

PAY POLICY 2023 - 2024

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Summary	This policy aims to support the Trust priorities and each Academy Development Plan and underpin the Trust staff performance management policy, by recognising that CLT staff are its most important resource and by providing a system which will enable the CLT to recruit, retain and motivate staff of the best quality.		
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VERSION CONTROL

Version No:	Type of change	Date	Revisions from previous version
0.1	New Document	April 2020	New Policy
1.0	Annual Review	Sept 2020	Corporate format. Updated pay scales
1.1	Typo amendments	Nov 2020	Typo amendments picked up by Remuneration Comm.
1.2	Mid-year review	May 2021	Pay scale charts anonymised
1.3	Annual Review	Sept 2021	Annual review and consultation, date changes only
1.4	Mid-year Review	Mar 2022	Support Staff increment
1.5	Mid-year Review	April 2022	Leadership pay section updated
1.6	Mid-year Review	May 2022	Update from Trustee Board meeting 16.5.22 Section 6.4.a and 19.4.b. Update to wording in Section 5.d
1.7	Annual Review	Sept 2022	
1.8	Interim Update	Nov 2022	Updated Teacher and Support Staff Pay Scales - Appendix G & H
1.9	Six monthly review	May 2023	No changes
2.0	Interim Update	Sept 23	Section 13.1.a - allowances updated Section 14.b & c - annual values update
2.1	Interim Update	Nov 2023	Appendix G - Support Staff Pay Scales updated Appendix H - Support Leadership Scales updated Updated with Trust Benefits Package

TABLE OF CONTENTS

VERSION CONTROL	3
1. STATUS	6
2. INTRODUCTION	6
3. ROLES AND RESPONSIBILITIES	6
3.1 Role of Remuneration Committee	6
3.2 Role of the Chief Executive (delegated as appropriate to Headteachers/Principals)	6
4. APPLICATION OF THE TRUST PAY POLICY	6
5. CLT LEADERSHIP POSTS (including CEO and Executive Leaders)	7
6. PROCESS OF SETTING PAY FOR CLT LEADERSHIP POSTS (including CEO and Executive Leaders)	7
7. ALL STAFF	7
7.1 Reviewing Salary	7
7.2 Salary Progression and Performance Management	7
8. Pay Enhancements	8
8.1 Leading Practitioners	8
8.2 Upper Pay Range (Teachers only)	8
8.3 Unqualified Teachers	9
8.4 Salary Progression and Performance Management	9
8.5 Supply / Temporary Teachers	9
8.6 Special Education Needs Allowances	9
8.7 Teaching and Learning Responsibility Payments (TLRs)	9
8.8 Recruitment and Retention	10
8.9 Appeals	10
8.10 Setting Pay for Support Staff	10
8.11 Discretionary Payments	10
9. EMPLOYEE BENEFITS	10
10. LEADERSHIP BENEFITS	11
11. MONITORING AND REVIEW	11
APPENDIX A	12
Executive Leadership Pay 2023 - 2024	12
APPENDIX B	13
Leadership Pay Group Ranges 2023 - 2024	13
APPENDIX C	14
Leadership Pay Scales 2023 - 2024	14
APPENDIX D	15
Teachers Pay scale 2023 - 2024	15
APPENDIX E	16
Teaching & Learning Responsibility Payments 2023 - 2024	16
APPENDIX F	17
Leading Practitioner Pay Range 2023 - 2024	17
APPENDIX G	18
Support Staff Pay 2023 - 2024	18
APPENDIX H	19
Support Leadership Scales 2023 - 2024	19
APPENDIX I - National Teaching Standards	20
1. Professional Practice Outcomes	20
1.1 Relevant Standards	20
1.2 Measures	20

2. Professional Relationships	21
2.1 Relevant Standards	21
2.2 Measures	21
3. Professional Development	21
3.1 Relevant Standards	21
3.2 Measures	21
4. Professional Conduct	21
4.1 Relevant Standards	21
4.2 Measures	21
APPENDIX J	22
1. Early Retirement Procedures – Teaching Staff	22
1.1 Procedure	22
APPENDIX K	23
1. Eligible Staff Criteria	23
2. Salary Sacrifice Eligibility	23
2. Available Benefits	23
2.1 Salary Sacrifice Schemes:	23
2.2 Non-Salary Sacrifice Benefits:	23

1. STATUS

- a. Statutory.

