Pay Policy

FOREST OF DEAN TRUST

Policy name	Pay Policy
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Owner	JR
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Approver	Trustees
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Review date	October 2027

Introduction

1. **Purpose**: The purpose of this policy is to set out a framework for making decisions on staff pay.
2. **Aims**: In adopting this policy the Trust wants to ensure that:
    a. all employees of the Trust are treated fairly and pay decisions are free from discrimination;
    b. the Trust is able to recruit and retain a skilled workforce;
    c. it recognises and rewards staff for their contribution to the Trust;
    d. it maximises the quality of teaching and learning at the Trust;
    e. it manages its budget to effectively deliver the Trust's strategic development plan.

Framework and responsibilities

3. **Overall responsibility:** The Trust's Board has overall responsibility for this policy and will monitor its effectiveness on an annual basis including trends on progression and the Trust's compliance with equalities legislation.
4. **Determination of pay scales/bands:** The Trust Board (or a delegated committee) will review and determine any increase to the pay scales or bands.
5. **Pay Decisions:**The Headteachers of each of the schools will moderate all pay proposals and make pay recommendations for all staff, these will then be ratified by Trustees at the earliest meeting, they will take effect from 1 September each year.

Pay determination on appointment

6. The Headteacher will determine the pay range for a vacant post prior to advertising in line with the standard payscales. An appropriate offer will be made to the successful applicant which may take into account all or any of the following factors at the Trust's discretion:

    a. the employee's current pay grade;
    b. the nature of the post;
    c. the level of qualifications, skills and experience required;
    d. market conditions;
    e. the Trust's Development Plan;
    f. the wider Trust context.

7. Trustees will determine the pay for any member of staff appointed to a leadership position in accordance with the leadership scale and taking into account the above factors as well as the group size as set out in the School Teachers' Pay and Conditions document.

Pay reviews

8. Our Trust does not link pay progression to teacher performance. Teachers should expect to receive annual pay progression within their pay range, and we will only withhold pay progression if the teacher is subject to capability proceedings.
9. All staff across our schools will undertake a process of reviewing performance that is intrinsically supportive and developmental, with an emphasis on a supportive and safe dialogue where all staff and those who manage them can be open and honest about successes and areas for improvement.
10. Collaborative reviews of performance will naturally lead to a less onerous system of

awarding pay. The Forest of Dean Trust is committed to developing a review system that reduces workload and improves a feeling of belonging and lays a clear platform for achieving success. This natural progression in pay does not apply to staff who are ECTs or subject to capability proceedings. There is clear guidance for these scenarios in our capability procedures in the HR manual.

Main scale reference points

11. The Trust will determine the pay scales for teachers, unqualified teachers and support staff on an annual basis. Details of current pay scales are set out in Appendix A. When determining the scales the Trust will have regard to national and local pay awards and the School Teachers' Pay and Conditions Document, but will not be bound to follow them.

Pay progression: process

12. **Appraisal process:** The Trust operates on ongoing dialogue of reflection and appraisal for all staff, details of which are included in the Reflective Review Procedure
13. **Objectives**: The Trust will support staff in how to effectively reflect on progress and set goals for their work
14. **Monitoring and support**: All staff will receive regular and constructive feedback during their employment. Where the Trust identifies that a member of staff is unlikely to meet their objectives they will usually be advised of this and consideration given to what further support is available to help them improve.
15. **Written evidence**: All staff members will keep a concise written record that shows evidence of their reflections, goals and agreed next steps. These will be stored centrally.
16. **Extraordinary performance** - Where a teacher has delivered exceptional performance in that year they may apply to move through the pay progression scales in increments of two points. The evidence to back this should be given to the headteacher in the summer term for review.
17. **The FOD Trust will permit the individual** to make an incremental jump of two points including that of the movement through the Threshold point if the performance and evidence is such to justify such a significant leap in payscales. (eg Moving from point 4 to 6 and through the threshold in one movement.)

Pay progression: decision making

18. **Reviewing objectives**: All staff will receive training in how to conduct effective review meetings and how to use evidence in the form of data, observations or achievements to create new goals for the year. If any line manager has concerns about the performance of a member of their team, they will speak to their line manager and, where appropriate, action the capability policy.
19. **Pay Decisions**: As detailed in point 5 above the Headteachers will review the pay progression for their schools and trustees will ratify.
20. **Unqualified Teachers:** The same approach as set out in 15 will apply to unqualified staff, save that the unqualified scale stops at point 6.
21. **Early Career Teachers (formerly known as NQTs):** Decisions about pay progression will be made with regard to the statutory induction process and supported by the appropriate awarding body.
22. **Support Staff:** Support staff will follow the same process of reviews as teaching staff and the rationale for progression through pay scales (where applicable) will be the same.

