will determine the value of any TLR post that is to be paid for a short-term period. A statement identifying a payment within the range for TLR3, the length of time for which it will be paid, and the reason for the short-term payment will be provided to the appropriate committee of the Trust
- Identifies the level of allowance to be allocated to each permanent TLR post between the minimum and maximum limits set out for each TLR in the STPCD, and the different levels that may be paid within each TLR in the staffing structure in accordance with the STPCD
- Identifies the level of salary to be allocated to any Leading Practitioner posts together with the salary ranges to be assigned to each post.
- Identifies posts to be paid on the leadership group pay range together with the salary ranges assigned to each post
- Identifies any post to which a salary from the Special Educational Needs (SEN) range of salaries will be allocated together with the level of each allowance to be paid
- Identifies the staffing structure for support staff posts together with the evaluated salary range assigned to each post

The staffing structure and pay ranges approved by the Trust shall be published with this pay policy.

3.10 If the recommendation contains changes in the staffing structure that will directly impact on employees employed by the Trust, employees and recognised trade unions will be informed and consulted before the final salary structure is published.

Special Educational Needs

3.11 The Trust will award an allowance to any teacher who satisfies the requirement of the STPCD, paragraph 21.

3.12 The post and allowance/s will be identified in the staffing structure and will be spot salaries selected from the SEN range. The value of allowances should be based on whether any mandatory qualifications are required, other qualifications and expertise relevant for the post and the relative demands of the post.

Awards for Performance Progression to Teachers Paid on the Main Pay Range, the Upper Pay Range or Unqualified Teachers' Pay Range

(Pay progression will be linked to the assessment of performance, as determined under the **Appraisal and Capability Procedure**).

3.13 At the time of the annual assessment of teachers' salaries referred to in this policy, the Trust Pay Committee will consider written recommendations from the Headteacher that a teacher be paid a higher salary on the classroom teachers' main pay range as determined by the Trust, or the upper pay range, depending on which range the teacher

is currently paid. The Headteacher will also provide written reasons why any teacher should not progress on either range.

3.14 Any recommendations for progression to a higher salary made by the Headteacher shall be in respect of the teacher's performance during the previous year measured against the performance review under the Trust's **Appraisal and Capability Procedure**, with particular reference to the achievement of objectives identified in Annex E and their individual performance management objectives set at their last review.

3.15 Recommendations for pay increases will be differentiated so that any increase is clearly attributable to the performance of each teacher. A teacher on the main pay range whose performance meets the criteria set out in **Annex E** could reasonably expect to reach the maximum of the range after five years. The Headteacher may recommend that there will be no progression on the range in a given year where the outcome of the appraisal does not warrant progression. An early career Teacher who achieves the required standards during their induction will normally progress to the second point on the main pay range from the following September in accordance with paragraph 2.3.

3.16 Where a teacher has been absent through long term illness or on maternity leave (or other long-term leave) the Headteacher will ensure that a performance review has been conducted. If a review cannot be conducted until the teacher returns to Academy, the Headteacher will conduct a review following the teacher's return. If the recommendation is to pay the teacher on a higher salary on the appropriate pay range the award may be backdated to the date on which the award would normally have been paid.

4 Leading Practitioner Posts

4.1 The Trust may decide to include leading practitioner post/s in the structure where there is a need in the Trust. The leading practitioner/s will be expected to lead excellent practice across academies in the Trust.

4.2 All leading practitioner posts are Trust appointments therefore the Trust will decide on the point in the pay range designated for leading practitioners. The Trust will lead on the recruitment process for leading practitioners.

4.3 At the time of the annual assessment of teachers' salaries referred to in this policy, the CEO will make decisions regarding leading practitioner/s pay range. The criteria on which such a recommendation will be based is set out in Annex F.

5. The Leadership Group (See Annex G)

Deputy and Assistant Headteachers

- 5.1 The Trust, following consideration of the relevant criteria set out in the STPCD, will determine the pay range for a newly appointed Deputy Headteacher or Assistant Headteacher's salary. (These should be determined with reference to the Academy's Headteacher Pay range (See 6 below).
- 5.2 At the time of appointing a new Deputy Headteacher or Assistant Headteacher, the CEO shall determine the salary point on the pay range. The selection panel shall have regard to advice available from the Executive Team.