2. INTRODUCTION

- a. The City Learning Trust (CLT) values highly all of its staff and believes that they should be properly recognised and rewarded for their work, performance and their contribution to the Trust.
- b. This policy aims to support the Trust priorities and each Academy Development Plan and underpins the Trust staff performance management policy, by recognising that CLT staff are its most important resource and by providing a system which will enable the CLT to recruit, retain and motivate staff of the highest quality. The CLT will honour the national pay awards in the setting of salaries.
- c. The CLT's decisions will be based upon:
 - i. its aim to apply its pay policy in a fair, sensitive and responsible way and act in accordance with the key principles of public life; objectivity, openness and accountability
 - ii. the statutory requirements of the School Teachers' Pay and Conditions Document.
 - iii. ensuring equality of opportunity and the statutory requirements of the Equality Act 2010
 - iv. the need not to exercise pay discretion with the objective of increasing final salary for pension purposes
 - v. the requirement that all pay progression decisions for teaching and leadership staff must be linked to annual appraisal of performance.
 - vi. the general circumstances in which pay safeguarding applies.
 - vii. ensure that as a minimum the national minimum wage is observed

3. ROLES AND RESPONSIBILITIES

3.1 Role of Remuneration Committee

- a. To approve whole Trust pay awards and the Trust pay policy and to oversee and approve all pay decisions across the Trust, including Leadership and Executive pay.
- b. To ensure that awards are made without discrimination.
- c. To monitor the overall distribution of awards and the impact of the policy on all staff.

3.2 Role of the Chief Executive (delegated as appropriate to Headteachers/ Principals)

- a. To present the policy for discussion by staff and agreement by the Remuneration Committee supported by the HR team.
- b. To recommend staffing structures for teaching and support staff as appropriate.
- c. With the help of other senior staff as appropriate, to review performance information for eligible staff and make recommendations to the Remuneration Committee.
- d. To monitor the impact of the arrangements on teachers and support staff, and to report accordingly.

4. APPLICATION OF THE TRUST PAY POLICY

- a. The Chair of the Local Governing Committee will work in partnership with the CEO to appraise the Headteacher/Principal of each Academy. They will undertake the review of the Headteacher/Principal's performance and may make recommendations to the CLT Board Remuneration Committee in relation to pay progression. An Appeal Panel constituted from the CLT Board who are not members of the Remuneration Committee will consider any subsequent appeals.
- b. The performance of staff will be assessed/reviewed annually in the Autumn Term, for implementation on 1st September and no later than 31st October each year.
- c. The Headteacher/Principal is required to make recommendations regarding the annual assessment of all Academy staff and a recommendation of the pay position in their recommendations to the CEO. Before this recommendation is heard, decisions must be quality assured by a member of the central HR team and sense checked via the Executive Team before it can be heard and ratified or challenged by the Remuneration Committee.
- d. A nominated member of the Executive Team will undertake the same process for members of the Central Team. Recommendations will be made to the CEO for the CEO to present to the Remuneration Committee.
- e. Any annual uplift of CLT staff pay will be in line with Statutory and National negotiations.

