

# The Societas Trust

## PAY POLICY 2023/2024

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## SECTION A - GENERAL STATEMENT

1.0 The Societas Trust (the Trust) highly values its staff and believes that they should be properly recognised and rewarded for their work, performance and their contribution to both the Trust and the School / Academy in which they work. This Pay Policy (the Policy) is determined by the Directors' (Trust) Board annually on behalf of all its Schools / Academies and applies to all employees of the Trust. The term Executive Leader also includes the C.E.O. For the purpose of this policy, the terms 'Trust Board' and 'Directors' Board' are one in the same. The Term Headteacher, also applies to Executive Headteachers.

### 2.0 **AIMS AND PRINCIPLES**

The strategic objectives for the Trust are set out in the Trust's Strategic Development Plan (SDP). The aims and objectives for each School / Academy are set out in the School / Academy Development Plan. This policy aims to support both the Trust SDP and School / Academy Development Plans and also underpins the Trust and School / Academy appraisal policies, by recognising that the Trust's staff are its most important resource and by providing a system which will enable the Trust to recruit, retain and motivate staff of the best quality. This policy is based on a 'whole Trust' approach to pay issues. The Societas Trust will (at the very least) honour the national pay awards in the setting of salaries.

#### 2.1. **The Societas Trust's decisions at all levels will be based upon:**

- a) 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
- b) the statutory requirements of the School Teachers' Pay and Conditions Document. A copy of the latest version may be found in the School / Academy office and is also on line at the DfE website.
- c) ensuring equality of opportunity and the statutory requirements of the various Employment, and Equal Pay Acts; Fixed Term Regulations, Part-Time Regulations and Equality Regulations
- d) the need not to exercise pay discretion with the objective of increasing final salary for pension purposes
- e) the requirement that all pay progression decisions for Executive and Teaching staff must be linked to annual appraisal of performance. The procedures set out in this policy seek to ensure that this is achieved in a fair, equitable and transparent way.
- f) The general circumstances in which pay safeguarding applies.

### 3.0 **ROLES AND RESPONSIBILITIES**

#### 3.1 **Role of the Local Governing Board**

- a) to adopt the whole Trust pay policy statement determined by the Directors' Board
- b) to establish a committee, with appropriate delegation, to implement the policy
- c) to determine, in conjunction with the Directors' Board, what amount should be set aside from the School / Academy budget for discretionary pay awards
- d) to consider recommendations from the Headteacher (or in the absence of a Headteacher, the appointed members of the Local Governing Board for Performance Management) about what awards should be given on the basis of the policy
- e) to determine the Individual School / Academy Range (ISR) and pay of the Headteacher
- f) to ensure that awards are made without discrimination
- g) to monitor the overall distribution of awards and the impact of the policy on all staff
- h) to inform all staff of the policy adopted

- i) to set the Headteacher's performance objectives, alongside a member of the Trust Board, ensuring they are clear, concise, measurable, challenging, and realistic; and review them annually to ensure they are designed to meet the School / Academy's needs
- j) to ensure that the maximum of the Headteacher's pay range and any additional payments made under paragraph 5 do not exceed the maximum of the Headteacher group by more than 25% other than in exceptional circumstances: the governing board must seek the approval from the Directors' Board before providing such agreement and support its decision with a business case.

### **3.2 Role of the Headteacher**

- a) to present the policy for discussion by staff
- b) to recommend staffing structures for teaching and support staff
- c) with the help of other senior staff as appropriate, to review performance information for eligible staff and make recommendations to the Local Governing Board
- d) to monitor the impact of the arrangements on teachers and support staff, and to report to the Local Governing Board

### **4.0 APPLICATION OF THE PAY POLICY**

- 4.1 The Societas Trust delegates to the Local Governing Board, the power to apply the policy at setting level.
- 4.2 The Local Governing Board will elect two or three members to act as the Appointed Body to appraise the Headteacher. The Appointed Body will undertake the review of the Headteacher's performance and may make recommendations to the Local Governing Board on pay progression. The Trust's C.E.O. will have oversight of this process. An Appeal Panel of the Directors' Board will consider any subsequent appeals. (See Appendix 1)
- 4.3 This policy and the position of each member of teaching staff including Heads of School, Deputy Headteachers and Assistant Headteacher will be assessed/reviewed annually in the Autumn Term, for implementation on 1<sup>st</sup> September and no later than 31 October each year. The Headteacher will be assessed/reviewed no later than 31 December each year. Decisions on the pay of the Headteacher will be communicated by the Chair of the Governing Board in writing.
- 4.4 The Headteacher is required to make recommendations to the Local Governing Board regarding the annual assessment of each teacher (taking account of the Trust's Appraisal Policy) and a review of the pay position of each member of the support staff if required.
- 4.5 Pay Awards - people who have left employment with the Trust do not have a legal right to back pay. The Trust will therefore not systematically pay back pay to leavers where the contract of employment has ceased and the agreement was not in place at the time of leaving. Any valid requests in writing from ex-employees for back-pay will however be paid.

## **SECTION B - LEADERSHIP GROUP: DETERMINATION AND REVIEW OF SALARIES**

### **September 2023 pay award**

The School Teacher's Pay and Conditions Document recommends a 6.5% uplift on salaries from 1 September 2023. The Directors' Board will implement the recommendation for the Leadership pay spine.

The Directors' Board will determine the salary ranges for all Trust Executive Leaders (Appendix 2 applies).

For School / Academy staff, the Local Governing Board will establish Leadership Posts in accordance with the minimum and maximum points on the leadership group pay range as determined by the School Teachers' Pay and Conditions Document – Appendix 2. The STPCD does not specify pay points within the minima and maxima. The Trust Board and Local Governing Board will continue to use the previous pay scale points (uprated as appropriate) as reference points to determine this. Details of these uprated reference points are found in Appendix 3.

### **HEADTEACHERS**

#### **5.1 Determination of Salary**

5.1.1 When the School / Academy needs to appoint a new Headteacher or where a Headteacher's responsibilities have significantly changed, the Local Governing Board in conjunction with the Directors' Board will:

- a) review the School / Academy's group size based on the total unit score as set out in the STPCD (2023)
- b) determine the Headteacher individual salary range (ISR). A School / Academy may choose to use a system of seven reference points within the ISR as a basis for determining rates of progression.
- c) place the new Headteacher on the range
- d) Remuneration paid to a Headteacher as a result of the determination of the range should cover the Headteacher's full role including any permanent appointment with responsibility for more than one School / Academy.
- e) The maximum of the range must not normally exceed the maximum of the School / Academy's group range. However, the top of the Headteacher's pay range (ISR) may exceed the maximum of the School / Academy's group range by 25%, where the Local Governing Board determines that circumstances specific to the role or candidate warrant a higher than normal salary. The Local Governing Board must seek the advice from the C.E.O. before providing such agreement and support its decision with a business case to the Directors' Board.

