

The Lotus Academy Trust



Supporting children to find opportunities in every difficulty

The Damara School



Specialist SEMH Independent School

# Pay Policy

**Approved by: Trust Board**

**Initial Ratification:** 14 October 2020

**Review:** June 2021, Sept 2022, Sept 2023, Nov 2024

**Next review due by:** November 2025

This policy covers the arrangements for teachers' pay at The Damara School. In determining it, the Trust Board has taken cognisance of the *School Teachers' Pay and Conditions Document* (STPCD), but recognises that it is not bound by its provisions.

The school will make all pay-related decisions, taking full account of the school's priorities and in accordance with the appropriate statutory provisions.

The processes for making decisions on teachers' pay at The Damara School are detailed below.

### **The Aims of the Policy**

The aims of this policy are:

- to ensure that teachers are aware of the school's policy on pay and rewards
- to explain the procedure for pay reviews
- to clarify the remit of the pay committee
- to explain the awarding of increments
- to explain the pay differences for teachers on different types of contract
- to define the circumstances for the awarding of pay based on performance
- to explain the role of other discretionary allowances and payments.

### **Legislation and guidance**

As a Trust, we are free to determine our own approach to deciding teachers' pay. This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable

### **The Lotus Academy Trust Pay Scales**

The Trust Board will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the

successful candidate. To determine the pay scales, the Trust Board will take into account a range of factors, including:

- The nature of the post
- The level of qualifications, skills and/or experience required
- Market conditions
- The wider school context

There is no assumption that a teacher or support staff will be paid at the same rate as they were being paid in a previous school.

### **Work hours**

The Damara School follows the Local Authority's term dates as closely as possible. The academic year for staff is made up of 195 days per year (5 days dedicated to CPD). The school's working hours is 40 hours per week (Monday to Friday), which is considered to be 'full time'. Employees who work 6 hours or more a day, are entitled to 20 minutes uninterrupted break time in the day.

### **Pay scales increase with effect 1 January 2025**

All staff will receive a £2000 increase in salary effective 1 January 2025. This is applied across all staff and salary points regardless of whether staff are in their probation period and is separate from performance management reviews. The new scales are shown below.

### **Support Staff**

Scale	Amount 23/24	Amount January 2025	Post range	Post range	Post range
LATS 1	£19,842	£21,842	Administrator	1-1 TA	Caretaker
LATS 2	£20,198	£22,198	Administrator	1-1 TA	Caretaker
LATS 3	£20,562	£22,562	Administrator	1-1 TA	Caretaker
LATS 4	£20,933	£22,933	Administrator	1-1 TA	Caretaker
LATS 5	£21,312	£23,312	Administrator	1-1 TA	Caretaker
LATS 6	£21,698	£23,698			HLTA
LATS 7	£22,062	£24,062			HLTA

LATS 8	£22,493	£24,493	Therapist		HLTA
LATS 9	£22,903	£24,903	Therapist		HLTA
LATS 10	£23,322	£25,322	Therapist		HLTA
LATS 11	£23,748	£25,748	Therapist		
LATS 12	£24,183	£26,183	Therapist		
LATS 13	£24,627	£26,627			
LATS 14	£25,080	£27,080			
LATS 15	£25,541	£27,541			
LATS 16	£26,012	£28,012			
LATS 17	£26,491	£28,491			
LATS 18	£27,012	£29,012			
LATS 19	£27,481	£29,481			
LATS 20	£27,991	£29,991			
LATS 21	£28,511	£30,511			
LATS 22	£29,041	£31,041			
LATS 23	£29,741	£31,741			
LATS 24	£30,672	£32,672			
LATS 25	£31,577	£33,577			
LATS 26	£32,451	£34,451			
LATS 27	£33,346	£35,346			
LATS 28	£34,234	£36,234			
LATS 29	£34,910	£36,910			
LATS 30	£35,782	£37,782			