5. CLT LEADERSHIP POSTS (including CEO and Executive Leaders)

- a. The CLT will establish Leadership Posts within Academies in accordance with the minimum and maximum points on the leadership group pay range as determined by the School Teachers' Pay and Conditions Document. The STPCD does not specify pay points within the minima and maxima.
- b. The CLT has an established Leadership range for support staff roles within the Trust.
- c. The Trust has adapted the National Leadership Pay Spine to set the salary for the role of Executive Leaders in the Trust by extending the points on the National Leadership Spine. This is done in accordance with the STPCD, an external review report, including benchmarking with other MATs and the Senior Civil Service pay range. The latest published guidance from relevant and appropriate organisations will also be used to inform the setting of pay.
- d. In the event of significant change occurring within the Executive Leadership structure, the CLT will undertake an external pay review before recruitment and appointment to ensure remuneration is proportionate and that pay and benefits represent good value for money and are defensible relative to the public sector market.

6. PROCESS OF SETTING PAY FOR CLT LEADERSHIP POSTS (including CEO and Executive Leaders)

- a. When the Trust or an Academy needs to appoint a new Leader (CEO, Executive Director, Headteacher/Principal and other senior posts) or where responsibilities have significantly changed, the CLT will:
 - i. review the Academy's group size if Academy based post or review the context of the Trust if broader role.
 - ii. determine an appropriate and competitive range
 - iii. confirm the salary range
 - iv. remuneration paid as a result of the determination of the range should cover the full role and responsibilities
 - v. as a starting principle the maximum of any salary range must not exceed the maximum of the group range. However, the range may exceed the maximum where the CLT Remuneration Committee determines that circumstances specific to the role or candidate warrant a higher than normal payment.
 - vi. in setting executive pay, the CLT would follow latest guidance from the Academy Trust Handbook.

7. ALL STAFF

7.1 Reviewing Salary

- a. The pay range can be changed upwards by the CLT Remuneration Committee at any time, following a recommendation from the CEO (or, in the event of it being the CEO from a recommendation by the review panel) who will advise the CLT Remuneration Committee of the appropriate salary range with particular reference to the following circumstances:
 - i. when significant change of a group size
 - ii. in any circumstances in order to attract or retain a post holder
 - iii. in circumstances where the differential between the salary of the post holder has been eroded
 - iv. significant change to role.

7.2 Salary Progression and Performance Management

- a. The CLT Remuneration Committee must consider annually whether or not to increase the salary of members of all staff across the Trust who have completed a year of employment since the previous pay determination and if so, to what salary within the relevant pay range. The CLT Remuneration Committee must decide how pay progression will be determined, subject to the following:
 - i. In accordance with section 4 in this document (application of the Trust pay policy) and in line with statutory requirements where applicable.
 - ii. Performance objectives will be agreed or set during the Autumn Term. Performance objectives will work towards the Academy or Trust priorities.
 - iii. The CEO or nominated representative will set the CLT Central Team performance objectives directly with the CLT Central Team.
 - iv. All employees will receive an annual statement each year confirming their range and current salary point.

- v. Progression within the range for all staff will be subject to a review of their performance set against the annual appraisal review. The Remuneration Committee may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional dependent upon the recommendations received and supplementary evidence as required. Where performance has not been of a sustained high quality the Remuneration Committee may decide that there should be no pay progression.
 - vi. A recommendation on pay must be made in writing as part of the individual's appraisal report.
- b. There should be a strong link between appraisal and salary progression and that this should be considered as part of the judgement on the quality of performance for the individual.

8. Pay Enhancements

8.1 Leading Practitioners

- a. The Remuneration Committee may also establish other teaching posts paid above the maximum range for teachers. These posts will carry responsibility for modelling and leading the improvement of teaching skills across the Academy (where those duties fall outside the criteria for the TLR payment structure).
- b. The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Teachers' Pay and Conditions Document, and will be determined by the role and range of responsibility of each post, which may vary across the Academy.
- c. Progression on the pay range for a member of staff paid on the Leading Practitioner pay range will be subject to a review of performance set against the annual appraisal review. The pay review will be completed by 31st October and any increments back dated to 1st September of the same year.