Progression to the upper pay range

23. **Eligibility**: Any qualified teacher may apply to be paid on the upper pay range and any such application will be assessed in line with this policy. It is for employees to decide whether or not they wish to apply to be paid on the upper pay range.
24. **Applications**: All applications should be made in writing no later than 30 September. All applications should include results of the last two appraisals, including any further evidence to demonstrate that the applicant has met the assessment criteria.
25. **Assessment**: An application from a qualified teacher to progress to the upper pay range will be successful where the Trust is satisfied that:

    a. the teacher is highly competent in all elements of the relevant standards; and
    b. the teacher's achievements and contribution to the Trust are substantial and sustained.

26. **Decisions**: Teachers will be advised of the outcome of their application to the upper pay range no later than October. If successful, applicants will move to the upper pay range with effect from 1 September and pay will be backdated.
27. **Upper pay range:** Teaching staff across the Forest of Dean Trust who are on the upper pay range are eligible to move to the next UPS point (from 1-3) every two years. They will be expected to perform their roles according to the UPS expectations (as published in the appraisal process supporting documents)

Allowances

28. **Allowances**: The Trust may award responsibility allowances for the performance of certain duties. The Trust will determine the level of allowances at either TLR1, 2 or 3 depending on the scope and additional responsibilities associated with the allowance. Where teachers no longer carry out the duties connected to that allowance, the entitlement to that allowance will cease (subject to any contractual rights to safeguarding).
29. **Fixed term allowance:** Where appropriate the Trust may award an allowance on a fixed term basis for a particular project or time period.
30. **Leading practitioner:** The Trust may create a post above the upper pay range for staff who perform Trust wide leadership roles.

What to do if you are dissatisfied

31. **Grievance procedure:** Any member of staff teacher who is dissatisfied with a pay decision should raise a grievance in accordance with the Trust's procedure within 10 working days of receipt of the written pay notification.

Appendix A - Trust Pay Scales

Main Scale

M1	£34,069
M2	£36,042
M3	£38,400
M4	£40,941
M5	£43,529
M6	£46,940

TLR Points

1A	£10,531
1D	£17,819
2A	£3,651
2B	£6,075
2C	£8,913
3	From £637 - £3,600

Upper Scale

UPS1	£49,134
UPS2	£50,956
UPS3	£52,835

Unqualified Teacher Scale

UQ1	£23,732
UQ2	£26,075
UQ3	28,758
UQ4	£31,124
UQ5	£33,811
UQ6	£36,494

Leadership

L1	£53,586
L2	£54,927
L3	£56,298
L4	£57,699
L5	£59,137
L6	£60,619
L7	£62,251
L8	£63,688
L9	£65,278
L10	£66,956
L11	£68,691
L12	£70,275
L13	£72,032
L14	£73,827
L15	£75,664
L16	£77,676
L17	£79,460
L18	£81,457
L19	£83,478
L20	£85,547
L21	£84,699
L22	£89,842
L23	£92,065
L24	£94,349
L25	£96,694
L26	£99,086
L27	£101,540
L28	£104,059
L29	£106,637
L30	£109,291
L31	£111,990
L32	£114,774
L33	£117,624
L34	£120,532
L35	£123,528
L36	£126,587
L37	£129,733
L38	£132,943
L39	£136,184
L40	£139,581
L41	£143,069
L42	£146,653
L43	£148,829

Support Staff

2	£25,219
3	£25,615
4	£26,017
5	£26,429
6	£26,847
7	£27,275
8	£27,710
9	£28,155
10	£28,608
11	£29,071
12	£29,542
13	£30,025
14	£30,515
15	£31,015
16	£31,527
17	£32,046
18	£32,578
19	£33,121
20	£33,673
21	£34,237
22	£34,812
23	£35,571
24	£36,582
25	£37,563
26	£38,511
27	£39,483
28	£40,446
29	£41,179
30	£42,124
31	£43,151
32	£44,254
33	£45,530
34	£46,581
35	£47,665
36	£48,738
37	£49,819
38	£50,910
39	£51,928
40	£53,052
41	£54,144
42	£55,225
43	£56,294