

Pay Policy

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Contents

1. Introduction	3
2. Policy Statement	3
3. Equal Opportunities	3
4. Job Descriptions	4
5. Teaching Staff	4
5.7. Classroom Teachers	5
5.8. Unqualified Teachers	5
5.9. Leading Practitioners	6
5.10. Leadership	6
5.11. Determination of the Headteacher Group	7
5.12. Determination of Leadership Pay Ranges	8
5.13. Progression with the Range	8
5.14. Progression to the Upper Pay Range	8
5.15. Appointments	9
5.16. Short Notice Teachers	9
5.17. Supply Teachers	9
5.18. Teaching and Learning Responsibility Payments (TLRs)	10
5.19. Criterion and Factors for Award of TLRs	10
5.20. Special Educational Needs Allowance	11
5.21. Continuing Professional Learning (CPL)	13
5.22. Recruitment and Retention Incentives and Benefits	14
5.23. Initial Teacher Training Activities (ITT)	14
5.24. Residential Duties and School Trips	15
5.25. Out-of-School Learning Activities	15
5.26. Payment for In-Service Teacher Training (INSET)	15
5.27. Salary Sacrifice	15
6. Safeguarding	16
7. Support Staff (School and Central Team)	16

1. Introduction

- 1.1. The purpose of this policy is to provide a framework for managing the pay, grading, and benefits for all employees within Flying High Trust (FHT, Trust), ensuring decisions are made in a fair, consistent, and transparent manner. This policy supports employees' professional development and acknowledges their contributions, aligning with the overall objectives of the Trust.
- 1.2. This policy applies to all employees of the Trust and does not require a qualifying period of service. It establishes guidelines for various pay-related decisions and delegates the responsibility to relevant committees to manage pay decisions, provided they comply with this policy and any overarching terms set by the Trust.

2. Policy Statement

- 2.1. The Trust is committed to adopting a 'whole Trust' approach to pay issues. Pay decisions will be made with full consideration of the entire Trust, ensuring that pay decisions for any group of staff are not taken in isolation. This policy aims to ensure fair and equitable treatment for both teaching and support staff, reflecting a consistent approach across all schools within the Trust.
- 2.2. This policy is designed to ensure that procedures for determining pay are aligned with the principles of public life, guaranteeing objectivity, openness, and accountability. The overall objective is to ensure that all teaching and support staff are valued, treated fairly, and receive appropriate recognition for their work and contributions to school life.
- 2.3. When advertising all posts, the Trust will provide job applicants with the appropriate salary details, ensuring transparency from the outset.
- 2.4. All information on which pay decisions are based will be treated with strict confidentiality, maintaining the trust and integrity of the process.

3. Equal Opportunities

- 3.1. The Trust is committed to promoting equality, diversity and inclusion in all areas of employment across its schools. The Trust aims to secure equality of opportunity in all our activities and to challenge any form of discrimination or bias.
- 3.2. In strict adherence to the Equality Act 2010, the Trust mandates that all pay-related decisions, appraisals, and performance reviews within its schools are conducted fairly and without discrimination. No employee in any Trust school shall be disadvantaged on the grounds of any protected characteristic, including age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
- 3.3. The Trust requires all its schools to provide appropriate support and make reasonable adjustments for employees with disabilities or physical or mental health conditions. This is to ensure equal access to opportunities and to remove any barriers to full participation in the workplace, in alignment with the Trust's commitment to inclusivity.

- 3.4. Across the Trust, employees will have equal access to training and development opportunities. Their professional needs will be regularly reviewed to support their growth and ensure fair opportunities irrespective of their role or where they work in.
- 3.5. The Trust will regularly monitor pay practices and related processes to ensure they promote equality and address any unintended bias. All Trust employees, from leadership to support staff, are expected to demonstrate a positive approach towards equality in employment and to report any concerns about discrimination.
- 3.6. By adhering to these principles, the Trust aims to use this Pay Policy to maintain and promote equal opportunities consistently, ensuring that all employees, regardless of their role or workplace, are treated fairly and have the support they need to excel in their roles. This commitment not only fulfils our legal obligations but also aligns with our core values.

4. Job Descriptions

- 4.1. All employees will be provided with a job description. The task of reviewing, drafting and finalising job descriptions is the responsibility of the Line Manager.
- 4.2. Job descriptions may be periodically reviewed, in consultation with the employee concerned, in order to make reasonable changes. Any employee is entitled to request a review of their existing job description. Any such request will be considered first by the Line Manager and then the relevant committee where requested.
- 4.3. Where the staffing structure of the school or central team needs to be changed, resulting in broader changes to roles and responsibilities, this will also be the subject of consultation.