8.2 Upper Pay Range (Teachers only)

- a. A Teacher paid at the top of the main pay scale may apply to be paid on the upper pay range the following year in line with the pay policy. The Headteacher/Principal alongside HR shall assess any such application, if the teacher meets the criteria.
- b. For teachers on the upper pay range progression to the next point would normally be considered after 2 years of sustained high-quality performance or earlier where performance has exceeded expectations.
- c. A teacher being considered for a move onto the upper pay range, or progression within the upper pay range must be able to demonstrate increasing impact. Specific criteria is listed on the individual application forms for each of the upper pay scales but broadly:
 - i. substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers' Standards; and
 - ii. potential and commitment to undertake professional duties which make a wider contribution (which involves working with adults) beyond their own classroom.
 - iii. performance as detailed in the Appraisal process.

Scale	Anticipated length of time on pay scale
M1	1 year
M2	1 year
M3	1 year
M4	1 year
M5	1 year
M6	1 year
UPS1	2 years
UPS2	2 years
UPS3	Top of the scale

8.3 Unqualified Teachers

- a. Where it has not been possible to recruit suitable qualified teachers, the CLT will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.
- b. A newly appointed unqualified teacher will be appointed at a point relevant skills and experience as determined by the Headteacher/Principal.
- c. Progression within the range will be subject to a review of the unqualified teacher's performance set against the annual appraisal review and the appropriate Teacher Standards.

8.4 Salary Progression and Performance Management

- a. Progression within the range will be subject to a review of the unqualified teacher's performance set against the annual appraisal review and the appropriate Teacher Standards.

8.5 Supply / Temporary Teachers

- a. Teachers who work less than a full day will have their salary calculated and divided by the length of the Academy day (e.g. 6.5 hours) and multiplied by the number of hours worked.
- b. A short notice teacher who is employed by the Academy throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment throughout the period.

8.6 Special Education Needs Allowances

- a. An SEN allowance of between £2,539 and £5,009 per annum will be payable to classroom teachers in accordance with the below:
 - i. in any SEN post that requires a mandatory SEN qualification;
 - ii. in a special Academy;
 - iii. who teaches pupils in one or more designated special classes or units in an Academy or, in the case of an unattached teacher, in a local authority unit or service;
 - iv. in any non-designated setting (i.e. a setting that is not designated as described in c) (including any short stay Academy in England or PRU in Wales) that is analogous to a designated special class or unit, where the post:
 - i. involves a substantial element of working directly with children with special educational needs;
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with special educational needs; and
 - iii. as a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the Academy or unit within or, in the case of an unattached teacher, the unit or service.
- b. Where a discretionary SEN allowance is awarded, as well as specifying the amount, the teacher's written notification given at the time of the award should specify the reason for the award.

8.7 Teaching and Learning Responsibility Payments (TLRs)

- a. TLRs will be awarded to the holders of the posts indicated in the Academy's staffing structure.
- b. Having decided to award a TLR, the Headteacher/Principal must determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with its pay policy, provided that:
 - i. the annual value of a TLR1 must be no less than £9,272 and no greater than £13,315;
 - ii. the annual value of a TLR2 must be no less than £3,214 and no greater than £7,847.
- c. The Headteacher/Principal may award a fixed term TLR payment (a TLR 3) of between £639 to £3,169 to a post requiring additional duties for a time limited period for a specific project identified as a priority within the Academy development plan or other Academy improvement projects.
- d. When agreeing a fixed term TLR payment the current workload of the teacher and the time allocated to carry out the duties that the TLR project entails will be given due consideration.
- e. The value of any fixed term TLR will be determined within the above range on an individual basis according to complexity and level of responsibility of the role. The duration of such fixed term TLR payments would normally not exceed 1 year after which time they will be reviewed and may be extended if appropriate.

- f. There will be no safeguarding of any fixed term TLR payments.
- g. Part-time teachers can be paid a TLR, but it has to be a proportion of the full-time value that corresponds to the teachers working time. For example, if the total full-time TLR value is £3000 and the person is 0.5 FTE, they will receive £1500 as a TLR.