5.1.2 In determining the salary of a new Headteacher, the Local Governing Board in conjunction with the Directors' Board must have particular (but not exclusive) regard to:

- a) All of the permanent responsibilities of the role (this could include consideration of additional responsibilities arising from any reduction in the membership of the Senior Management Team)
- b) The current circumstances within which the School / Academy is operating, the challenges facing the Headteacher, and the background of the pupils attending the School / Academy
- c) Where, after advertising, the post it is proven to be a 'difficult to fill the vacancy'
- d) Scope within the range to allow for performance related progress over time.

## 5.2 Resetting Salary

The Headteacher's pay range can be changed by the Local Governing Board in conjunction with the Directors' Board at any time, in particular:

- a) when appointing a new Headteacher
- b) when the School / Academy moves into a different group size
- c) in recognition of exceptional performance
- d) in any circumstances in order to attract or retain a Headteacher
- e) in circumstances where the differential between the salary of the Deputy or Assistant Headteacher has been eroded
- f) if the Headteacher becomes responsible and accountable for more than one School / Academy on a permanent basis

## 5.3 Salary Progression and Performance Management

The Directors' Board will manage the performance of the C.E.O. annually, and the C.E.O. will manage the performance of all other Executive Leaders and Central Team annually, following the relevant Trust Policies.

The Local Governing Board must consider, annually, whether or not to increase the salary of members of the leadership group (Headteachers, Heads of School, Deputy Headteachers and Assistant Headteachers) who have completed a year of employment since the previous pay determination and if so, to what salary within the relevant pay range. The Local Governing Board must decide how pay progression will be determined, subject to the following;

- a) In accordance with Trust Board requirements, the Local Governing Board will nominate 2 or 3 appointed governors to review the performance of the Headteacher, alongside the C.E.O. ("The Panel")
- b) The Governing Board may also appoint an external adviser for the purposes of providing it with advice and support in relation to the appraisal of the Headteacher
- c) Performance objectives relating to School / Academy leadership and management and to pupil progress will be agreed or set during the Autumn Term
- d) The Panel will seek to agree Headteacher's performance objectives directly with the Headteacher
- e) The Headteacher will receive an Annual statement each year from the C.E.O. confirming his/her range and current salary point
- f) Progression on the range for the Headteacher will be subject to a review of the Headteacher's performance set against the annual appraisal review. The Panel may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality, the Panel may recommend to the relevant body that there should be no pay progression.
- g) A recommendation on pay must be made in writing as part of the individual's appraisal report.

## 5.4 Headteacher appointed as Headteacher or Acting Headteacher of more than one School / Academy

- a) Where the Headteacher is appointed as a Headteacher of more than one Trust School / Academy on a permanent basis, the respective Local Governing Boards, in conjunction with the Directors' Board, must determine the ISR by the application of the total unit score of all of the Schools / Academies calculated in accordance with the STPCD. A School / Academy may choose to use a system of seven reference points within the ISR as a basis for determining rates of progression.

- b) Where the Headteacher is appointed as an acting Headteacher of one or more additional Trust Schools/Academies, the respective Local Governing Boards in conjunction with the Directors' Board, for the duration of such appointment, determine the ISR by whichever produces the higher of
  - (i) the application of the total unit score of all of the Schools / Academies calculated in accordance with the STPCD; or
  - (ii) the determination of a Headteacher group that is up to two groups higher than the Headteacher group of any of the Schools / Academies.

## **5.5 Discretionary payments for Headteachers**

- a) Additional payments can be made to the Headteacher for temporary responsibilities or duties that are in addition to the post for which their salary has been determined. In each case the Local Board in conjunction with the Directors' Board must not have previously taken such reason or circumstance into account when determining the Headteacher's pay range and ensure that such a decision is within the scope of the budget. The C.E.O. should also be consulted.
- b) In normal circumstances, the total sum of additional payments made to a Headteacher in any School year must not exceed 25% of their basic salary and all discretionary payments received in relation to their role as Headteacher shall count towards the 25% limit.
- c) In exceptional circumstances following a business case to the Directors' Board a Headteacher can receive additional payment which exceeds 25% of their basic salary. In this situation, advice must be sought from the C.E.O. in justifying exceeding the limit.

## **6.0 HEADS OF SCHOOL, DEPUTY HEADS AND ASSISTANT HEADTEACHERS**

### **6.1 Determination of Salary**

6.1.1 In determining the salary of a new Head of School/ Deputy Head/ Assistant Headteacher, the Local Governing Board must determine the individual salary range (ISR), this may be based on a system of five reference points within the individual School / Academy range as a basis for determining rates of progression and must have particular (but not exclusive) regard to:

- a) The responsibilities of the post (this could include consideration of additional responsibilities arising from any reduction in the membership of the Senior Management Team)
- b) The current circumstances within which the School / Academy is operating, the challenges facing the Headteacher, and the background of the pupils attending the School / Academy
- c) Whether the post is difficult to fill.

### **6.2 Resetting Salary**

6.2.1 The Local Governing Board may change the salary range of Heads of School, Deputy Heads and Assistant Headteachers at any time, in particular:

- a) when a new appointment is made or
- b) there is a material change in the responsibilities of the post, e.g. because of restructuring
- c) in any circumstances in order to attract or retain a Deputy or Assistant Headteacher.



6.2.2 The maximum of the Deputy Head or Assistant Headteacher's pay range must not exceed the minimum of the Headteacher's or Head of School's ISR for the School / Academy.

### 6.3 **Salary Progression and Performance Management**

6.3.1 Performance objectives relating to School / Academy leadership and management and to pupil progress will be agreed or set for all Leadership Group members during the Autumn Term.

6.3.2 The Headteacher / Head of School will seek to agree performance objectives with the Deputy Head / Assistant Headteacher(s).

6.3.3 All members of the Leadership Group will receive an Annual statement each year confirming their range and current salary point.