Awards for Performance to Deputy and Assistant Heads

- 5.3 At the time of the annual assessment of teachers' salaries referred to in this policy, the CEO will consider recommendations from the Headteacher that any Deputy Headteacher or Assistant Headteacher be paid additional points subject to the maximum of their range. The Trust expects that the objectives for a deputy or assistant Headteacher will have become progressively challenging as the teacher has gained experience in the role.
- 5.4 Where there are substantial difficulties in retaining the services of a current Deputy Headteacher or Assistant Headteacher the Trust may decide to change the salary range in accordance with the STPCD. Only in exceptional circumstances may the Deputy Headteacher or Assistant Headteacher's range overlap the Headteacher's pay range.

6. Annual Assessment of the Salary of Teachers

Annual Assessments

- 6.1 On 1 September of each year, or as soon as possible thereafter, the Headteacher will carry out an annual assessment of salary for each teacher, including Deputy Headteacher's and Assistant Headteachers, leading practitioners and unqualified teachers employed in the Academy.
- 6.2 The CEO will receive recommendations from the Headteacher by 31 October of the current year at the latest, and present to the Trust Pay Committee for ratification. Any awards will be backdated to 1 September of the current year.

7 Determination of Leadership Group Salaries

Group of the Academy; Headteacher Pay Range (HTPR) and Pay Ranges for Other Members of the Leadership Group

- 7.1 To determine the group of the Academy by which the HTPR is identified, the Trust will re-calculate annually the appropriate unit total of the Academy.
- 7.2 The Trust will assign the Academy to the appropriate Headteacher Group (HTG) whenever a new Headteacher is to be appointed and on such occasions as the Trust sees fit. The CEO may make representations to the Trust Pay Committee to consider assigning the Academy to a new HTG.
- 7.3 If the Trust changes the group of the Academy having re-calculated the unit total, the Trust will identify a HTPR which will ensure that the minimum of the HTPR is not below the minimum of the salary range for the HTG.
- 7.4 The HTPR of the Academy shall be a range of consecutive salary points selected by the Trust within the HTG range for the Academy.
- 7.5 the Trust agrees to the Headteacher also being made the Headteacher of another Academy permanently, the Headteacher's salary will be determined in accordance with STPCD 2023 (paragraph 6.6 of the STPCD).
- 7.6 Where such a decision is made then the Trust will also review the salary ranges of any other teachers affected by the arrangement by increased responsibilities. Where such arrangements are temporary the safeguarding provisions will not apply.
- 7.7 The pay ranges for a Deputy Headteacher or Assistant Headteacher shall be determined with reference to the Academy HTPR as defined by the STPCD.

Annual Review of Headteacher's Salary

- 7.8 At the beginning of each academic year, or at any such time as the Trust (in consultation with the Headteacher) may decide, the Appraisal Review Committee referred to in 2.20 will agree with the Headteacher or (in the absence of an agreement) set performance objectives together with performance indicators/measures appropriate to each objective. The performance objectives will reflect the priorities identified in the Trust/ Academy development plan.
- 7.9 An external adviser appointed by the Trust, will support the Appraisal Review Committee (CEO/DSI LAC Member) in carrying out the annual performance review of the Headteacher. The performance review and review statement will be conducted in accordance with the Trust's Appraisal Policy.
- 7.10 In the Autumn Term of each year, the CEO will make a recommendation to the Trust Pay Committee regarding the salary of the Headteacher. The recommendation shall

reflect the CEO's views based on the outcomes of the annual performance review and the view of the Headteacher's overall performance during the year. Any recommendation for progression within the HTPR will identify the recommended number of points proposed. The Headteacher will be advised of the proposed recommendation and may make a written response to the recommendation.

7.11 The recommendation for the Headteacher will be made, giving reasons for the recommendation and the level of salary that it is recommended should be paid from 1 September, including any additional payments as identified in the STPCD, paragraph 10. The CEO will consider the recommendation, together with any written response from the Headteacher, and inform the Headteacher in writing by providing a salary statement, by 31 December, to be backdated to 1 September.