5. Teaching Staff

- 5.1. The Relevant Pay Committee will ensure that every teacher's salary is reviewed between 1 September and 31 October* (except in the case of the Headteacher for whom the deadline is 31 December) each year and give them a written statement setting out their salary and any other financial benefits to which they are entitled.
- 5.2. Reviews may take place at other times of the year to reflect any changes in circumstances or job descriptions that lead to a change in the basis for calculating an individual's pay. A written statement will be given within one month after any review and where applicable will give information about the basis on which it was made.
- 5.3. Teachers will be eligible to be considered for salary progression where they meet the service requirement of a minimum of one year of employment in any academic year. A year of employment for a teacher is interpreted in accordance with the STPCD as at least 26 weeks reckonable service in the school year.
- 5.4. Individual teachers may make a written submission to the Relevant Pay Committee for particular consideration of their salary assessment.

5.5. Where a teacher is absent from work for a significant period, for example, due to maternity or long-term sickness absence, the Pay Committee will still undertake performance and pay reviews for that employee and ensure the employee is not being disadvantaged due to their absence.

5.6. Where a teacher is on secondment or is acting up, the Relevant Pay Committee will still undertake performance and pay reviews for that member of staff.

**This date is dependent on the timeline of the publication of the School Teachers' Pay and Conditions Document (STPCD).*

5.7. Classroom Teachers

5.7.1. The Trust has established the following pay ranges for classroom teacher posts paid on the Main Pay Range and Upper Pay Range:

Main Pay Range Point:	Annual Salary (FTE) (Sept 2023)
MPR 1	£30,000
MPR 2	£31,737
MPR 3	£33,814
MPR 4	£36,051
MPR 5	£38,330
MPR 6	£41,333
Upper Pay Range Point:	Annual Salary (FTE) (Sept 2023)
UPR 1	£43,266
UPR 2	£44,870
UPR 3	£46,525

5.8. Unqualified Teachers

5.8.1. The Trust has established the following pay scale for unqualified teachers employed in classroom teacher posts:

Unqualified Teacher Pay Range Point:	Annual Salary (FTE) (Sept 2023):
UQT 1	£20,598
UQT 2	£22,961
UQT 3	£25,323
UQT 4	£27,406
UQT 5	£29,772
UQT 6	£32,134

5.8.2. Upon obtaining qualified teacher status (QTS), an unqualified teacher will be transferred to a salary within the main pay range/scale for teachers which is higher than the salary they would have received had they remained as an unqualified teacher, including any additional allowances, and progressed as normal that year.

5.9. Leading Practitioners

- 5.9.1. Flying High Trust has established the following pay range for Leading Practitioner teacher posts paid on the Leading Practitioner Pay Range:

Leading Practitioners Range (LPR):	Annual Salary (FTE) (Sept 2023):
LP1	£47,417
LP2	£48,606
LP3	£49,819
LP4	£51,058
LP5	£52,330
LP6	£53,642
LP7	£55,088
LP8	£56,357
LP9	£57,765
LP10	£59,250
LP11	£60,785
LP12	£62,187
LP13	£63,741
LP14	£65,331
LP15	£66,956
LP16	£68,737
LP17	£70,314
LP18	£72,085

- 5.9.2. The Leading Practitioner range is for teachers who support the modelling and improvement of teaching skills. The Trust may create posts whose primary purpose is the modelling and leading improvement of teaching skills and that are paid above the maximum of the Upper Pay Range.
- 5.9.3. For teachers working in this capacity, additional duties will be set out in the job description which links to developing, implementing and improving school effectiveness and performance of employees, colleagues and pupils.
- 5.9.4. Pay determination has a minimum and maximum range, and the Trust will be responsible for determining where within that range a post will be placed. When determining the pay scales for such posts, the Trust will do so by reference to the weight of the responsibilities of the post and bearing in mind the need to ensure pay equality and fair pay relativities between posts of differing levels of responsibility. The Relevant Pay Committee shall also ensure that there is scope for progress over time within the pay range they set.

5.10. Leadership

- 5.10.1. The STPCD made changes to the determination of the Leadership Group Pay (Headteacher, Deputy Head or any other employee on the Leadership Pay Range) for those appointed on or after 1st September 2014 (or for those whose responsibilities have significantly changed on or after that date). The changes do not mean that a review will need to be undertaken for all staff undertaking leadership roles unless there is a need to maintain consistency.