### Teaching Staff

Scale	Amount 23/24	Amount January 2025
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LATT 1	£27 714	£31,984
LATT 2	£29 600	£33,870
LATT 3	£31 664	£35,934
LATT 4	£33 778	£38,048
LATT 5	£36 100	£40,370
LATT 6	£38 961	£43,231
LATT 7	£39 690	£43,960
LATT 8	£40 419	£44,689
LATT 9	£41 209	£45,479
LATT 10	£41 929	£46,649

### **School Business Manager**

Scale	Amount 24/25	Amount January 2025
LATSBM 1	£25,714	£27,714
LATSBM 2	£27,600	£29,600
LATSBM 3	£29,664	£31,664
LATSBM 4	£31,778	£33,778
LATSBM 5	£34,100	£36,100
LATSBM 6	£36,961	£38,961
LATSBM 7	£37,690	£39,690
LATSBM 8	£38,419	£40,419
LATSBM 9	£39,209	£41,209

### **Leadership**

### Assistant Headteacher

Scale	Amount 23/24	Amount January 2025
LATAH 1	£44,195	£46,195
LATAH 2	£45,251	£47,251
LATAH 3	£46,331	£48,331
LATAH 4	£47,434	£49,434
LATAH 5	£48,566	£50,566

### Deputy Headteacher

Scale	Amount 23/24	Amount January 2025
LATDH 1	£49,735	£51,735
LATDH 2	£51,019	£53,019
LATDH 3	£52,151	£54,151
LATDH 4	£53,402	£55,402
LATDH 5	£54,723	£56,723

### Head of School

Scale	Amount 23/24	Amount January 2025
LATHS 1	£53,402	£55,402
LATHS 2	£54,723	£56,723
LATHS 3	£60,135	£62,135
LATHS 4	£61,581	£63,581
LATHS 5	£63,166	£65,166

**Headteacher**

Scale	Amount 23/24	Amount January 2025
LATHT 1	£60,135	£62,135
LATHT 2	£61,581	£63,581
LATHT 3	£63,166	£65,166
LATHT 4	£64,570	£66,570
LATHT 5	£66,143	£68,143

**Chief Executive Officer**

Scale	Amount 23/24	Amount January 2025
LATCEO 1	£81,958	£83,958
LATCEO 2	£85,971	£87,971
LATCEO 3	£90,187	£92,187
LATCEO 4	£94,624	£96,624
LATCEO 5	£99,273	£101,273
LATCEO 6	£104,159	£106,159
LATCEO 7	£109,239	£111,239
LATCEO 8	£114,660	£116,660
LATCEO 9	£117,483	£119,483
LATCEO 10	£119,197	£121,197

**Procedure****Pay Reviews**

Pay reviews may take place in the following circumstances. The review will be based on the outcomes of the teacher's annual appraisal.

- The Trust Board will review every teacher's pay annually between 1 September and 31 October and from the second (2) year of their employment.
- When making decisions, the Trust Board will take into account:

- the performance of the teacher over the appraisal period, using evidence of their performance against their objectives and the Teachers' Standards collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
- The pay recommendation made in the teacher's appraisal report
- Advice from the senior leadership team
- Any changes to the responsibilities and expectations of the teacher's role
- The wider school context, including the budget
- Following the review, each teacher will be given a written statement of his/her salary and other financial benefits to which they are entitled, including any pay safeguarding.
- Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to changing the basis for calculating an individual teacher's pay (including going part-time and taking on or removing additional roles and responsibilities.) This will be followed by a written statement which will include information as to the basis on which it was made.
- A written statement will be given after any review and will give information about why it was made.

## **Pay Committee**

A pay committee has been established comprising members of the Trust Board and has the following terms of reference.

- The pay committee is composed of three Members and Trustees, who are neither staff nor pupils.
- The pay committee will review this policy on an annual basis and recommend any changes to the full Trust Board for their consideration.
- The pay committee will determine the pay scales for use in the school, including the main scale, the upper pay scale and the incremental steps in each.
- The Trust Board has decided to give delegated responsibility for day-to-day pay decisions to the CEO.
- The pay committee will meet at such time as may be required to hear pay appeals.
- The CEO will receive her/his pay decisions in writing via the chair of Board of Members.