6.3.4 Progression on the range for members of the Leadership Group will be subject to a review of performance set against the annual appraisal review. The Local Governing Board may decide to award one increment for sustained high quality performance or two increments where performance has been exceptional. Where performance has not been of a sustained high quality the Local Governing Board may decide that there should be no pay progression.

6.3.5 A recommendation on pay must be made in writing as part of the individual's appraisal report.

6.3.6 Where the Local Governing Board in conjunction with the Directors' Board has determined a pay range the maximum of which exceeds the highest salary payable under this document, it must continue to pay any salary determined by reference to that pay range until such time it reassess the pay range for its leadership posts under the provision of this document with due regard to the circumstances in which safeguarding applies.

## SECTION C – OTHER TEACHERS

### September 2023 pay award

The School Teacher's Pay and Conditions Document recommends a variable uplift on salaries from 1 September 2023: 7.1% for Point M1; 6.5% for points M2 to M6; 6.5% for U1 to U3.

- 7.1 The Local Governing Board will establish posts paid in accordance with the minimum and maximum points for such posts as determined by the School Teachers' Pay and Conditions Document.
- 7.2 The Local Governing Board will continue to use the previous pay scale points as reference points to determine this. Details of the reference points are found below.

<b>Main Pay Range (MPR)</b>	
<b>M1</b>	£30,000
<b>M2</b>	£31,737
<b>M3</b>	£33,814
<b>M4</b>	£36,051
<b>M5</b>	£38,330
<b>M6</b>	£41,333
<b>Upper Pay Range (UPR)</b>	
<b>U1</b>	£43,266
<b>U2</b>	£44,870
<b>U3</b>	£46,525

### 8.0 RECRUITMENT

- 8.1.1 A newly appointed teacher will be appointed at a point, to take into account the teacher's relevant skills and experience as determined by the Headteacher.
- 8.1.2 The STPCD allows for no assumption that a teacher will be paid at the same rate as they were being paid in a previous School / Academy. However, when determining the starting pay for a classroom teacher, the Local Governing Board will pay the teacher on the relevant pay range and allocate pay points on the following basis (where applicable):
- 8.1.3 One point for each one year of service as a qualified teacher in a maintained School / Academy, City Technology College or independent School / Academy;
- 8.1.4 One point for each one year of service as a qualified teacher in higher education, further education including sixth form colleges, or in countries outside England and Wales in a recognised School / Academy of the country concerned;
- 8.1.5 One point for each three years of non-teaching experience spent working in a relevant area, including industrial or commercial training, time spent working in an occupation relevant to the teachers work at the School / Academy, and experience with children/young people;
- 8.1.6 One point for each three years of other remunerated or unremunerated, experience including caring for children during a career break.

The Local Governing Board may also consider the allocation of additional scale points on the above basis to other teachers appointed on the pay range.

When determining the starting pay for a classroom teacher who has previously worked in an LA maintained School or independent Academy in England and Wales, the Societas Trust recommends that the Local Governing Board should pay the teacher at a scale point which at least maintains the teachers previous pay entitlement plus any pay progression which they would have received had they remained in their previous post.

8.2 Where a post is proving hard to recruit the School / Academy may choose to award a Recruitment Allowance. (See section H).

### **Salary Progression and Performance Management**

9.0 The Societas Trust has a statutory duty, under the School Teacher's Pay and Conditions Document, to review on an annual basis the salaries of all qualified teachers at 1 September.

9.1 Individual staff salaries will be reviewed during the Autumn Term. There is no provision within this policy for salaries to be reduced.

9.2 The pay review will be completed no later than 31st October and any increments will be back dated to 1st September of the same year.

9.3 Each teacher will be given a copy of his/her assessment as detailed in the 'Annual Salary Review Statement'.

9.4 It may be necessary for the Local Governing Board to undertake further assessments during the School / Academy year to meet particular changes in circumstances e.g. allocation of new or additional responsibilities to a teacher, where a teacher passes the Threshold or at any time where a teacher's salary changes. A written statement will be given after any review and will give information about the basis on which it was made.

9.5 Pay progression will be based on the teacher achieving a successful performance appraisal review. Where a teacher's performance is not at the required level this should be addressed through the Trust's appraisal and/or capability procedure.

### **10. Application to be paid on the upper pay range**

10.1. Qualified teachers may apply to be paid on the upper pay range at least once a year in line with the pay policy. The Local Governing Board shall assess any such application received and determine, in line with the pay policy, on whether the teacher meets the criteria.

Following recommendation by the Headteacher, the Local Governing Board shall assess them against the following criteria;

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 School / Academy expectations

A qualified teacher will be considered for a move onto the upper pay range, or progression within the upper pay range, where the relevant body is satisfied that:

- the teacher is highly competent in all elements of the relevant standards; and
- the teacher's achievements and contribution to an educational setting or settings are substantial and sustained.

## 11.0 UNQUALIFIED TEACHERS

### September 2023 pay award

The School Teacher's Pay and Conditions Document recommends a 6.5% uplift on salaries from 1 September 2023.

11.1 Where it has not been possible to recruit suitable qualified teachers, the Local Governing Board will appoint unqualified teachers to a salary within the range set out in the School Teachers Pay and Conditions Document.

The Local Governing Board will continue to use the previous pay scale points as reference points to determine this. Details of the reference points are found below.

11.2 The Societas Trust has determined that this should be a range as follows:

1	£20,598
2	£22,961
3	£25,323
4	£27,406
5	£29,772
6	£32,134

11.3 A newly appointed unqualified teacher will be appointed at a point, to take into account the unqualified teacher's relevant skills and experience as determined by the headteacher.

### Salary Progression and Performance Management

11.4 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. The Local Governing Board may decide to award one or more increments for sustained high quality performance. Where performance has not been of a sustained high quality the Local Governing Board made decide that there should be no pay progression. In such circumstances where an unqualified teacher's performance is not at the required level this will be addressed through the School / Academy's appraisal and possibly capability procedure.

11.5 The pay review will be completed no later than 31 October and any increments back dated to 1<sup>st</sup> September of the same year.

A person who is not a qualified teacher and who is appointed to give instruction in any art or skill or in any subject or group of subjects, where special qualifications or experience or both are required may carry out specified work (teaching) if the Governing Board is satisfied as to his/her qualification or experience or both.

## 12.0 SUPPLY TEACHERS

12.1 Teachers who work less than a full day will have their salary calculated and divided by the length of the School / Academy day and multiplied by the number of hours worked.