5.10.2. Flying High Trust has established the following pay range for Leadership posts paid on the Leadership Pay Range as of September 2023:

Point	Annual Amount	Point	Annual Amount
L01	£47,185	L24a*	£82,258
L02	£48,366	L24b	£83,081
L03	£49,574	L25	£85,146
L04	£50,807	L26	£87,253
L05	£52,074	L27a*	£88,530
L06	£53,380	L27b	£89,414
L07	£54,816	L28	£91,633
L08	£56,082	L29	£93,902
L09	£57,482	L30	£96,239
L10	£58,959	L31a*	£97,639
L11	£60,488	L31b	£98,616
L12	£61,882	L32	£101,067
L13	£63,430	L33	£103,578
L14	£65,010	L34	£106,138
L15	£66,628	L35a*	£107,700
L16	£68,400	L35b	£108,776
L17	£69,970	L36	£111,470
L18a*	£71,019	L37	£114,240
L18b	£71,729	L38	£117,067
L19	£73,509	L39a*	£118,732
L20	£75,331	L39b	£119,921
L21a*	£76,430	L40	£122,912
L21b	£77,195	L41	£125,983
L22	£79,112	L42	£129,140
L23	£81,070	L43	£131,056

5.11. Determination of the Headteacher Group

5.11.1. The headteacher group is divided into 8 groups with associated pay ranges as per the School Teacher's Pay and Conditions Document. The Relevant Pay Committee will assign each school to a headteacher group in accordance with the School Teacher's Pay and Conditions Document.

Group	Min	Max
1	L06	L18a
2	L08	L21a
3	L11	L24a
4	L14	L27a
5	L18	L31a
6	L21	L35a
7	L24	L39a
8	L28	L43

Once the Relevant Pay Committee has assigned the headteacher group for each school, it can determine the leadership pay ranges within the assigned headteacher group.

5.12. Determination of Leadership Pay Ranges

5.12.1. The Relevant Pay Committee will determine pay ranges for the headteacher, deputy headteachers, and other leaders in accordance with the School Teacher's Pay and Conditions Document. In summary, the Relevant Pay Committee will consider:

- The permanent responsibilities of the role, any specific challenges associated with the role, and all other relevant considerations.
- Pay ranges for headteachers should not normally exceed the maximum of the headteacher group unless there are specific circumstances related to the role or the candidate. The relevant body must ensure that the maximum of the headteacher's pay range and any temporary payments (see STPCD) do not exceed the maximum of the headteacher group by more than 25%. In such exceptional circumstances, the Relevant Pay Committee will seek external independent advice before providing agreement and supporting its decision with a business case.
- The maximum of the deputy or other leaders' pay range must not exceed the maximum of the headteacher group for the school, calculated in accordance with paragraphs 6 to 8. The pay range for a deputy or other leaders should only overlap with the headteacher's pay range in exceptional circumstances.

5.12.2. Individual pay ranges for headteachers, deputy headteachers, and other leaders may be of whatever length the Relevant Pay Committee deems appropriate and may or may not include fixed scale points. The previous provisions requiring seven and five-point pay scales respectively will be removed.

5.13. Progression with the Range

5.13.1. Increments up the pay range are based on each completed year of service. Each employee will receive an increment in their pay range effective 1st September, provided they are not currently undergoing a formal capability process.

5.13.2. Teachers will be eligible to be considered for salary progression if they meet the service requirement of a minimum of one year of employment in any academic year. A year of employment for a teacher is interpreted in accordance with the School Teachers' Pay and Conditions Document (STPCD) as at least 26 weeks of reckonable service in the school year.

5.13.3. Any employee involved in a formal capability process will not receive an increment until they have successfully met the required standards and are no longer subject to the process.

5.14. Progression to the Upper Pay Range

5.14.1. Any qualified teacher at any pay point on the Main Pay Range may apply to be paid on the Upper Pay Range and any such application must be assessed in line with the Upper Pay Range Policy. It is the responsibility of the teacher to decide whether they wish to apply to be paid on the Upper Pay Range.

5.14.2. If a teacher confirms their intention to apply, then this will be considered when setting objectives.

5.14.3. Applications may be made once a year. Where teachers wish to be assessed, they should notify their appraiser in writing.

5.14.4. Teachers should follow the application process and criteria set out in the Upper Pay Range Policy.

5.15. Appointments

- 5.15.1. The Trust shall establish the pay range for any vacant position before its advertisement. Upon selection, the starting salary within this range for the successful candidate shall be determined by the Hiring Manager.
- 5.15.2. In cases where deemed necessary, the Trust reserves the right to offer recruitment and incentive benefits to secure the desired candidate. Any such benefits must be time-framed and awarded based on very clear and specific criteria. Documentation may be required to substantiate any claimed experience.
- 5.15.3. For Teaching advertisements, the Trust commits not to restrict the advertised pay range and pay progression opportunities for classroom teacher positions, except adhering to the minimum of the Main Pay Range and the maximum of the Upper Pay Range.
- 5.15.4. Pay portability is not automatically applied. Newly appointed teachers, will be remunerated based on the advertised scale. However, appointing personnel may exercise discretion to consider relevant experience, in line with the Equalities Act and to prevent potential discrimination.
- 5.15.5. Initial salary upon appointment may be provisional and contingent upon performance. A review after six months will finalise the pay band and relevant pay point, ensuring that the revised salary/pay range is not lower than the initial appointment salary.
- 5.15.6. Employees transferring internally within the Trust will maintain the same salary level as in their previous role, whether on the Main Pay Range or Upper Pay Range.