7.12 If the Headteacher wishes to seek a review of the decision of the CEO regarding their pay, the Headteacher will have the right of appeal against the decision of the CEO. The procedure to be followed for the appeal hearing is attached in Annex A. Salary assessment forms will be issued to confirm salary determination.

Determination of Discretionary Payments to Headteachers

7.13 The Trust may decide to pay additional payments to the Headteacher in accordance with paragraphs 10 of the STPCD.

7.14 Where a decision is made to increase the Headteacher's salary beyond the maximum of the appropriate HTG, the total sum of all payments made to the Headteacher will not exceed 25 per cent of the maximum of the HTG, except in wholly exceptional circumstances, which will be approved by the Trust.

7.15 If it is considered necessary to exercise the provision set out above, the Trust will take external independent advice in accordance with paragraph 9.3 of the STPCD before agreeing to such a decision.

Acting Up Allowances

7.16 If during any absence of the Headteacher, Deputy or Assistant Headteacher or a TLR post holder, the acting appointment is made and maintained for a period then the Trust will consider within four weeks of the acting appointment whether or not the teacher shall be paid an acting allowance. If no allowance is paid the Trust may reconsider the position at any time.

7.17 In the prolonged absence of the Headteacher, a Deputy Headteacher, an Assistant Headteacher or a TLR post holder, the Trust may appoint a teacher to act up during the absence of the post holder. From the date that the Trust considers it necessary to make an acting appointment, an allowance will be paid equal to the difference between the salary currently paid to the person appointed to act up and a point considered

appropriate by the Trust. The relevant conditions of service detailed within the STPCD will apply to any person in receipt of such an acting allowance.

8 Additional Payments for Teaching Staff

8.1 If the Headteacher, following consultation with the teacher/s affected, requests teachers to undertake:

- CPD to be undertaken outside of the Academy day;
- Activities relating to the provision of ITT as part of the ordinary conduct of the Academy day; or
- Out of Academy hours learning activities,

then payments, as below, will be made to teachers agreeing to participate in such activities.

8.2 The daily rate payable to each teacher undertaking such CPD or ITT activities will be determined by the Trust. Periods of less than a day will be paid pro-rata.

8.3 Where additional responsibilities and activities are undertaken by a teacher resulting from the Headteacher having responsibility for more than one Academy, the Trust Pay Committee of the Trust will review the teacher's salary to reflect the additional responsibilities and activities. The decision of the Trust Pay Committee will be reported to the next meeting of the Trust.

9 Unqualified Teachers

9.1 The Trust may employ unqualified teachers/instructors in the Academy. Such unqualified teachers will be paid in accordance with paragraph 17 of the STPCD.

9.2 The point on the Trust's unqualified teacher range, within the maximum and minimum of the range as set out in paragraph 17 of the STPCD, at which a new appointment will be paid, will be determined by the Headteacher, in consultation with the CEO, and will take account of the qualifications and experience considered to be relevant to the post.

9.3 In addition to the appropriate point on the unqualified teachers' pay range the Headteacher, in consultation with the CEO, may award an additional annual allowance in accordance with paragraph 22 of the STPCD to a person appointed as an unqualified teacher who either takes on a sustained additional responsibility, which is focused on teaching and learning and requires the exercise of a teacher's professional skills and judgement or who the Headteacher and CEO believes has additional qualifications and/or experience to warrant such an award.

9.4 The CEO / Headteacher will report any award of such an allowance to the Trust Pay Committee.

9.5 The arrangements for salary progression and salary safeguarding for teachers also apply to unqualified teachers.

10 Salaries of Support Staff

10.1 On appointing a member of support staff, the job description determined for the post will be evaluated in accordance with the adopted local authority job evaluation scheme or via benchmarking internally and externally. Advice on appropriate evaluation processes will be sought from EPM.

10.2 The Headteacher will determine the appropriate point on the evaluated range having regard to:

- Relevant qualifications and/or competencies; and
- Recruitment/retention needs of the Academy in respect of the post.
- The decision of the Headteacher will be reported to the CEO.

10.3 If at any time the Headteacher considers that a member of the support staff is being asked to undertake increased or decreased responsibilities permanently, the job description may be re-evaluated. If the evaluation provides for a higher salary, that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid will also be stated. If the evaluation provides for a lower salary, the employee will be entitled to salary safeguarding for a period in accordance with the Trust's policy. The new salary level will be reported to the Trust Pay Committee at its next meeting.