12.2 A short notice teacher who is employed by the School / 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.

## SECTION D - ALLOWANCES

### 13.0 SPECIAL EDUCATIONAL NEEDS ALLOWANCES

13.1 A SEN allowance of between £2,539 and £5,009 per annum will be payable to classroom teachers (or member of support staff) in accordance with 13.2 below.

13.2 The Local Governing Board must (can chose to) award a SEN allowance to a classroom teacher (or member of support staff) who is:

- a) in any SEN post that requires a mandatory SEN qualification;
- b) in a Special School / Academy;
- c) who teaches pupils in one or more designated special classes or units in a School / Academy or, in the case of an unattached teacher, in a local authority unit or service;
- d) in any non-designated setting (i.e. a setting that is not designated as described in c)) (including any short stay School / 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) has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the School / Academy or unit within or, in the case of an unattached teacher, the unit or service.

13.3 SEN allowances are intended to be paid to staff who are actually teaching children with special education needs, and if staff have responsibilities that meet the principles for the award of TLR payments then a TLR may be more appropriate. For example, a person who undertakes the role of Special Educational Needs Co-ordinator (SENCO) but doesn't meet any of the above criteria for a SEN allowance in their teaching role could be rewarded for the SENCO role via a TLR. SEN allowances maybe held at the same time as TLR's.

13.4 Where the Local Governing Board deems that a SEN allowance is to be paid, the Local Governing Board must determine the spot value of the allowance, taking into account the structure of the School / Academy'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
- c) the relative demands of the post

Local Governing boards are asked to consider the extent to which the above three factors apply when making judgements and setting the spot value of the SEN allowance between the minimum and maximum amounts.

13.5 Where a discretionary SEN allowance is awarded, as well as specifying the amount, the written notification given at the time of the award should specify the reason for the award.

13.6 Where a person is in receipt of a SEN allowance awarded under an earlier Document, the Local Governing Board must-

- a) determine whether the person remains entitled to a SEN allowance in accordance with 13.2, and if so, determine the amount of that allowance in accordance with 13.4.

#### **14.0 TEACHING AND LEARNING RESPONSIBILITY PAYMENTS (TLRs)**

- 14.1 TLRs will be awarded to the holders of the posts indicated in the School / Academy's staffing structure. Guidance regarding TLR ranges can be found in Appendix 4.
- 14.2. Having decided to award a TLR, the Local Governing Board must determine whether to award a first TLR (TLR1) or a second TLR (TLR2) and its value, in accordance with its pay policy
- 14.3 The Local Governing Board may award a fixed term TLR payment (a TLR 3) to a post requiring additional duties for a time limited period for a specific project identified as a priority within the School / Academy development plan or other School / Academy improvement projects.
- 14.4 When agreeing a fixed term TLR payment the current workload and the time allocated to carry out the duties that the TLR project entails will be given due consideration.

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.

There will be no safeguarding of any fixed term TLR payments.

#### **15.0 TLR's and part-time working**

- 15.1 Part-time staff can be paid a TLR, but it has to be a proportion of the full time value that corresponds to the working time. For example; if the total full-time TLR value is £4,000 and the person is 0.5 FTE, they will receive £2,000 as a TLR.
- 15.2 If the TLR is required on a full-time basis, the TLR can be shared between part time staff. For example; two 0.5 FTE staff can share a £4,000 TLR and will each receive £2,000.
- 15.3 A single TLR cannot be shared between two full time staff but may be shared between part time teachers as explained in 15.1.

#### **16.0 Criterion and factors for award of TLRs**

##### **16.1 Criterion**

A Teaching and Learning Responsibility payment (TLR) may be awarded to any classroom staff for undertaking a sustained additional responsibility in the context of the School / Academy's staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning for which he/she is made accountable.

##### **16.2 Factors**

Before awarding a TLR, the Local Governing Board must be satisfied that the staff duties will include a significant responsibility that is not required of all classroom staff, and that –

- a) is focused on teaching and learning;
- b) requires the exercise of a professional's skills and judgement;
- c) requires the person to lead, manage and develop a subject or curriculum areas; or to lead and manage pupil development across the curriculum;

- d) has an impact on the educational progress of pupils other than the person's assigned classes or groups of pupils; and
- e) involves leading, developing and enhancing the teaching practice of other staff

To award TLR1, the Local Governing Board must be satisfied that the significant responsibility includes, in addition, line management responsibility for a significant number of people.

## SECTION E – ACTING UP ARRANGEMENTS

### 17.0 Temporary pay arrangements when acting up

The School Teachers' Pay and Conditions Document stipulates that:

- 17.1 In the absence of the Headteacher / Head of School the Local Governing Board in conjunction with the Directors' Board may require a Deputy Headteacher to assume all the professional duties of the Headteacher / Head of School
- 17.2 Assistant Headteachers, Leading Practitioners, and Main Scale teachers (with or without TLRs) may be asked to assume the professional duties of a Headteacher, Head of School, Deputy or Assistant Headteacher; however, they are not *obliged* to undertake such duties
- 17.3 Where a teacher is assigned to carry out the duties of a Headteacher, Head of School, Deputy Headteacher or Assistant Headteacher, the Local Governing Board, in conjunction with the Directors' Board, must consider within 4 weeks whether or not the teacher should be paid an acting allowance
- 17.4 The Local Governing Board in conjunction with the Directors' Board will consider:
  - a. Any 'knock-on' effects, e.g. whether further Acting Allowances would be payable to other teaching staff
  - b. The appropriate point on the pay range. In the case of a teacher who is undertaking the duties of the Headteacher, this shall not be lower than the minimum of the ISR. Where a teacher is covering for a Head of School, Deputy or Assistant Headteacher, they must be placed not lower than the minimum point of the absent Deputy/Assistant Headteacher's pay range.

## SECTION F – ADDITIONAL PAYMENTS

- 18.0 Payments to teachers in respect of voluntary activities (including CPD) over and above the contractual 1265 hours may be made at a rate to be determined by the Local Governing Board.

Sub-paragraph (d) above does not apply to the provision of services by a Headteacher to a School / Academy in relation to which such Headteacher has been appointed either on a permanent or on a temporary basis.

## **SECTION G – LEADING PRACTITIONERS**

### **19.0 Leading Practitioners**

#### **September 2023 pay award**

The School Teacher's Pay and Conditions Document recommends a 6.5% uplift on salaries from 1 September 2023.

The Local Governing Board will continue to use the previous pay scale points (uprated as appropriate) as reference points to determine this. Details of these uprated reference points are found at Appendix 5.