5.16. Short Notice Teachers

- 5.16.1. Teachers employed on a day-to-day or other short notice basis will be paid in accordance with the provisions of the School Teachers' Pay and Conditions Document (STPCD) on a daily basis calculated on the assumption that a full working year consists of 195 days, periods of employment for less than a day being calculated pro-rata.
- 5.16.2. Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount which will be divided by 195 and then divided again by 6.48 (1265/195).
- 5.16.3. A short-notice teacher who is employed by the Trust throughout a period of 12 months beginning in September must not be paid more in respect of that period than they would have received had they been in regular employment throughout the period.

5.17. Supply Teachers

- 5.17.1. The pay of supply teachers employed via agencies is determined by the agency concerned.

5.18. Teaching and Learning Responsibility Payments (TLRs)

- 5.18.1. The Trust will award TLR1 and TLR2 payments to classroom teachers (main or upper pay range, including part-time teachers), as indicated in the staffing structure, in accordance with the pay ranges specified in the STPCD. Unqualified teachers cannot be awarded TLRs. The Trust may determine whether to award a TLR1 or a TLR2. TLR payments can be awarded on a fixed-term basis, this allowance is called TLR3. The factors relating to these payments are stated below in 5.15 (Criterion and Factors for Award of TLRs).
- 5.18.2. TLRs awarded to teachers employed under a fixed term contract or whilst they occupy another post in the temporary absence of the post holder will not be safeguarded after the fixed term contract expires or after the date (or circumstance if occurring earlier than that date) as notified to the teacher, which will bring the fixed period or fixed term contract to an end.
- 5.18.3. TLR1s and TLR2s are awarded on a permanent basis. If they are discontinued other than on a voluntary basis, safeguarding is payable.
- 5.18.4. TLR1s or TLR2s may only be awarded on a temporary basis to cover maternity or sick leave or secondments. There is no entitlement to safeguarding in these circumstances.
- 5.18.5. Where a part-time teacher is awarded a TLR1 or TLR2, we will ensure that the duties associated with the role are pro-rata to a full-time equivalent teacher.
- 5.18.6. The following levels and values for TLR payments apply in England:

	TLR1	TLR2	TLR3
Minimum	£9,272	£3,214	£639
Maximum	£15,690	£7,847	£3,169

- 5.18.7. The minimum values below will be used in the Trust:

		<i>Sep-23</i>
TLR1	1a	£9,272
	1b	£11,275
	1c	£13,028
TLR2	2a	£3,214
	2b	£5,091
	2c	£7,847
TLR3	Min	£639
	Max	£3,169

5.19. Criterion and Factors for Award of TLRs

- 5.19.1. A Teaching and Learning Responsibility (TLR1 or TLR2) payment may be awarded to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which they are made accountable.
- 5.19.2. A teacher may not hold a TLR1 or TLR2 concurrently; however, a teacher in receipt of either allowance may also hold a TLR3 for specific time-limited school improvement projects outside of the remit of their current allowance or for a one-off external driven responsibility (by monthly payment). A TLR is a payment integral to a post in the staffing structure and therefore may only be held by two or more people when job sharing that post.

- 5.19.3. In relation to the TLR3, the Line Manager, in agreement with the appropriate committee will be required to set out in writing to the teacher the duration of the fixed term, and the amount of the award to be paid in monthly instalments.
- 5.19.4. The relevant committee should not award consecutive TLR3s for the same responsibility.
- 5.19.5. Before awarding a TLR, the relevant committee must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- Is focused on teaching and learning.
 - Requires the exercise of a teacher's professional skills and judgement.
 - Requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum.
 - Has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils.
 - Involves leading, developing and enhancing the teaching practice of other staff.
- 5.19.6. Before awarding a TLR1, the relevant body must be satisfied that the significant responsibility referred to in the previous paragraph includes line management responsibility for a significant number of people.
- 5.19.7. If the relevant body awards TLRs of different values, they must be fully satisfied that the decision taken is fair. Details of TLRs to be awarded will depend on the outcome of the review of the staffing structure and the timing of its introduction will be in line with the implementation plan.
- 5.19.8. If a post meets the criterion and all of the factors, this does not mean automatically that the post will be graded as a TLR1.
- 5.19.9. TLR payments will cease when teachers move to different schools. They can also cease where any teacher refuses to perform the responsibilities, is dismissed from them or where responsibilities are restructured.
- 5.19.10. TLRs awarded to part-time teachers must be paid pro rata at the same proportion as the teachers' part-time contract.