10.4 If any member of support staff wishes to appeal against their salary level, they may ask for a re-evaluation of their job description. If a member of the support staff decides to appeal against a decision of the Trust Pay Committee, then they shall enter a formal written statement of appeal. The appeal shall be heard by the Trust Pay Appeals Committee.

11. Salary Sacrifice Scheme

10.5 The Trust will support and encourage any salary sacrifice scheme as identified in the STPCD and made available by the Trust from which teachers or support staff employed in the Academy benefit where there is no additional cost to the Trust's budget.

12. Apprentices

12.1 Apprentices will not be paid with in line with Annex E or H, rather the rates of pay will be determined with reference to the Government's statutory minimum rates for apprentices that take into account the apprentices age and the year of their apprenticeship.

13. Review of the Policy

13.1 The Trust will review this policy annually.

13.2 The Trust will consult with employees and the recognised trade unions if there are any major changes to the policy.

Annex A: Procedure for a Review of a Salary Determination by the Trust Pay Committee

This procedure complies with the guidance of the Secretary of State 'Implementing your Academy's Approach to Pay'.

1. Case for the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Presents the employee's written application for the review.
- b) The members of the Trust Pay Committee may ask questions of the employee.

2. The Chair of the Trust Pay Committee:

- a) Explains the process and evidence used to come to the recommendation/decision under review with reference to the written statement of reasons for the recommendation/decision previously provided to the employee.
- b) If the Trust Pay Committee has asked the CEO / Headteacher (or Trustees as referred to in note 3 below) to be present at the hearing the CEO / Headteacher (or Trustees) may be asked questions by members of the Trust Pay Committee, and the employee or representative.

3. Summing Up and Withdrawal

- a) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- b) All persons other than the members of the Trust Pay Committee and the adviser (See note 5 below) are then required to withdraw.

4. Trust Pay Committee Decision

- a) The Trust Pay Committee and the person who is advising, (other than the Headteacher or a governor) are to deliberate in private, only recalling other persons to clear points of uncertainty on evidence already given. Any recall will involve both parties.
- b) The Chair of the Review Committee will announce the decision of the review to the employee, which will be confirmed in writing within five working days.

Notes:

1. For the purposes of the review, the Trust Pay Committee and the employee will have the following documents:
 - The written statement of reasons for the recommendation/decision previously provided to the employee.
 - The written statement of reasons for the application for the review from the employee.
 - Any additional documents to be used at the review hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. For the purposes of the review, the Trust Pay Committee may ask the CEO / Headteacher (or in accordance with note 3 below, a trustee) to be present. In that event, the CEO / Headteacher (or trustee) may also be asked questions by the members of the Trust Pay Committee and by the employee or their representative. The CEO / Headteacher (or trustee) may not be involved in the decision of the Trust Pay Committee.
3. Where the CEO / Headteacher has asked for the review, the recommendation should be made to Trust Pay Committee.
4. The Trust Pay Committee may have an adviser present.
5. The review is not an appeal against the recommendation/decision.

Annex B: Procedure for an Appeal against a Salary Decision of the Trust Pay Committee to the Trust Pay Appeals Committee

This procedure complies with the guidance of the Secretary of State 'Implementing your Academy's Approach to Pay' DfE guidance regarding the statutory appraisal process.

1. The Appeal of the Employee

The employee is entitled to be accompanied by a representative of their trade union or a workplace colleague.

The employee or representative:

- a) Introduces the employee's written reasons for the appeal and the representative of the Trust Pay Committee and then members of the Trust Pay Appeal Committee may ask questions of the employee.⁴
- b) May call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the representative of the Trust Pay Committee and then by the Trust Pay Appeal Committee.

2. The Response of the Trust Pay Committee

The representative of the Trust Pay Committee:

- a) Explains the process and evidence used to come to the decision being appealed with reference to the written statement of reasons for the decision of the Trust Pay Committee previously provided to the employee, and the employee or representative and then members of the Trust Pay Appeal Committee may ask questions of the representative of the Trust Pay Committee.
- b) May call witnesses, who will have provided a written statement of the information they wish to give, and each witness may be asked questions by the employee or their representative and then by the Trust Pay Appeal Committee.