## **Use of Discretions in Basic Pay Determination**

### **Discretionary Increments**

- In certain circumstances increments may be awarded to acknowledge teachers' experience as a qualified teacher or in response to national or local initiatives.
- The CEO/Headteacher will decide where to place a newly appointed teacher on the published pay scale. In reaching such a decision, the CEO/Headteacher will consider experience gained that is appropriate to the post.



- Taking each case on its merits, and recognising the importance of market forces, the Trust Board retains the right not to appoint on a salary that was previously paid to the teacher elsewhere.

### **Part-time Teachers**

Part-time teachers are those who are contracted to work for less than the full day or week. All part-time teachers will receive a written statement detailing:

- their working time obligations
- their pro-rata planning, preparation and assessment time (PPA) entitlement
- the formula for calculating their salary. The usual formula is divide the full-time annual salary by 52 (number of weeks) Divide the result by 40 (standard full-time weekly hours) to get the hourly rate. Multiply the hourly rate by the number of actual work hours per week. Multiply this by 52 to get the annual pro rata salary.

### **Short Notice and Supply Teachers**

The following pay calculations apply to teachers on a short notice basis and supply teachers.

- Teachers who work on a day-to-day or other short notice basis are subject to the same pay arrangements as teachers in regular service.
- Teachers who are paid on a daily basis will have their salary assessed as an annual amount which is then divided by 195 and multiplied by the number of days worked.
- Teachers who work for less than a full day will be hourly paid. Their annual salary rate will be assessed and then divided first by 195 then by [the length of the actual school day/the factor of 6.48 as the nominal length of the teacher's day (1265/195)]. The calculations must include all the time the teacher is obliged to be at school, including non-contact time.
- There is no allowance for statutory holiday pay as the annual salary is for 365 days of which the teacher in full-time service is only obliged to report for duty on 195. After deducting weekends from the total, the teacher is entitled to regard the remainder as "holiday".

### **Unqualified Teachers**

In calculating the pay of unqualified teachers, the school will have regard to any overseas teaching qualification and experience, plus relevant industrial/commercial experience or working with children or young people.

The school will pay an unqualified teacher on one of the employment-based routes into teaching on the teachers' scale as follows:

Scale	Amount 23/24	Amount January 2025

LATT 1	£27 714	£29 714
LATT 2	£29 600	£ 31600
LATT 3	£31 664	£33 664
LATT 4	£33 778	£35 778
LATT 5	£36 100	£38 100
LATT 6	£38 961	£40 961
LATT 7	£39 690	£41 690
LATT 8	£40 419	£42 419
LATT 9	£41 209	£43 209
LATT 10	£41 929	£43 929

## Performance Pay

Performance pay may be awarded to certain members of staff in the following circumstances.

The CEO/Headteacher must demonstrate sustained high quality of performance, especially in respect of leadership, management and pupil progress, and will be awarded performance pay points after satisfactory review of performance against performance objectives. More than one point may be awarded at the discretion of the Trust Board.

The deputy and assistant Headteacher(s) must demonstrate sustained high quality of performance, especially in respect of leadership, management and pupil progress, and will be awarded performance pay points after satisfactory review of performance against performance objectives. No more than one point may be awarded.

Based upon evidence collected, the CEO/Headteacher will recommend to the pay committee performance pay increases for the following staff.

- Leading practitioners must demonstrate sustained high quality of performance, in the light of their agreed performance criteria, and will be awarded performance pay points after satisfactory review of performance against performance objectives. Work undertaken at other schools, in higher education or elsewhere will be taken into account. No more than one point may be awarded.
- Post threshold teachers will progress further on the basis of two successful consecutive performance management reviews, where the objectives have been based on the Teachers' Standards and their teaching is judged good or outstanding.
- Teachers who achieve their objectives and whose teaching is judged good will normally progress incrementally up the salary scale each year until they reach the top of the main scale.
- Teachers who achieve their objectives and whose teaching is judged to be outstanding will progress through the scale at an accelerated rate.