5.20. Special Educational Needs Allowance

- 5.20.1. A SEN allowance of no less than £2,539 and no more than £5,009 per annum is payable to a classroom teacher in accordance with the following guidance:
- 5.20.2. The Pay Committee must award a SEN allowance to a classroom teacher:
- a) in any SEN post that requires a mandatory SEN qualification* and involves teaching pupils with SEN;
 - b) in a special school;
 - c) who teaches pupils in one or more designated special classes or units in a school or, in the case of an unattached teacher, in a local authority unit or service;
 - d) in any non-designated setting (including any pupil referral unit) that is analogous to a designated special class or unit, where the post:
 - i. involves a substantial element of working directly with children with SEN;
 - ii. requires the exercise of a teacher's professional skills and judgement in the teaching of children with SEN; and

- iii. has a greater level of involvement in the teaching of children with SEN than is the normal requirement of teachers throughout the school or unit within the school or, in the case of an unattached teacher, the unit or Service.

*Education (School Teachers' Qualifications) (England) Regulations 2003 (S.I. 2003/1662).

5.20.3. The School Teacher's Pay and Conditions Document states that where a SEN allowance is to be paid, the relevant body must determine the spot value of the allowance, taking into account the structure of the school's SEN provision and the following factors:

- a) whether any mandatory qualifications are required for the post;
- b) the qualifications or expertise of the teacher relevant to the post; and the Education (School Teachers' Qualifications) (England) Regulations 2003 (S.I. 2003/1662).
- c) the relative demands of the post.

5.20.4. The Trust has established the following four-point range for SEN allowances:

	Annual Amount (FTE)	Criteria
SEN 1	£2,539	<ul style="list-style-type: none"> • Automatically awarded to all classroom teachers in a special school. • May be awarded in a primary school setting to all classroom teachers who are engaged wholly or mainly in taking charge of special classes of children, or who teach pupils with statements of special educational needs in <u>designated special classes</u>. • To classroom teachers who make a particular contribution to the teaching of pupils with SEN, which is significantly greater than that which would normally be expected of a classroom teacher.
SEN 2	£3,195	<ul style="list-style-type: none"> • Awarded to classroom teachers who qualify for SEN allowance 1 and who: <ul style="list-style-type: none"> ○ Have a moderate amount of experience in teaching pupils with special educational needs, demonstrating a higher level of expertise and commitment than those receiving SEN 1. • In a primary school setting, may also be awarded to teachers who, in addition to meeting the criteria for SEN allowance 1, support the development of SEN programs or assist in coordinating SEN activities.
SEN 3	£3,851	<ul style="list-style-type: none"> • Awarded to classroom teachers who qualify for SEN allowance 2 and who: <ul style="list-style-type: none"> ○ Have extensive experience in teaching pupils with special educational needs and have shown exceptional dedication and effectiveness.

		<ul style="list-style-type: none"> In a primary school setting, may also be awarded to teachers who, in addition to meeting the criteria for SEN allowance 2, take on significant responsibilities such as leading interventions, mentoring other teachers in SEN practices, or contributing substantially to the development and implementation of SEN policies
SEN 4	£5,009	<ul style="list-style-type: none"> Awarded to classroom teachers who qualify for SEN allowance 3 and who: <ul style="list-style-type: none"> Hold a recognised special educational needs qualification. Where the Relevant Pay Committee considers that their experience and/or qualifications enhance the value of the work they undertake with SEN pupils. Additionally, this allowance can be awarded to those who take on senior leadership roles within SEN education, such as leading SEN, developing school-wide SEN policies, or significantly contributing to the training and professional development of other staff in relation to SEN.

5.20.5. The Trust will award a Special Educational Needs Coordinator (SENDCo) an SEN Allowance at an appropriate level. This allowance will be determined based on the SENDCo's experience, expertise, and the level of accountability associated with their role within the staffing structure.

5.20.6. SEN allowances may be held at the same time as Teaching and Learning Responsibility Payments (TLRs). However, relevant bodies should, when reviewing their staffing structures and keeping them under review:

- Ensure that, in the light of remodelling and the move of administrative tasks from teachers to support staff, holders of discretionary SEN allowances are not carrying out tasks that would be more appropriately undertaken by support staff.
- Consider whether, if teachers have responsibilities that meet the principles for the award of TLR payments, it would not be more appropriate to award a TLR payment instead of a discretionary SEN allowance of a lower value.
- Consider whether discretionary SEN payments made by the relevant committee under its Pay Policy primarily for the purposes of recruitment and retention might not more appropriately be made using the separate provisions available for these purposes.
- Ensure that any responsibilities are clearly specified in individual teacher's job descriptions, and are clear in the school's published staffing structure.