3. Summing Up and Withdrawal

- a) The representative of the Trust Pay Committee has the opportunity, to sum up if they so wish.
- b) The employee, or representative, has the opportunity, to sum up, their case if they so wish.
- c) All persons other than the Trust Pay Appeal Committee and its adviser are then required to withdraw.

4. Trust Pay Appeal Committee Decision

- a) The Trust Pay Appeal Committee and adviser are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) The Chair of the Trust Pay Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

Notes:

- For the purposes of the appeal, the Trust Pay Appeal Committee will have the following documents:
 - The written statement of reasons for the Trust Pay Committee decision previously provided to the employee.
 - The written statement of reasons for the appeal from the employee.
 - Any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
1. For the purposes of the appeal, the Trust Pay Committee representative may call the CEO / Headteacher (or in accordance with note 3 below, Trustees) as a witness for the Trust Pay Committee. In that event, the CEO / Headteacher (or Trustees) may be questioned as a witness.
 2. Where the Headteacher has asked for the review the representative of the Trust Pay Committee may call the Chair of LAC and the CEO as a witness.
 3. Where the CEO has asked for the review the representative of the Trust Pay Committee may call the Chair of Trustees and the external adviser as a witness.
 4. The Trust Pay Appeal Committee may appoint an adviser who may not be an employee of the Trust.

Annex C: Access to the Teacher's Upper Pay Range

This form should always, be handled in confidence at all times.

Request for Threshold Assessment UPS 1, UPS 2 & UPS 3

School Name:

In accordance with the STPCD any qualified teacher can apply to be on the upper pay range. Only one application can be made each year.

Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in line with The INMAT Pay 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.

This form must be used as a method of providing evidence. However, for a teacher on point 5 of the main pay scale, the appraiser and appraisee should select objectives that provide the evidence needed to move to UPS1 should the teacher choose to do so. Alternatively, a teacher could continue to M6 and then decide that they would like to move to UPS and would then be set targets accordingly using the UPS standards.

The appraiser should share a copy of this application with the teacher and set post threshold targets accordingly.

Applications must:

- Be submitted to the Headteacher by 31st October.
- Include two successful performance management reviews.

The criteria

Teachers who want to apply to be paid on the upper pay range should apply to the Headteacher by 31st October. Applications will be sent to the CEO for approval and teachers will be notified in due course.

The Headteacher will consider each application against the standards as set out under the School Teachers' Pay and Conditions Document.

The teacher needs to demonstrate:

1. that he/she is highly competent in all elements of the relevant standards that is both UPS and the Teachers' Standards; and
2. that the achievements and contribution to an educational setting or settings are substantial and sustained by him/her.

Teachers who make successful applications will be placed on point 1 of the upper pay range initially, and this will be back dated to 1st September in that year.

Process

The application will be assessed and recommendations made for consideration by the trust panel within 21 working

days of the submission date of 31st October each year.

Appeals Procedure

The entitlement of a teacher to be paid on the upper pay range is retained when moving to another school covered by the School Teachers' Pay and Conditions Document.

Definition of terms

'Highly competent': the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working.

'Substantial' means the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their classroom, or with their groups of children, but also in making a considerable wider contribution to school improvement, which impacts on pupils' progress and the effectiveness of staff and colleagues. (This does not imply that the teacher needs to hold a whole school responsibility).

'Sustained' means the teacher must have two successive appraisal reports and have made good progress towards their objectives during this period (see exceptional circumstances e.g. maternity/sick leave). They will have been expected to have shown the quality of teaching, learning and assessment are good to outstanding.

Moving up the upper pay range

Progression through the upper pay range is not automatic. Teachers can only progress if their performance has been reviewed and they are highly competent and have made a substantial and sustained contribution to the school. Expectations for UPS teachers is set out in the career expectations document for main scale and UPS teachers.

Teachers must spend two years on each upper pay scale point before being considered for pay progression. Progression to the next point on the upper pay range will be based on two successful consecutive annual performance management reviews and show a substantial and sustained ability to deliver the UPS targets and career expectations for UPS as well as the teachers' standards.