8.8 Recruitment and Retention

- a. Where recruitment and retention payments are deemed necessary, the level, duration and criteria for such payments will be set out clearly. (Subject to the conducting of a regular formal annual review of all such awards). Such criteria may include:
 - i. required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
 - ii. required to retain the skills and expertise of a teacher, particularly in a specialist area or where it is considered that the subsequent vacancy would be difficult to fill.
 - iii. Recruitment and Retention payments will be reviewed annually

8.9 Appeals

- a. An employee may seek a review of any determination in relation to their pay or any other decision taken by the Remuneration Committee that affects their pay.
- b. The employee should set down in writing the grounds for questioning the pay decision and send it to the HR department.
- c. A meeting will be arranged within ten working days of receipt of the written grounds for questioning the pay decision. The meeting the employee should be informed in writing of the decision and the right to appeal
- d. Any subsequent appeal should be heard by a panel of three members of the Trustees who were not involved in the original determination normally within 20 working days of the receipt of the written appeal notification. The decision of the appeal panel will be given in writing, and where the appeal is rejected will include a note of the evidence considered and the reasons for the decision.

8.10 Setting Pay for Support Staff

- a. The CLT uses the Croner Job evaluation method.
- b. Retention and recruitment rationale can be considered as an enhancement to the salary structure for support staff.

8.11 Discretionary Payments

- a. Discretionary (also known as Honorarium payments) may be made to staff who are fulfilling extra responsibilities and the Headteacher/Principal believes the payment is warranted. Where this is deemed appropriate a value must be determined as well as the length of time it will be paid for.
- b. In normal circumstances, the total sum of additional payments made to a member of staff in any Academy year must not exceed 25% of their basic salary.
- c. This process would be followed within the Central Team and overseen by a member of the Executive Team should the need be identified.

9. EMPLOYEE BENEFITS

- a. All employees who meet the criteria set out in Appendix K are eligible to access the employee benefits offered by City Learning Trust.
- b. A list of benefits available is provided in Appendix K, these are subject to change without notice. This will not affect employees who have already signed up and are in receipt of their chosen benefit.
- c. Salary sacrifice scheme benefits will affect pension contributions and may be subject to tax. This will be addressed via a P11D.
- d. The current employee benefits portal is hosted by Enjoy Benefits and this will be subject to review annually to ensure it best fits our circumstances.
- e. The benefits package supports the personal development section of our Professional Growth strategy. At the core of this offer through the 100 hours commitment, enhanced with benefits, discounts and training courses in a variety of different areas including financial well-being, our local and global communities, mental health and emotional support.

f. Benefits also include an extensive support package in the form of the Employee Assistance Programme (EAP). The EAP offers employees bespoke support including counselling and life coaching.

10. LEADERSHIP BENEFITS

- a. All members of the senior leadership group are entitled to Private medical insurance to ensure they are fit for work.
- b. Family membership to this scheme is permitted but is at a cost to the individual.
- c. Salary sacrifice scheme benefits will affect pension contributions and may be subject to tax. This will be addressed via a P11D.

11. MONITORING AND REVIEW

- a. This policy has been approved by the Board of Trustees. It will be reviewed by the Policy and Procedures Working Group on an annual basis to ensure continuing compliance.

APPENDIX A

Executive Leadership Pay 2023 - 2024

CLT ELP Grade	Pay Range	Band Range
1	L20 – L47	£75,330 - £141,876
2	L33 – L70	£103,576 - £221,525
3	L50 – L88	£125,982 - £310,081

APPENDIX B

Leadership Pay Group Ranges 2023 - 2024

	Range	England and Wales (excluding the London Area) £
Group 1	L6 – L18	£53,379 – 71,728
Group 2	L8 – L21	£56,081 - £77,193
Group 3	L11 – L24	£60,487 - £83,080
Group 4	L14 – L27	£65,009 - £89,412
Group 5	L18 – L31	£71,728 - £98,615
Group 6	L21 – L35	£77,193 - £108,775
Group 7	L24 – L39	£83,080 - £119,919
Group 8	L28 – L43	£91,631 - £131,055