5.21. Continuing Professional Learning (CPL)

5.21.1. The Relevant Pay Committee should decide which CPD activities teachers (including headteachers) may be paid for.

5.21.2. Payments to classroom teachers should only be made in respect of those activities undertaken outside of either the 1265 hours of directed time for full-time teachers; or the appropriate

proportion of the 1265 hours of directed time for part-time teachers. Participation in CPD outside of directed time is voluntary and cannot be directed.

5.22. Recruitment and Retention Incentives and Benefits

5.22.1. The Trust may consider paying recruitment or retention awards in line with the School Teachers' Pay and Conditions Document in circumstances where they anticipate or encounter recruitment and/or retention difficulties.

5.22.2. This may be awarded as an annual allowance, lump sum payment, periodic payment or some other non-monetary benefit. If the Pay Committee thinks it is relevant to apply this incentive they will clearly state in writing to the employee the amount and review date that the incentive may be withdrawn.

5.22.3. The Trust will specify clearly the basis on which such incentives may be paid (e.g. to all teachers; to those in shortage subjects as defined by the school; or after one/two advertisements have failed to produce a suitable candidate for appointment).

5.22.4. Payments may only be made for recruitment and retention purposes, not for carrying out specific responsibilities or to supplement pay for other reasons.

5.22.5. In particular, the Relevant Pay Committee will determine:

- Whether the award is for recruitment or retention.
- The nature of the award.
- When/how the award will be paid.
- The start date and duration of the award.
- The basis for any uplift that may be applied.

5.22.6. The Relevant Pay Committee will award such allowances where in their view:

- The post is considered to be difficult to fill.
- The post holder teaches a subject in which there is a shortage of teachers.

and will ensure that these criteria are consistently applied.

5.22.7. A review of rates will be necessary if the Relevant Pay Committee intends to increase the level of these awards in line with general increases to salaries, or in other circumstances which the Trust may determine.

5.23. Initial Teacher Training Activities (ITT)

5.23.1. The Relevant Pay Committee has the discretion to make additional payments to all teachers (including the Headteacher) for activities related to providing ITT. The Relevant Pay Committee will consider payments to teachers where it is demonstrated that they are currently engaged in such activities and where it is financially practicable for the school to do so.

5.23.2. Suggested areas include: supervising and observing teaching practice, planning an initial teacher training course; preparing course materials; undertaking the marketing, finance and administration of the course; and taking responsibility for the well-being and tuition of initial teacher training students.

5.24. Residential Duties and School Trips

- 5.24.1. The Trust has determined that recompense for residential duties will normally be provided as time off in lieu, as determined by the Headteacher. In exceptional circumstances, the Relevant Committee may, upon the advice of the Headteacher, make an additional payment to an employee. Such exceptional circumstances may include, for example, where an employee is asked to replace another on a residential visit at very short notice or during the visit.

5.25. Out-of-School Learning Activities

- 5.25.1. The Trust has the discretion to make payments to teachers (including the Headteacher) who agree to provide learning activities outside of the normal school hours and whose salary range does not take account of such activity and where it is financially practicable for the school to do so.

Possible activities that will attract payment include: breakfast clubs, homework clubs; summer schools (study support, literacy and gifted and talented), sporting activities, other outdoor activities and clubs linked to curricular, arts and hobby interest areas.

- 5.25.2. The rate of payment will be determined according to circumstances, but will usually be at the teacher's normal hourly rate.

5.26. Payment for In-Service Teacher Training (INSET)

- 5.26.1. No teacher employed part-time may be required to be available for work on any day of the week or part of any day of the week on which the teacher is not normally required to be available for work under their contract of employment. This applies whether it is for the purposes of teaching pupils and performing other duties or for the sole purpose of performing other duties. (For example, if a part-time teacher does not work on Fridays, there is no contractual obligation for them to attend INSET on a Friday.)

- 5.26.2. Where a part-time teacher agrees to work on days when they do not normally work, the School Teachers' Pay and Conditions Document (STPCD) includes a provision for additional payment for this working time.

- 5.26.3. The rate of remuneration shall be calculated in adherence to the provisions delineated in [Section 11 \(Short Notice Teachers\)](#) of this policy.

5.27. Salary Sacrifice

- 5.27.1. The Trust supports salary sacrifice arrangements for teachers in respect of the following:
- 5.27.2. Teachers can opt for salary sacrifice arrangements including childcare vouchers, under the Teachers' Pensions Regulations 2014. The regulations refer to a 'salary sacrifice arrangement' in paragraph 34(2)(d) and 35 (3)(b), as defined by the relevant Pay Order.