All teachers will have their pay reviewed annually in accordance with the Performance Management procedures. To progress to Ups 2 and 3 then an application must be made to the CEO and a trust panel will make a decision on this.

If successful, applicants move to the upper pay spine and their salary will be backdated to the beginning of the academic year.

If unsuccessful, verbal and written feedback will be provided by the CEO within 10 working days of the decision.

Any appeal against a decision not to move the teacher to the upper pay range will be heard by the Trust Pay Appeals Committee in accordance with the Trusts arrangements contained within the INMAT pay Policy (2024)

Part 1: Teacher details

To be completed by the teacher

Personal details

Surname

First name(s)

Previous surname (if applicable)

DfE or GTC (Wales) teacher reference
number
(this must be seven digits including zeros)

 /

Please give details if you are submitting appraisal reports or performance management statements from another school.

Name and address of school/LA	Date(s) of employment	Name of head teacher

Application to progress to **UPS 1** **UPS 2** **UPS 3** **(delete as necessary)**

Declaration by the teacher

I confirm that at the date of this request I meet the eligibility criteria and I submit appraisal reports and/or performance management statements covering the two year period prior to this request for assessment against the Threshold standards.

Signed

Date

Part 2. Refer to the career *expectations* document in order to provide evidence for the appropriate UPS level

UPS standard	Evidence	Met or not met

P1	<p>Contribute significantly, where appropriate, to:</p> <p>implementing workplace policies and practice</p> <p>and to promoting collective responsibility for their implementation</p>		
P2	<p>Have an extensive knowledge and understanding of how to use and adapt a range of teaching, learning and behaviour management strategies,</p> <p>including how to personalise learning to provide opportunities for all learners to achieve their potential.</p>		
P3	<p>Have an extensive knowledge and well-informed understanding of the assessment requirements and arrangements for the subjects/curriculum areas they teach including those related to public examinations and qualifications.</p>		
P4	<p>Have up-to-date knowledge and understanding of the different types of qualifications and specifications and their suitability for meeting learners' needs.</p>		

P5	Have a more developed knowledge and understanding of their subjects/curriculum areas and related pedagogy including how learning progresses within them.		
P6	Have sufficient depth of knowledge and experience to be able to give advice on the development and well-being of children and young people.		
P7	Be flexible, creative, and adept at designing learning sequences within lessons and across lessons that are effective and consistently well-matched to learning objectives and the needs of learners and which integrate recent developments, including those relating to subject/curriculum knowledge.		
P8	Have teaching skills which lead to learners achieving well relative to their prior attainment, making progress as good as, or better than, similar learners nationally.		
P9	Promote collaboration and work effectively as a team member		

P10	Contribute to the professional development of colleagues through coaching and mentoring, demonstrating effective practice, and providing advice and feedback.		
-----	---	--	--

To be completed by the Headteacher

Name of teacher

School

Please provide your comments on the applicant's suitability for threshold progression. To be successful, the teacher must be highly competent in all the Teachers' as well as each of the post-threshold standards.

Decision

To be completed by the CEO

Name of teacher

School

Please record your overall judgements below.

UPS Teachers' Standards

To be successful, the teacher must be highly competent in all the Teachers' as well as each of the post-threshold standards.

Teachers' Standards and UPS standards met / not met.

Signature

Please paste in electronic/scanned signature above if submitting the application form electronically.

Print name

School name

Date

NB This page should be passed back to the teacher where either the Teachers' Standards have not been met or the post-Threshold standards have not yet been met.

They do need to demonstrate, with evidence that they have successfully achieved their performance management objectives for the past two cycles. They also need to provide evidence to the headteacher that they are continuing to achieve all of the UPS criteria (see above).

Annex D: Recruitment and Retention

The Trust may make payments or provide benefits to teachers as it considers to be necessary as an incentive for retention of service or for the recruitment of new teachers

If the Trust makes an award, it will conduct a "regular formal review" of all incentives and benefits.

The Trust will make clear the expected duration of these awards, as well as the review date after which they may be withdrawn.

Teachers on the leadership pay range may not be awarded recruitment or retention payments other than as reimbursement for "reasonably incurred" housing or relocation costs.

Recruitment and retention considerations for those on the leadership pay range, including non-monetary benefits, will be taken into account when determining their pay.