APPENDIX C

Leadership Pay Scales 2023 - 2024

L1	47,185
L2	48,365
L3	49,573
L4	50,806
L5	52,072
L6	53,379
L7	54,814
L8	56,081
L9	57,480
L10	58,957
L11	60,487
L12	61,881
L13	63,428
L14	65,009
L15	66,626
L16	68,399
L17	69,969
L18	71,728
L19	73,507
L20	75,330
L21	77,193

L22	79,110
L23	81,069
L24	83,080
L25	85,145
L26	87,251
L27	89,412
L28	91,631
L29	93,900
L30	96,238
L31	98,615
L32	101,065
L33	103,576
L34	106,137
L35	108,775
L36	111,458
L37	114,238
L38	117,065
L39	119,919
L40	122,911
L41	125,982
L42	129,139
L43	131,055

APPENDIX D

Teachers Pay scale 2023 - 2024

M1	30,000
M2	31,737
M3	33,814
M4	36,051
M5	38,330
M6	41,333

UPS1	43,266
UPS2	44,870
UPS3	46,525

Unqualified Teachers	
U1	20,598
U2	22,961
U3	25,323
U4	27,406
U5	29,772
U6	32,134

APPENDIX E

Teaching & Learning Responsibility Payments 2023 - 2024

TLR 3	£639 - £3,169
TLR 2 (1)	£3214
TLR 2 (2)	£5,320
TLR 2 (3)	£7,847
TLR 1 (1)	£9,272
TLR 1 (2)	£11,214
TLR 1 (3)	£13,315

All TLRs awarded must be accompanied by an appropriate job description.

APPENDIX F

Leading Practitioner Pay Range 2023 - 2024

1	47,416
2	48,363
3	49,570
4	50,805
5	52,069
6	53,375
7	54,600
8	56,079
9	57,478
10	58,954
11	60,484
12	60,729
13	63,402
14	65,006
15	66,520
16	68,082
17	69,966
18	72,083

APPENDIX G

Support Staff Pay 2023 - 2024

Level	SCP	Salary	Rate ph
1	2	22368	11.59
2	2	22368	11.59
2	3	22737	11.79
3	3	22737	11.79
	4	23115	11.98
4	4	23115	11.98
	5	23500	12.18
	6	23894	12.38
	7	24294	12.59
5	7	24294	12.59
5	8	24703	12.80
	9	25120	13.02
	10	25546	13.24
	11	25980	13.47
	12	26422	13.70
6	12	26422	13.70
	13	26872	13.93
	14	27334	14.17
	15	27804	14.41
	16	28283	14.66
	17	28771	14.91
7	17	28771	14.91
7	18	29270	15.17
	19	29777	15.43
	20	30296	15.70
	21	30645	15.88
	22	31365	16.26
8	22	31365	16.26
	23	32128	16.65
	24	33025	17.12
	25	33945	17.59
9	25	33945	17.59

Level	SCP	Salary	Rate ph
9	26	34834	18.06
	27	35833	18.57
	28	36649	19.00
10	28	36649	19.00
10	29	37336	19.35
	30	38225	19.81
	31	39187	20.31
11	31	39187	20.31
11	32	40221	20.85
	33	41420	21.47
	34	42405	21.98
12	34	42405	21.98
	35	43421	22.51
	36	44429	23.03
	37	45343	23.50
13	37	45343	23.50
	38	46464	24.08
	39	47422	24.58
	40	48475	25.13
14	40	48475	25.13
	41	49499	25.66
	42	50513	26.18
	43	51515	26.70
15	43	51515	26.70
	44	52534	27.21
	45	53568	27.73
	46	54709	28.24