The detail of the 'pay order' is set out in the School Teachers' Pay and Conditions Document 2014 available on the government's website.

A member can choose to give up part of their gross salary, which enables the following benefits to remain pensionable within the Teachers' Pensions Scheme:

- Childcare Vouchers/Childcare Benefit Schemes

- Cycle or Cyclists Safety Equipment Scheme

5.27.3. The Trust also offers the following salary sacrifice:

- Car Leasing Scheme

For the purposes of Teacher Pensions, this is classed as an unapproved salary sacrifice scheme and the pensionable salary and pensionable pay are after the application of the salary sacrifice. The reduced salary and earnings must be used when determining contributions or reporting service and salary information to the TPS.

5.27.4. Where a salary sacrifice arrangement is in operation, the employee may participate in such an arrangement and their gross salary will be reduced accordingly for the duration of their participation in it.

5.27.5. Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the teacher may be entitled.

5.27.6. The Trust is keen to develop these arrangements to include a flexible benefits package and will review these arrangements on a regular basis. They will be subject to change following reasonable notice. The Trust will have the option to remove or replace benefits with reasonable notice

6. Safeguarding

6.1. Where pay decisions are taken which lead to a teacher receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.

6.2. A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of one year.

6.3. Teachers entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

6.4. There is provision for teachers who occupy another post on a temporary basis to have their safeguarding restored on return to their original post (unless it would otherwise have ceased). For more information, please refer to the School Teachers' Pay and Conditions Document.

7. Support Staff (School and Central Team)

7.1. Pay and Conditions

7.1.1. Support staff pay and conditions will correspond with the scheme of conditions of services prescribed by the National Joint Council for Local Government Services (the 'Green Book').

7.2. Criteria for Determining Pay

7.2.1. All support staff posts will be advertised on the appropriate pay grade.

7.2.2. Newly appointed support staff will normally be paid on the first point of the stated pay range. However, the appointment could be made on any of the points within the range where the Headteacher/Head of Function wishes to recognise the particular experience and/or qualifications appropriate to the post, or where there are any particular recruitment difficulties.

7.2.3. All new support staff appointments will be subject to the probationary requirements.

7.3. Pay Ranges

- 7.3.1. Flying High Trust has established the pay ranges for support employees which are set out in Appendix 1. These are reviewed on an annual basis in line with the Pay Award for Local Government Pay (Green Book) employees.
- 7.3.2. Where an employee has transferred to Flying High Trust under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), the pay grade is determined by the relevant authority that the Trust adopts. These pay grades will be reviewed annually in line with the relevant authority's pay ranges.

7.4. Appointments

- 7.4.1. The Trust shall establish the pay range for any vacant position before its advertisement. Upon selection, the starting salary within this range for the successful candidate shall be determined by the Hiring Manager.
- 7.4.2. In cases where deemed necessary, the Trust reserves the right to offer recruitment and incentive benefits to secure the desired candidate. Any such benefits must be time-framed and awarded based on very clear and specific criteria. Documentation may be required to substantiate any claimed experience.
- 7.4.3. Pay portability is not automatically applied. Employees will be remunerated based on the advertised scale. However, appointing personnel may exercise discretion to consider relevant experience, in line with the Equalities Act and to prevent potential discrimination.
- 7.4.4. Initial salary upon appointment may be provisional and contingent upon performance. A review after six months will finalise the pay band and relevant pay point, ensuring that the revised salary/pay range is not lower than the initial appointment salary.
- 7.4.5. Employees transferring internally within the Trust will maintain the same salary level as in their previous role unless the role is advertised at a higher scale where the employee will start at the first point of the range.
- 7.4.6. The Relevant Pay Committee will ensure that all support staff, both at the school and central levels, are remunerated according to the appropriate grade. The establishment of new support staff positions or the re-grading of existing ones will be conducted in accordance with the procedures adopted by the Trust.

7.5. Pay Reviews

- 7.5.1. Employees who are appointed between 1 April and 30 September will receive their first increment on 1 April of the following year. Where an employee is appointed between 1 October and 31 March will receive their first increment six months after appointment.
- 7.5.2. Progression to the maximum of the scale will then be annually on 1 April each year until the maximum of the range has been reached.

- 7.5.3. Employees who are appointed at Central Services will receive their increment on 1 September. Progression to the maximum of the scale will then be annually on 1 September each year until the maximum of the range has been reached.
- 7.5.4. The Relevant Pay Committee will reserve the discretion to withhold an increment where performance has been unsatisfactory. However, this will only occur where formal action during the review year has been taken under the capability procedure. The Relevant Pay Committee may review this position if, at the conclusion of any formal action, satisfactory performance has been achieved.
- 7.5.5. Where the employee has reached the maximum of the range, only a cost of living increase will apply.
- 7.5.6. Where an employee is absent from work for a significant period of time, for example, due to maternity or long-term sickness absence, the Pay Committee will still undertake pay reviews for that employee.
- 7.5.7. Where an employee has transferred to Flying High Trust under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE), they will be incremented in line with the terms and conditions set out in their contract, unless they have moved to Flying High Trust Terms and Conditions post transfer.