#### **Other Specific Posts Paid above the Classroom Teacher Scale – Leading Practitioners**

- 19.1 The Local Governing Board may also establish other teaching posts paid above the maximum range for teachers. These posts will carry responsibility for modeling and leading the improvement of teaching skills across the School / Academy (where those duties fall outside the criteria for the TLR payment structure).
- 19.2 The pay range for these posts will be within the minimum and maximum of the range for Leading Practitioners contained within the School Pay and Conditions Document (see appendix 5), and will be determined by the role and range of responsibility of each post, which may vary across the School / Academy.
- 19.3 Each post will have a pay range comprising 5 pay points.
- 19.4 The starting salary for an appointment to a post on the Leading Practitioner pay range will be determined by the Local Governing Board and take account of the teacher's skills and experience.
- 19.5 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. If the Local Governing Board has maintained a system of reference points within the pay range they may decide to award one or more increments for sustained high quality or exceptional performance. Where performance has not been of a sustained high quality the Local Governing Board may decide that there should be no pay progression. Where a teacher's performance is not at the required level this will be addressed through the School / Academy's appraisal and/or capability procedure. The pay review will be completed by 31<sup>st</sup> December and any increments back dated to 1<sup>st</sup> September of the same year.



## **SECTION H – RECRUITMENT AND RETENTION ALLOWANCE**

### **20.0 Recruitment and Retention**

- 20.1 Where the Directors' Board or Local Governing Board decide to make recruitment and retention payments to teachers, the level, duration and criteria for such payments will be set out clearly. (Subject to the conducting a regular formal annual review of all such awards). Such criteria may include;
- required to attract suitable candidates for a post which it has been or it is considered difficult to fill; or
  - 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.
  - Recruitment and Retention payments will be reviewed annually
- 20.2 The value of any recruitment or retention payment will be determined according to the circumstances of each case but will take into account salary relativities across the School / Academy structure and known staffing changes in the future and would normally be within the TLR2 range £639 - £3,169.
- 20.3 The duration of the payment will be determined according to the circumstances of the payment. Initially this may be for a period of one year but will be subject to review which may extend the period if appropriate after which it may be withdrawn.
- 20.4 Normally a recruitment or retention payment will be financial, but where appropriate, the Directors' Board or Local Governing Board may consider other benefits e.g. relocation expenses, health care, sports membership, childcare provision etc. These benefits may be taxable; advice should therefore be sought prior to considering the introduction of such schemes.
- 20.5 Executive Leaders, Headteachers, Heads of School, Deputy Headteachers and Assistant Headteachers may not be awarded payments under paragraphs 20.1, 20.2, 20.3 or 20.4 other than as reimbursement of reasonably incurred housing or relocation costs.

## SECTION I – PART TIME TEACHERS

- 21.0 Part-time teachers must be paid on a pro-rata basis in accordance with the standard arrangements regarding how to calculate pro-rata salaries for part-time teachers.
- 21.1 The School / Academy will calculate the proportion of time a part-time teacher works against the **School / Academy's timetabled teaching week (STTW)**. The STTW refers to the School / Academy session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding: break times; registration; and assemblies.
- 21.2 The STTW of a full-time classroom teacher will be used as the figure for calculating the percentage of the STTW for a part-time teacher at the School / Academy.

Example: School / Academy day (excluding registration and assembly)

9.00am to 12.15pm (including one 15 minute break), then  
1.15pm to 3.30pm (including one 15 minute break)

STTW for the School / Academy = (3 hours + 2 hours) x 5days = 25 hours

Part-time classroom teacher (including excellent teachers and unqualified teachers) employed morning only, 9.00am to 12.15pm.

Calculating percentage of STTW:

3 hours x 5 days = 15 hours.

(STTW for full-time teacher at this School / Academy = 25 hours)

STTW for this part-time teacher =  $15/25 = 60\%$

Total directed time is calculated using the same percentage, i.e. in this case  $60\% \times 1265 = 759$  hours.

For this part-time teacher the directed time required for the STTW across the whole School / Academy year is therefore:

15 hours per week x 39 weeks = 585 hours

The remaining directed time available is therefore: 759 hours – 585 hours = 174 hours.

For the purposes of payment, total **contract** would be:  $15/25$  (i.e. 60%) and would therefore be paid 60% of the full time equivalent salary.

## SECTION J - APPEALS

22.0 An employee may seek a review of any determination in relation to their pay or any other decision taken by the Local Governing Board that affects their pay.

22.1 The following list includes the usual reasons for seeking a review of a pay determination;

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

- a) Incorrectly applied any provision of the relevant conditions of service;
- b) Failed to have proper regard for statutory guidance;
- c) Failed to take proper account of relevant evidence;
- d) Took account of irrelevant or inaccurate evidence;
- e) Was biased; or
- f) Otherwise unlawfully discriminated against the teacher.

22.2 The order of proceedings is as follows:

- a) The employee receives written confirmation of the pay determination and where applicable the basis on which the decision was made
- b) If the employee is not satisfied with the decision, they can:
  - i) Refer this to the Headteacher (or to the CEO if the employee is the Headteacher) in the first instance within 10 working days of the decision. The Headteacher/ CEO may seek to resolve the issue informally, or they may refer it to the decision making body. Should the issue not be resolved to the satisfaction of the employee within five working days the formal process as set out below should be initiated.
  - ii) Instigate the formal appeal process as detailed below
- c) The employee should set down in writing the grounds for questioning the pay decision and send it to the decision making body of the determination, within ten working days of the decision. Should an informal route be sought then the employee would have 10 working days from the initiation of informal discussions.
- d) The decision making body who made the determination should provide a hearing within ten working days of receipt of the written grounds for questioning the pay decision. The hearing should consider the written grounds, and provide an opportunity for the employee to make representations in person. The employee will have the right to be represented at the hearing by a trade union official or work colleague. Following the hearing the employee should be informed in writing of the decision and the right to appeal
- e) Any appeal should be heard by a panel of three members of the Directors' Board (Members' Board in relation to the CEO) normally within 20 working days of the receipt of the written appeal notification. The employee will be given the opportunity to make representations in person, and to be represented at the appeal hearing by a trade union official or work colleague. 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.
- f) The pay hearings and appeals procedure performs the function of the grievance procedure on pay matters and therefore decisions should not be reopened under general grievance procedures. Appeal decisions do not affect teachers' statutory employment rights.