APPENDIX H

Support Leadership Scales 2023 - 2024

Level	SCP	Annual
1	1	40725
1	2	41856
1	3	43293
1	4	44555
2	5	45812
2	6	47069
2	7	48369
2	8	49658
3	9	51139
3	10	52496
3	11	53849
3	12	55159
4	13	56643
4	14	57965
4	15	59427
5	17	62072
5	18	63373
5	19	64713
5	20	65405
6	21	66737
6	22	66859
6	23	69175
6	24	70319
7	25	71545
7	26	72740
7	27	73962
7	28	75200

Level	SCP	Annual
8	29	76442
8	30	77682
8	31	78911
8	32	80160
9	33	81407
9	34	82687
9	35	83962
9	36	85274
10	37	86566
10	38	87871
10	39	89158
10	40	90444
11	41	91736
11	42	93028
11	43	94320
11	44	95615
12	45	96910
12	46	98205
12	47	99602
12	48	100793
13	49	102088
13	50	104440

APPENDIX I - National Teaching Standards

1. Professional Practice Outcomes

1.1 Relevant Standards

- a. Establish a safe and stimulating environment for pupils, rooted in mutual respect.
- b. Set Goals that stretch and challenge pupils of all backgrounds, abilities and dispositions
- c. Demonstrate consistently the positive attitudes, values and behaviour which are expected
- d. Be accountable for pupils' attainment, progress and outcomes.
- e. Be aware of pupils' capabilities and their prior knowledge, and plan teaching to build on these.
- f. Guide pupils to reflect on the progress they have made and their emerging needs.
- g. Demonstrate knowledge and understanding of how pupils learn and how this impacts on teaching.
- h. Encourage pupils to take a responsible and conscientious attitude to their own work and study.
- i. Have a secure knowledge of the relevant subject (s) and curriculum areas, foster and maintain pupils' interest in the subject, and address misunderstandings.
- j. Demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English, whatever the teachers' specialist subject.
- k. If teaching early reading, demonstrate a clear understanding of systematic synthetic phonics.
- l. If teaching early mathematics, demonstrate a clear understanding of appropriate teaching strategies.
- m. Impart knowledge and develop understanding through effective use of lesson time.
- n. Promote a love of learning and children's intellectual curiosity.
- o. Set homework and plan other out-of-class activities to consolidate and extend the knowledge and understanding pupils have acquired.
- p. Know when and how to differentiate appropriately, using approaches which enable pupils to be taught effectively.
- q. Have a secure understanding of how a range of factors can inhibit pupil's ability to learn, and how best to overcome these.
- r. Demonstrate an awareness of the physical, social and intellectual development of children, and know how to adapt teaching to support pupils' education at different stages of development.
- s. Have a clear understanding of the needs of all pupils, including those with special educational needs; those of high ability; those with English as an additional language; those with disabilities; and be able to use and evaluate distinctive teaching approaches to engage and support them.
- t. Know and understand how to assess to relevant subject and curriculum areas, including statutory assessment requirements.
- u. Make use of formative and summative assessment to secure pupil's progress.
- v. Use relevant data monitor progress, set targets, and plan subsequent lessons
- w. Give pupils regular feedback, both orally and through accurate marking, and encourage pupils to respond to the feedback.
- x. Have clear rules and routines for behaviour in classrooms, and take responsibility for promoting good and courteous behaviour both in classrooms and around the Academy, in accordance with the Academy's behaviour policy.
- y. Have high expectations of behaviour, and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly.
- z. Manage classes effectively, using approaches which are appropriate to pupils need in order to involve and motivate them
- aa. Deploy support staff effectively.

1.2 Measures

- a. Lesson Observations
- b. Pupil progress data
- c. Work scrutiny
- d. Planning

2. Professional Relationships

2.1 Relevant Standards

- a. Establish a safe and stimulating environment for pupils, rooted in mutual respect.
 - b. Demonstrate consistently the positive attitudes, values and behaviour which are expected of pupils.
 - c. Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary.
 - d. Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support.
 - e. Deploy support staff effectively.
 - f. Communicate effectively with parents with regard to pupils' achievements and well-being.
-