Recruitment and retention incentives and benefits will not be made for carrying out specific responsibilities.

The Trust will ensure that if a teacher is given an incentive or benefit, written notification at the time of the award will state:

- Whether the award is for recruitment or retention
- The nature of the award (e.g. cash sums, travel or housing costs)
- When and how it will be paid (as applicable)
- The start date and expected duration of the incentive, unless it is a 'one-off' award
- The review date after which it may be withdrawn
- The basis for any uplifts that will be applied

The trust will not pay any bonuses (honoraria) in any circumstances.

Annex E: The Salary Points and Progression on the Main, Upper and Unqualified Teacher Pay Ranges

September 2024 pay award

In line with the recommendations in the STRB's 32nd Report, from 1 September 2024 a 5.5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range.

All pay uplifts will be back dated to 1 September 2024

The Main Pay Range for 2024

The starting salary points for the main pay range 2024 are set out below.

- £31,650 in the Rest of England
- £33,075 in the Fringe
- £36,413 in Outer London
- £38,766 in Inner London

Entitlement to salary and allowances

1.1 Subject to paragraphs 29 to 36, 38 and 39, a qualified or unqualified teacher in full time service is entitled to remuneration consisting of a salary determined under Parts 2 or 3 and any allowances payable under Parts 4 and 5.

1.2. The relevant body must determine that a graduate teacher or a teacher on the employment-based teacher training scheme is to: a) be paid and be eligible for allowances as a qualified teacher; or b) be paid and be eligible for allowances as an unqualified teacher.

1.3. A teacher employed on a part-time basis is entitled to remuneration consisting of a salary and any allowances to which the teacher is entitled, calculated in accordance with paragraphs 36.1, 40 and 41.

1.4. A teacher employed in a school which has a delegated budget is entitled to be paid by the authority any remuneration to which the teacher is entitled by virtue of the provisions of this document, or any determinations made under it. Teachers on the main, upper and unqualified teacher pay ranges will have their salary reviewed annually in accordance with paragraph 6 of the pay policy against the aims of the Academy and in accordance with the criteria which a teacher needs to meet to achieve salary progression.

The Trust (CEO) will have overall responsibility for determining whether an outstanding teacher should receive additional pay points on the M1-M6 range. This will be applied in exceptional circumstances only and will reward consistently outstanding performance and outcomes.

The Trust's criteria for pay progression will include:

- Achievement of objectives set under the **Appraisal and Capability Procedure** policy
- Evidence of achievement of the Teachers' Standards to a consistently good or outstanding level
- Levels of performance in classroom observations, and data outcomes consistently high and above national expectations

- The headteacher will make the recommendations about pay progression to the Trusts Pay Committee.

Salary Points on Main Pay Range

		England & Wales	Inner London	Outer London	Fringe
Main Pay Range	M1 (MPR Minimum)	31,650	38,766	36,413	33,075
	M2	33,483	40,609	38,318	34,974
	M3	35,674	42,536	40,322	37,141
	M4	38,034	44,556	42,430	39,495
	M5	40,439	47,069	45,000	41,870
	M6	43,607	50,288	48,532	45,037

Salary Points on Upper Pay Range

		England & Wales	Inner London	Outer London	Fringe
Upper Pay Range	U1 (UPR Minimum)	45,646	55,415	50,210	47,031
	U2	47,338	58,138	52,068	48,719
	U3 (UPR Maximum)	49,084	60,092	53,994	50,471

Salary Points on Unqualified Pay Range

		England & Wales	Inner London	Outer London	Fringe
Unqualified Teacher Pay Range	U1 (UTPR Minimum)	21,731	27,252	25,758	23,140
	U2	24,224	29,745	28,252	25,630
	U3	26,716	32,238	30,744	28,123
	U4	28,914	34,436	32,947	30,319
	U5	31,410	36,925	35,438	32,813
	U6 (UTPR Maximum)	33,902	39,417	37,932	35,305

Annex F: Teachers: The Appointment of Leading Practitioners

Leading Practitioners posts will be appointed in accordance with the provisions of paragraph 16 of the STPCD 2024

- The Trust will advertise such posts both internally or externally, and for specific areas of the curriculum
- The trust will provide a person specification and job description for a leading Practitioner in the academy, outlining the specific requirements for the post modelling, coaching and leading improvement of teaching skills
- The Trust will determine the pay ranges appropriate to each role in line with STPCD 2024

Minimum annual salary – £50,025

Maximum annual salary – £76,050

The Trust can pay leading practitioners at any point within the above ranges, taking into account the challenge and demands of an individual post and being mindful of internal pay relativities.