## SECTION K - SUPPORT STAFF

- 23.0 All Trust Support Staff are paid in line with the Single Status agreement terms and conditions (The Single Status agreement does not cover teachers, youth workers, those on Soulbury grades, craft workers and people who are graded Level 15 and above.) The National agreement for Local Government workers requires the Societas Trust to set the grade of each post by reference to the duties and responsibilities attached to it. This approach supports the Trust in ensuring that the risk of equal pay litigation is mitigated.
- 23.1 The Local Governing Board will have regard to the general recommendations of the Directors' Board on the grading levels in setting the level of each post (including Job Evaluation Advice) as set out in the Support Staff Matrix. If the post established within the School / Academy is not a generic role already job evaluated, the Local Governing Board should seek Job Evaluation advice from HR. This advice should always be followed apart from in exceptional circumstances and with the approval of the C.E.O., following the submission of a business case.
- 24.0 **Appeals Relating to Job Evaluation Outcomes**  
Refer to Appendix 1.
- 25.0 **Working Hours**  
Staff will be regarded as working full-time if they work for 37 hours per week over 52.143 weeks per year. Staff working less than that will be regarded as part-time and salary payments will be made on a pro-rata basis to the full-time equivalent.
- 26.0 **Working Weeks to Pay Weeks Conversion.**  
Appendix 7 shows how to convert working weeks to pay weeks for support staff who work less than 52.143 weeks per year.
- 27.0 **Annual Leave for Support Staff Paid Whole Year**  
Refer to Appendix 9.
- 28.0 **Newly Appointed Staff**  
Newly appointed staff will normally be placed on the lowest point of the scale except where the member of staff has specific experience or additional qualifications relevant to the post.
- 29.0 Where applicable, increments will be awarded automatically on 1 April, subject to 6 months' probationary service in the grade.

## APPENDIX 1

### PROCEDURE FOR CONSIDERING APPEALS RELATING TO SALARY

1. Introduction by Chair – explanation of procedure
2. [NAME OF ORIGINAL COMMITTEE] Committee representative should present the case for the salary assessment decision.
3. Appellant (or their representative) may ask questions of the [NAME OF ORIGINAL COMMITTEE] representative.
4. Members of the Appeals Committee may ask questions of the [NAME OF ORIGINAL COMMITTEE] representative.
5. Appellant (or their representative) should present their case, explaining their objection to the decision of the [NAME OF ORIGINAL COMMITTEE] Committee.
6. [NAME OF ORIGINAL COMMITTEE] representative may ask questions of the appellant and ask further questions of the [NAME OF ORIGINAL COMMITTEE] representative regarding the case made on behalf of the appellant.
7. The relevant manager to be invited to express her/his views if (s)he has not already done so.
8. The [NAME OF ORIGINAL COMMITTEE] Committee representative to sum up case.
9. Appellant (or representative) to sum up case.
10. Parties to retire.
11. The Appeals Committee to consider the case and notify parties of their decision.

***This procedure may be varied by agreement of all parties.***

## Appendix 2 – Leadership Group Ranges

From 1 September 2023

<b>Leadership Group</b>	<b>Range</b>	<b>£</b>
<b>HT Group 1</b>	L6 – L18	53,641-72,080
<b>HT Group 2</b>	L8 – L21	56,357-77,572
<b>HT Group 3</b>	L11 – L24	60,785-83,489
<b>HT Group 4</b>	L14 – L27	65,330-89,853
<b>Exec 1</b>	L28 – L34	91,629-106,136
<b>Exec 2</b>	L35 – L43	108,775-131,056

## APPENDIX 3 – Leadership Pay Scale\*

From 1 September 2023 (£)

<b>SCP</b>	<b>01.09.2022</b>	<b>01.09.2023</b>
1	44,520	47,414
2	45,636	48,602
3	46,775	49,815
4	47,940	51,056
5	49,134	52,328
6	50,367	53,641
7	51,722	55,084
8	52,917	56,357
9	54,236	57,761
10	55,631	59,247
11	57,075	60,785
12	58,389	62,184
13	59,850	63,740
14	61,343	65,330
15	62,868	66,954
16	64,539	68,734
17	66,022	70,313
18	67,681	72,080
19	69,360	73,868
20	71,080	75,700
21	72,838	77,572
22	74,647	79,499
23	76,496	81,468
24	78,393	83,489
25	80,341	85,563
26	82,327	87,678
27	84,369	89,853
28	86,037	91,629
29	88,168	93,899
30	90,363	96,237
31	92,595	98,614
32	94,897	101,065
33	97,256	103,578
34	99,658	106,136
35	102,136	108,775
36	104,664	111,467
37	107,266	114,238
38	109,922	117,067
39	112,599	119,918
40	115,410	122,912
41	118,293	125,982
42	121,258	129,140
43	123,057	131,056

## APPENDIX 4 - Allowances

From 1 September 2023

<b>Payment 1 (TLR1)</b>	
<b>Min</b>	£9,272
<b>Max</b>	£15,690
<b>Payment 2 (TLR2)</b>	
<b>Min</b>	£3,214
<b>Max</b>	£7,847
<b>Payment 3 (TLR) (Fixed Term)</b>	
<b>Min</b>	£639
<b>Max</b>	£3,169

### **Special Educational Needs Allowances**

<b>SEN (Min)</b>	£2,539
<b>SEN (Max)</b>	£5,009



## APPENDIX 5 - Leading Practitioner Pay Range

From 1 September 2023 (£)

<b>SCP</b>	<b>01.09.2022</b>	<b>01.09.2023</b>
1	44,523	47,417
2	45,639	48,606
3	46,778	49,819
4	47,951	51,068
5	49,136	52,330
6	50,368	53,642
7	51,725	55,087
8	52,917	56,357
9	54,239	57,765
10	55,633	59,249
11	57,075	60,785
12	58,391	62,186
13	59,850	63,740
14	61,343	65,330
15	62,869	66,955
16	64,541	68,736
17	66,022	70,313
18	67,685	72,085