2.2 Measures

- a. Code of conduct
- b. Lesson observations

3. Professional Development

3.1 Relevant Standards

- a. Demonstrate a critical understanding of developments in the subject and curriculum areas, and promote the value of scholarship.
 - b. Reflect systematically on the effectiveness of lessons and approaches to teaching.
 - c. Contribute to the design and provision of an engaging curriculum within the relevant subject area (s).
 - d. Take responsibility for improving teaching through appropriate professional development, responding to advice and feedback from colleagues.
-

3.2 Measures

- a. CPD records and feedback
- b. Action, impact and evaluation records
- c. Response to Lesson observation feedback

4. Professional Conduct

4.1 Relevant Standards

- a. Teachers uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside Academics, by: treating pupils with dignity; building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to a teachers professional position; having regard for the need to safeguard pupils well-being, in accordance with statutory provisions; Showing tolerance of and respect for the rights of others; not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; ensuring that personal beliefs are not expressed in ways which exploit pupils vulnerability or might lead them to break the law.
 - b. Teachers must have proper professional regard for the ethos policies and practices of the Academy in which they teach, and maintain high standards in their own attendance and punctuality.
 - c. Teachers must understand, and always act within, the statutory frameworks which set out their professional duties and responsibilities.
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4.2 Measures

- a. Maintain code of conduct
- b. Formal Disciplinary/ Grievance

APPENDIX J

1. Early Retirement Procedures – Teaching Staff

- a. This procedure sets out the policy of City Learning Trust when managing early retirement for Teachers who then wish to continue to work.
 - b. City Learning Trust does not have any jobs which attract an Employer Justified Retirement Age.
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1.1 Procedure

- a. Employees have the freedom to choose when they will retire. An employee who wishes to retire early and continue to work after retirement must be seen by HR who will explain the process that the employee will have to undertake including the break of service required. There will also be changes to terms and conditions as the employee will be offered a temporary contract and whilst we will endeavour to help employees who wish to retire early, there is no guarantee that any work will be available.
- b. If the employee then wishes to proceed the HR Director will arrange to discuss the matter with the Headteacher/Principal of the Academy for approval.
- c. If approval is granted, then HR will meet with the employee to finalise arrangements before confirming any changes in writing. However, it is important to note that the employee should resign, giving notice in accordance with the employee's contract of employment.
- d. If an employee would like to have a phased reduction of hours leading up to the date of retirement, he/she should make a request, in writing, to his/her Line Manager. The Trust will consider all requests but is unable to guarantee that a phased reduction of hours will be possible in all cases.
- e. If an employee would like to provide some self-employed consultancy after retirement he/she should inform his/her line manager. Whilst all offers of such help are appreciated by the Trust, there is no guarantee that any consultancy work will be available.

APPENDIX K

1. Eligible Staff Criteria

- a. All staff are eligible to access non salary sacrifice benefits despite employment duration or performance

2. Salary Sacrifice Eligibility

- a. Must have successfully completed probation period
- b. Must not be on any performance or attendance targets
- c. The sacrifice amount must not take you below National Minimum Wage

2. Available Benefits

2.1 Salary Sacrifice Schemes:

- a. Pension LGPS and TPS (Tax and NI savings)
 - b. Childcare vouchers/ Workplace nursery (Tax and NI savings)
 - c. Technology Scheme (NI Savings only)
 - d. Gym scheme (NI savings only)
 - e. Electric vehicle scheme (Tax and NI Savings)
 - f. Cycle to Work (Tax and NI savings)
 - g. Will benefit (NI Savings only)
 - h. Healthshield Cash Plan (Tax and NI savings)
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2.2 Non-Salary Sacrifice Benefits:

- a. Employee Assistance Programme
- b. Check 4 Cancer
- c. Mortgage advice from Chase De Vere
- d. Discount club
- e. Gadget insurance
- f. Lottie (Care Home discount and advice service)
- g. Pet Insurance
- h. Refer a Friend

Individual terms and conditions apply to each of these benefits and can be found on the Enjoy Benefits portal.