- The Leading Practitioners will be required to work with teachers in other academies within the trust.
- The SIL will line manage the leading Practitioner and manage the appraisal of the teacher.
- The Trust will decide the criteria for salary progression on the pay range

Teachers on the pay range for leading practitioners should exhibit exemplary teaching skills, lead the improvement of teaching and learning in specified Trust academies. leading practitioners should take a leadership role in developing, implementing and evaluating policies and practice that contribute to trust wide improvement, this might include:

- Coaching, mentoring and induction of teachers at all career stages
- Disseminating materials and advising on practice, research and continuing professional development provision
- Assessment and impact evaluation, including through demonstration lessons and classroom observation
- Helping teachers who are experiencing difficulties

Leading Practitioners in INMAT will be expected to carry out the role in other Trust academies, effectively supporting other teachers from other schools.

Annex G: Salary Ranges and Arrangements for Teachers Paid on the Leadership Group Range

INMAT LEADERSHIP PAY SCALES SEPTEMBER 2023

Group of Academy	Designation	Pay Scale
Group 2:	Headteacher	L 9 – L 17 (Exceptional L16– L 21)
	Deputy Headteacher	L 4 – L 8
Group 3:	Headteacher	L 12 – L 20 (Exceptional L21– L 24)
	Deputy Headteacher	L 6 – L 11
	Assistant Headteacher	L 1 – L 5

When determining an appropriate pay range, the Trust will take into account all of the permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations.

In the case of a new appointment, the Trust will consider whether the requirements of the post, and the extent to which the preferred candidate meets those requirements, are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group. The Trust will ensure that there is appropriate scope, within the range, to allow for performance-related progress over time.

INMAT Leadership Group	
L1	£49,718
L2	£51,027
L3	£52,301

L4	£53,602
L5	£54,939
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919
L14	£68,586
L15	£70,293
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552
L20	£79,475
L21	£81,441
L22	£83,464
L23	£85,529
L24	£87,651
L25	£89,830
L26	£92,052
L27	£94,332
L28	£96,673
L29	£99,067
L30	£101,533
L31	£104,040
L32	£106,626
L33	£109,275
L34	£111,946
L35	£114,759

L36	£117,601
L37	£120,524
L38	£123,506
L39	£126,517
L40	£129,673
L41	£132,913
L42	£136,243
L43	£138,265

Annex H: The Salary Points and Progression on the INMAT Executive Support Staff scale

INMAT Executive Support scale		
SCP0031	Point 01	73,684
SCP0032	Point 02	76,390
SCP0033	Point 03	79,089
SCP0034	Point 04	81,529
SCP0035	Point 05	83,489

Annex I: The Salary Points and Progression on the INMAT Support Staff scale

INMAT Support Staff		
Grade C	Point 03	24,027
Grade D	Point 04	24,404
Grade E	Point 05	24,790
Grade F	Point 06	25,183
	Point 07	25,584
Grade G	Point 08	25,992

	Point 09	26,409
	Point 10	26,835
	Point 11	27,269
	Point 12	27,711
Grade H	Point 14	28,624
	Point 15	29,093
	Point 16	29,572
	Point 17	30,060
	Point 18	30,559
	Point 19	31,067
Grade I	Point 20	31,586
	Point 22	32,654
	Point 23	33,366
	Point 24	34,314
	Point 25	35,235
Grade J	Point 26	36,124
	Point 27	37,035
	Point 28	37,938
	Point 29	38,626
	Point 30	39,513
Grade K	Point 31	40,476
	Point 32	41,511
	Point 33	42,708
	Point 34	43,693
	Point 35	44,711
Grade L	Point 36	45,718
	Point 37	46,731
	Point 38	47,754
	Point 39	48,710
	Point 40	49,764
Grade M	Point 41	50,788
	Point 42	51,802
	Point 43	52,805