7.6. Honoraria Payments

- 7.6.1. The Relevant Pay Committee will retain the discretion to award support staff honoraria or additional payments when required. Payments will be made in accordance with advice from HR and any corresponding terms and conditions.

7.7. Overtime

- 7.7.1. Overtime must be pre-approved by the Line Manager and recorded accurately. If an employee works beyond their standard contracted hours and overtime is approved, they will be paid in accordance with the rates specified below. Unless they TUPE'd into the Trust and their terms and conditions state different rates. Normally, no overtime will be allowed during the 7am to 7pm hours unless the Line Manager approves it in advance.
- 7.7.2. Overtime is calculated in 15-minute increments. Employees must record their overtime hours accurately on their timesheets, which are to be submitted at the end of each pay period.
- 7.7.3. Approved overtime will be paid at the following rates:

If you normally work Monday to Friday (or a proportion if part-time):

Days	Period	Overtime Rate
Monday to Friday	7am to 7pm	Plain Time (1.0)
Monday to Friday	7pm to 7am	Plain Time Plus One-Third (1.33)
Saturday and Sunday	All Hours	Plain Time Plus One-Third (1.33)

- 7.7.4. Instead of receiving overtime pay, employees may opt to take compensatory time off (TOIL) at the equivalent overtime rate. TOIL must be taken within three months of the overtime being worked and scheduled in agreement with their line manager.

- 7.7.5. Overtime payments will be included in the employee's regular monthly pay, provided the overtime hours have been approved and submitted by the payroll cut-off date.
- 7.7.6. Accurate records of all overtime worked and compensatory time taken must be maintained by both the employee and their line manager. These records are subject to audit and review to ensure compliance with the policy.
- 7.7.7. Employees are not permitted to work more than 48 hours per week, including overtime, on a regular basis, in compliance with the Working Time Regulations 1998. Any exceptions to this limit must be approved by senior management and the employee must agree to opt-out of the 48-hour working week limit.

7.8. Salary Sacrifice Arrangements

- 7.8.1. The Trust supports salary sacrifice arrangements for support employees in respect of the following:
- 7.8.2. Support employees can opt for salary sacrifice arrangements including childcare vouchers, under the Local Government Pension Scheme (LGPS) Regulations. HMRC approved salary sacrifice arrangements where an employee has their contractual pay reduced by an agreed amount (supported by a variation to their contract) in return for a tax assessable benefit in kind, from which income tax liability may or may not then be removed, are pensionable under LGPS.
- 7.8.3. The exception is any salary sacrificed for a car or any other motor vehicle, which cannot be pensionable.
- 7.8.4. Where a salary sacrifice arrangement is in operation, the employee may participate in such an arrangement and their gross salary will be reduced accordingly for the duration of their participation in it.
- 7.8.5. Participation in any salary sacrifice scheme arrangement will have no effect upon the determination of any safeguarded sum to which the employee may be entitled.
- 7.8.6. The Trust is keen to develop these arrangements to include a flexible benefits package and will review these arrangements on a regular basis. They will be subject to change following reasonable notice. The Trust will have the option to remove or replace benefits with reasonable notice

7.9. Safeguarding

- 7.9.1. Where pay decisions are taken which lead to an employee receiving safeguarding, they will be given written notification as soon as possible and no later than one month after the decision.
- 7.9.2. A safeguarded sum will not be increased during the safeguarding period. The safeguarded sum will be payable for a maximum period of one year.
- 7.9.3. Employees entitled to safeguarding in excess of £500 may be required to undertake additional responsibilities commensurate with the safeguarded sum for the period of safeguarding.

7.10. Central Services

- 7.10.1. We acknowledge that our central services workforce consists of employees on both Teachers' and Support Staff Terms and Conditions. Accordingly, the applicable section of this policy will correspond with each employee's specific terms and conditions. Please note that for Support Staff, all provisions of the policy apply, except for sections 7.5.1 and 7.5.2.

- 7.10.2. Employees who are appointed at central services will receive their increment on 1 September. Progression to the maximum of the scale will then be annually on 1 September each year until the maximum of the range has been reached.
- 7.10.3. Where the policy refers to the Relevant Pay Committee for Central Services, this will be understood to mean the Board of Trustees or the Finance, Personnel, and Resource Committee.