**APPENDIX 6 – Support Staff Pay Scales**

Column Point	01-Apr-22		01-Apr-23		Grading Structure
	Per Annum	Per Hour	Per Annum	Per Hour	
1	£20,258	£10.50	<i>Deleted</i>		L1
2	£20,441	£10.60	£22,366	£11.59	L1/2
3	£20,812	£10.79	£22,737	£11.79	L2
4	£21,189	£10.98	£23,114	£11.98	L3/4
5	£21,575	£11.18	£23,500	£12.18	L4
6	£21,968	£11.39	£23,893	£12.38	L4
7	£22,369	£11.59	£24,294	£12.59	L4/5
8	£22,777	£11.81	£24,702	£12.80	L5
9	£23,194	£12.02	£25,119	£13.02	L5
10	£23,620	£12.24	£25,545	£13.24	L5
11	£24,054	£12.47	£25,979	£13.47	L5
12	£24,496	£12.70	£26,421	£13.69	L5/6
13	£24,948	£12.93	£26,873	£13.93	L6
14	£25,409	£13.17	£27,334	£14.17	L6
15	£25,878	£13.41	£27,803	£14.41	L6
16	£26,357	£13.66	£28,282	£14.66	L6
17	£26,845	£13.91	£28,770	£14.91	L6/7
18	£27,344	£14.17	£29,269	£15.17	L7
19	£27,852	£14.44	£29,777	£15.43	L7
20	£28,371	£14.71	£30,296	£15.70	L7
21	£28,900	£14.98	£30,825	£15.98	L7
22	£29,439	£15.26	£31,364	£16.26	L7/8
23	£30,151	£15.63	£32,076	£16.63	L8
24	£31,099	£16.12	£33,024	£17.12	L8
25	£32,020	£16.60	£33,945	£17.59	L8/9
26	£32,909	£17.06	£34,834	£18.06	L9
27	£33,820	£17.53	£35,745	£18.53	L9
28	£34,723	£18.00	£36,648	£19.00	L9/10
29	£35,411	£18.35	£37,336	£19.35	L10
30	£36,298	£18.81	£38,223	£19.81	L10
31	£37,261	£19.31	£39,186	£20.31	L10/11
32	£38,296	£19.85	£40,221	£20.85	L11
33	£39,493	£20.47	£41,418	£21.47	L11
34	£40,478	£20.98	£42,403	£21.98	L11/12
35	£41,496	£21.51	£43,421	£22.51	L12
36	£42,503	£22.03	£44,428	£23.03	L12
37	£43,516	£22.56	£45,441	£23.55	L12/13
38	£44,539	£23.09	£46,464	£24.08	L13
39	£45,495	£23.58	£47,420	£24.58	L13
40	£46,549	£24.13	£48,474	£25.13	L13/14
41	£47,573	£24.66	£49,498	£25.66	L14
42	£48,587	£25.18	£50,512	£26.18	L14
43	£49,590	£25.70	£51,515	£26.70	L14/15
44	£50,572	£26.21	£52,534	£27.23	L15
45	£51,568	£26.73	£53,568	£27.77	L15
46	£52,665	£27.30	£54,708	£28.36	L15

## Appendix 7 – Converter to Calculate pay week from working weeks

Working Weeks	Trust Pay Weeks April 2023		
	Up to 5 Years	5 + years	
	7.2 weeks	8.2 weeks	
	28 days annual leave + 8 bank holidays	33 days annual leave + 8 bank holidays	
30	35.13	36	
38	44.24	45.26	School Crossing Patrol/Midday Supervisory only 38 weeks
38.6	44.92	45.96	Catering = 38 weeks + 4 days clean down
39	45.38	46.43	Pupils in attendance for 38 weeks + 5 inset days only
39.2	45.61	46.65	39.2 weeks = Pupils in attendance for 38 weeks + 5 inset day + 1 additional day
39.6	46	47.1	
40	46.52	47.58	38 weeks +5 inset days + 5 additional days
40.2	46.74	47.81	39.2 weeks + 5 additional days
40.4	46.9	48	
41	47.65	48.74	38 weeks +5 inset days + 10 additional days
41.2	47.88	48.97	39.2 weeks + 10 additional days
42	48.8	49.89	38 weeks+5 inset days+15 additional days or Cleaners 38 weeks+20 stand down days
42.2	49.02	50.13	38 weeks + 5 inset days +16 additional days – also used for cleaners
43	49.93	51.05	38 weeks +5 inset days + 20 additional days
43.2	50.16	51.28	38 weeks + 5 inset days + 21 additional days