- A teacher whose performance requires improvement based on appraisal information will not receive an annual increment.

### **Application to Progress to the Upper Pay Scale**

Teachers who wish to progress to the upper pay scale must provide evidence of their sustained competence by no later than 31 August in the year they wish to be assessed. Teachers are encouraged to discuss their application with the CEO/Headteacher before submission. Applications will be submitted in writing to the CEO/Headteacher and will be reviewed by line managers and a senior leader. All applications will be treated fairly and impartially.

When submitting an application, please include:

- Results of appraisals under the 2012 regulations, including recommendations on pay
- Where this information is not applicable or available, a statement and summary of evidence to demonstrate that you have met the assessment criteria

In order to be eligible to be paid on the upper pay range, the Trust Board must be satisfied that:

- The teacher is highly competent in all elements of the Teachers' Standards; and
- The teacher's achievements and contributions are substantial and sustained

### **For the purpose of this policy:**

'Highly competent' means:

Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice

'Substantial' means:

The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning

'Sustained' means:

The teacher's contributions have been maintained over a long period

### **Discretionary Allowances and Payments**

The Trust Board may award discretionary allowances and payments in the following circumstances.

Teaching and learning responsibility payments (TLRs) may be awarded.

A TLR may be awarded to a classroom teacher for undertaking a sustained additional responsibility, ie one that is not required of all classroom teachers, in the context of the

school's agreed staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable. These responsibilities will:

- be focused on teaching and learning
- require the exercise of the teacher's professional skills and judgment
- require the teacher to lead, manage and develop a subject or curriculum area, or lead and manage pupil development across the curriculum
- have an impact on the educational progress of pupils other than the teacher's assigned groups or classes
- involve leading, developing and enhancing the teaching practice of other staff.

At TLR1 this will also include line management for a significant number of people.

In accordance with the attached staffing structure, TLRs will be awarded as follows:

TLR 1: £8,291

TLR 2: £2,873

TLR 3: £571

The Trust Board will consider granting a fixed-term TLR3 if the need for such is established. Such a TLR will not be safeguarded at the expiry of the fixed term.

### **Other Payments**

#### **Continuing Professional Development**

Teachers (including the CEO/Headteacher) who have been approved by the CEO/Headteacher to undertake continuing professional development outside the school day will be entitled to claim expenses for travel.

#### **Recruitment and Retention Awards**

The Trust Board may pay a 'once off' recruitment and retention award to teachers as reflected in the individual pay range.

Headteachers, deputy headteachers and assistant headteachers may be additionally awarded payments as reimbursement of "reasonably incurred housing or relocation costs"

### **Pay Appeals**

The following procedure applies to pay appeals.

Any teacher may seek a review of the determination of his/her pay taken by the CEO/Headteacher or of any other decision affecting his/her pay taken by the Trust Board or any individual acting on behalf of the Trust Board

A review may only be sought on the following grounds, where the decision:

- incorrectly applied any provision of the school's pay policy
- failed to have proper regard to statutory guidance
- failed to take proper account of relevant evidence

- took account of irrelevant or inaccurate evidence
- was biased
- unlawfully discriminated against the teacher.

The teacher has 10 working days from receiving the written pay determination in which to discuss the matter informally with the CEO/Headteacher. If this timescale is not possible, or the teacher is still dissatisfied, the teacher may begin the formal procedure by setting down in writing the grounds for questioning the pay decision and sending it to the chair of the pay committee at the school within 10 working days of:

- either the receipt of the written pay decision
- or the outcome of the informal discussion.

The pay committee will then convene a formal hearing within 10 working days of receiving the written grounds of complaint at which both parties may explain their cases.

The hearing will be at school and begin during the normal school day (unless otherwise agreed). The teacher may be accompanied by a colleague or union representative and must take every reasonable effort to attend. (If the chosen companion is unable to attend on the day specified, an alternative date may be agreed which falls within five working days of the original.)

Following the hearing the teacher will be informed of the outcome in writing.

The Trust Board will review this policy annually.