### Staffordshire Pay Weeks April 2023 (Only apply to staff who remain on Staffordshire T&Cs following TUPE)

Whole year equivalent	SCP 1-22				SCP 23-34				SCP 35+/Soulbury				
	0-4yrs	5-14yrs	15-24yrs	25yrs+	0-4yrs	5-14yrs	15-24yrs	25yrs+	0-4yrs	5-14yrs	15-24yrs	25yrs+	
	52.14	52.14	52.14	52.14	52.14	52.14	52.14	52.14	52.14	52.14	52.14	52.14	
Pay Weeks													
Annual leave	25	30	31	32	27	31	32	33	28	32	33	34	
Bank holidays	8	8	8	8	8	8	8	8	8	8	8	8	
Extra statutory days	2	2	2	2	2	2	2	2	2	2	2	2	
Total leave (days)	35	40	41	42	37	41	42	43	38	42	43	44	
<b>Total leave (weeks)</b>	<b>7.00</b>	<b>8.00</b>	<b>8.20</b>	<b>8.40</b>	<b>7.40</b>	<b>8.20</b>	<b>8.40</b>	<b>8.60</b>	<b>7.60</b>	<b>8.40</b>	<b>8.60</b>	<b>8.80</b>	
Working weeks (pay weeks less total leave)	45.14	44.14	43.94	43.74	44.74	43.94	43.74	43.54	44.54	43.74	43.54	43.34	
<b>Weeks of leave accrued per week worked</b>	<b>0.1551</b>	<b>0.1812</b>	<b>0.1866</b>	<b>0.1920</b>	<b>0.1654</b>	<b>0.1866</b>	<b>0.1920</b>	<b>0.1975</b>	<b>0.1706</b>	<b>0.1920</b>	<b>0.1975</b>	<b>0.2030</b>	
	<b>Pay weeks</b>												
Working Weeks	37.0	42.74	43.71	43.90	44.11	43.12	43.90	44.11	44.31	43.31	44.11	44.31	44.51
	37.2	42.97	43.94	44.14	44.34	43.35	44.14	44.34	44.55	43.55	44.34	44.55	44.75
	37.4	43.20	44.18	44.38	44.58	43.59	44.38	44.58	44.79	43.78	44.58	44.79	44.99
	37.6	43.43	44.41	44.62	44.82	43.82	44.62	44.82	45.03	44.02	44.82	45.03	45.23
	37.8	43.66	44.65	44.85	45.06	44.05	44.85	45.06	45.27	44.25	45.06	45.27	45.47
	38.0	43.89	44.89	45.09	45.30	44.28	45.09	45.30	45.51	44.48	45.30	45.51	45.72
	38.2	44.12	45.12	45.33	45.54	44.52	45.33	45.54	45.74	44.72	45.54	45.74	45.96
	38.4	44.35	45.36	45.57	45.77	44.75	45.57	45.77	45.98	44.95	45.77	45.98	46.20
	38.6	44.59	45.60	45.80	46.01	44.98	45.80	46.01	46.22	45.19	46.01	46.22	46.44
	38.8	44.82	45.83	46.04	46.25	45.22	46.04	46.25	46.46	45.42	46.25	46.46	46.68
	39.0	45.05	46.07	46.28	46.49	45.45	46.28	46.49	46.70	45.65	46.49	46.70	46.92
	39.2	45.28	46.30	46.51	46.73	45.68	46.51	46.73	46.94	45.89	46.73	46.94	47.16
	39.4	45.51	46.54	46.75	46.97	45.92	46.75	46.97	47.18	46.12	46.97	47.18	47.40
	39.6	45.74	46.78	46.99	47.20	46.15	46.99	47.20	47.42	46.36	47.20	47.42	47.64
	39.8	45.97	47.01	47.23	47.44	46.38	47.23	47.44	47.66	46.59	47.44	47.66	47.88
	40.0	46.20	47.25	47.46	47.68	46.62	47.46	47.68	47.90	46.82	47.68	47.90	48.12
	40.2	46.43	47.49	47.70	47.92	46.85	47.70	47.92	48.14	47.06	47.92	48.14	48.36
	40.4	46.66	47.72	47.94	48.16	47.08	47.94	48.16	48.38	47.29	48.16	48.38	48.60
	40.6	46.90	47.96	48.18	48.40	47.31	48.18	48.40	48.62	47.53	48.40	48.62	48.84
	40.8	47.13	48.19	48.41	48.63	47.55	48.41	48.63	48.86	47.76	48.63	48.86	49.08
	41.0	47.36	48.43	48.65	48.87	47.78	48.65	48.87	49.10	48.00	48.87	49.10	49.32
	41.2	47.59	48.67	48.89	49.11	48.01	48.89	49.11	49.34	48.23	49.11	49.34	49.56
	41.4	47.82	48.90	49.13	49.35	48.25	49.13	49.35	49.58	48.46	49.35	49.58	49.81
	41.6	48.05	49.14	49.36	49.59	48.48	49.36	49.59	49.82	48.70	49.59	49.82	50.05
	41.8	48.28	49.38	49.60	49.83	48.71	49.60	49.83	50.06	48.93	49.83	50.06	50.29
	42.0	48.51	49.61	49.84	50.07	48.95	49.84	50.07	50.30	49.17	50.07	50.30	50.53
	42.2	48.74	49.85	50.07	50.30	49.18	50.07	50.30	50.53	49.40	50.30	50.53	50.77
	42.4	48.97	50.08	50.31	50.54	49.41	50.31	50.54	50.77	49.63	50.54	50.77	51.01
	42.6	49.21	50.32	50.55	50.78	49.65	50.55	50.78	51.01	49.87	50.78	51.01	51.25
	42.8	49.44	50.56	50.79	51.02	49.88	50.79	51.02	51.25	50.10	51.02	51.25	51.49
	43.0	49.67	50.79	51.02	51.26	50.11	51.02	51.26	51.49	50.34	51.26	51.49	51.73

Pay weeks are calculated as **working weeks + (working weeks x weeks of leave accrued per week worked)**

## **Appendix 8 – Apprenticeship Wages**

**Apprenticeship** wages. ... The current rate is £5.28 per hour as of April 2023 (this rate is for **apprentices** aged 16 to 18 and those aged 19 or over who are in their first year).

National Minimum Wage rates apply for apprentices in their second year as follows:

<b>National Minimum Wage Rates:</b>	<b>£ Rates from 1 April 2023:</b>
23+ Year Old Rate	£10.42
21-22 Year Old Rate	£10.18
18-20 Year Old Rate	£7.49
16-17 Year Old Rate	£5.28

**Apprentices get** at least 20 days of **paid holiday** a year, plus bank **holidays**.

Apprentices also **get** a training agreement or contract in place, just as a normal employee would.

## APPENDIX 9

### **Annual Leave for Support Staff Paid Whole Year**

This appendix outlines the general approach taken by The Societas Trust (“the Trust”) to requests for annual leave from support staff paid whole year. For the purpose of this, the terms “Academy” and “Trust” are interchangeable.

If your contract of employment does not require you to take holidays during school closure periods, you must arrange your holidays at the mutual convenience of both you and the Academy for which you work. You must make your request for annual leave, giving the Academy reasonable notice. The notice required is a minimum of six weeks.

You are not entitled to carry forward any holidays from one holiday year to the next except in exceptional circumstances and only with the express prior written authority of the Head Teacher or CEO, as appropriate. No payments will be made in lieu of holiday not taken except in respect of your last year of employment.

All applications for holiday must be submitted to the Head Teacher or CEO (as appropriate) for approval using the request for annual leave form. See appendix 1. You are only allowed to take holidays if the Academy has approved them in advance.

You are not allowed to take more than **one** working week holiday in term time unless you have obtained the express prior written permission of the Head Teacher or CEO (as appropriate) to do so.

The Academy may refuse your request for holidays if it is inconvenient to it.

You do not necessarily have the right to choose when you take your holiday and the Academy can tell you when to take your leave. Where this is the case the Academy has to give you two days' notice for every day they want you to take. So, if the Academy is telling you that you must take five days' holiday, they need to give you ten working days' notice of this.

If you start or leave your employment during the holiday year you shall be entitled to pro rata annual entitlement for each week of service in that holiday year.

Upon termination of your employment you will be entitled to pay in lieu of any holiday accrued in your last holiday year but not taken. If you have taken holidays in excess of entitlement the Academy shall be entitled to deduct the excess pay from your final salary payment.

The Academy may require you to take (or not to take) any outstanding accrued holiday entitlement during your notice period.

### **Term time only employees**

Term-time only employees are generally not permitted to take holidays during term-time, and so your Contract of Employment will specify that your annual salary represents payment for working **39.2** weeks out of 52 weeks, and includes a payment which represents your paid holiday entitlement. Your salary will then be adjusted so that you will be paid in 12 equal monthly instalments.

