

Viking Academy Trust



Pay & Reward Policy & Procedure

The Viking Academy Trust Pay and Reward Policy has been written following advice from DfE guidance. It should be read alongside the Trust's Appraisals, Capability and Monitoring and Evaluation Policies.

Approved by the Trust: Term 1 2024

This is a statutory policy. It is reviewed annually.

Last review date: Term 1 2024

Signed:

Chair of Trust

PAY and REWARD POLICY & PROCEDURE

The Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

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Section One: Policy

1.1 Policy Statement

Section One: GENERAL POLICY STATEMENT

All staff, governors and Trustees make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff, governors and Trustees act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils

Schools in the Viking Academy Trust (VAT)

Chilton Primary School
Ramsgate Arts Primary School
Upton Junior School

This Pay & Reward Policy is applied consistently across all schools for all staff working for the VAT.

The aims of this policy are to:

- Maximise the quality of teaching and learning at the school
- Support a culture of high performance for staff across the school/academy
- Ensure the priorities and targets within the School Improvement Plan are fully supported
- Support the recruitment and retention of a high-quality workforce
- Enable the school/academy to recognise and reward all staff appropriately and fairly for their contribution and achievements
- Ensure all decisions on pay and reward are managed in a fair, just and transparent way

The Board of Trustees will undertake to:

- Reward all staff appropriately recognising their contribution to the school as individuals and as valued members of the Viking Academy Trust team
- Use the discretions and flexibility available within the various terms and conditions to recruit, reward and retain the highest quality staff according to the needs of the school within the Trust
- Ensure that appropriate funding is allocated for performance pay progression for all groups of staff across each school in the Trust
- Ensure all staff are treated fairly and equitably under this policy

- Communicate this policy and related procedures to all staff ensuring that any appeal or other concerns are managed promptly, fairly and objectively. Ensure compliance with the principles set down by the Committee on Standards in Public Life¹ and maintain objectivity and transparency.

The Board of Trustees will need to consider appropriate pay relativities and differentials when conducting pay reviews and should be mindful of the public sector equality duty in this regard.

All pay and reward decisions should fairly reflect staff responsibilities, achievements and contributions throughout the school with regard to the relevant standards.

The Board of Trustees wishes to ensure that both promotion and development opportunities are widely available to all employees. The Board of Trustees will not promote staff through the grading system nor use other pay mechanisms to assist in securing an employee's improved pension entitlement on retirement.

The Board of Trustees will ensure that each member of staff has an up-to-date job description that accurately reflects the accountabilities of the post. All job descriptions will be reviewed annually as part of the school's performance appraisal process.

The Board of Trustees will make use of allowances, additional payments and other incentives permitted by the appropriate terms and conditions to reward all staff who undertake additional responsibilities to a good standard of performance. This should be done through agreed personal and development plans.

1.2 Scope

This Policy and Procedure applies to all Employees of the Viking Academy Trust.

1.3 Adoption Arrangements and Date

This procedure was adopted by the Trust Board of the Viking Academy Trust on 15th September and supersedes any previous Pay and Reward Policy.

This policy will be reviewed by the CEO (Executive Headteacher) every year or earlier if there is a need. This will involve consultation with the recognised trade unions.

1.4 National and Local Agreements

The Trust Board will abide by the requirements of all relevant national and local agreements with particular reference to:

- School Teachers Pay and Conditions Document, including due regard to relevant guidance documents and accompanying circulars
- Conditions of Employment for School Teachers in England and Wales (the Burgundy Book)
- Kent Scheme Conditions of Service (the Blue Book) (excluding pay provisions - if the school has not adopted Kent Range)
- NJC for Local Government Services (the Green Book)

¹ http://www.public-standards.org.uk/Library/Seven_principles.doc

1.5 Review of School Structure

The Trust Board will review the school's staffing and salary structure and any related allowances annually but may do so at any time according to the needs of the school. The CEO (Executive Headteacher) will lead this process and will ensure there is full and proper consultation with all staff involved and all relevant recognised unions.

The Trust Board appreciates that changes to staff structures can be unsettling for staff, causing concern and stress. Therefore, the CEO (Executive Headteacher) must ensure that the process is conducted sensitively and fairly and ensure effective communication and appropriate treatment of staff is maintained throughout with proper consideration for the work-life balance of all involved.

Where changes to the Staffing Structure affect teachers' pay, they will be issued with a revised salary statement together with details of safeguarding (where appropriate).

Section Two: Framework for Pay Decisions

2.1 Delegation

The Board of Trustees are ultimately responsible for all pay decisions affecting staff in the Viking Academy Trust.

The Board of Trustees will delegate all pay decisions except for decisions relating to the pay of the Trust's Senior Leadership Team to the CEO (Executive Headteacher). All references in this Policy to the Pay Committee will then apply to the CEO (Executive Headteacher).

All decisions relating to the pay for members of the Trust's Senior Leadership team, including the CEO (Executive Headteacher) will be taken by the Personnel & Appraisal (PA) Committee of the Board of Trustees.

This decision is ratified by the Board of Trustees.

See Appendix 2.

2.2 Terms of Reference for the Pay Committee CEO (Executive Headteacher))

(1) To ensure the achievement of all the pay policy objectives and principles in a fair, reasonable and equitable manner.

(2) To undertake an annual pay review for all staff and reach decisions through the application of any relevant criteria measured by the school's performance appraisal process.

(3) To consider fully all recommendations for pay progression and any other relevant information made available.

(4) To ensure all members of staff are informed individually of the outcome of the annual pay review in writing within ten working days of the decision being made (by letter prior to September 25th)

(5) To observe all statutory and contractual obligations.

(6) To recommend to the Board of Trustees changes to the policy and to consult with staff and recognised unions on those proposed changes.

(7) To seek advice from VAT's HR department where appropriate.

(8) To maintain an accurate written record of all meetings and, having due regard to confidentiality, to report its decisions to the Board of Trustees.

(9) To recommend to the Board of Trustees the annual budget for pay and to ensure that sources of external funding for pay are accessed to maximum effect. See appendix 3

Membership of the Personnel & Appraisal Committee (PA Committee) will not be open to anyone who could benefit financially, directly or indirectly from such membership or any of the decisions of the committee.

2.3 Annual Pay Review

The Board of Trustees, will determine the budget to be set for pay, including pay progression for all staff.

An annual review of pay shall be conducted for all staff by the PA Committee in accordance with this Policy and will comply with equal opportunities, employment legislation and any instructions or guidance from relevant bodies such as the DfE. Pay will be assessed on the same basis for full and part time staff.

All decisions made by the PA Committee will take due account of the appraisal statement and all relevant information available from an appraisal or other review of an employee's skills, abilities, performance and any other factors deemed to be relevant, including any recommendation made by an employee's appraiser.

All decisions regarding pay progression for teachers, including the Leadership Group should be made without undue delay.

These should be completed prior to or on 31st October for teaching staff including those paid on the Leadership Pay Range.

Pay progression for all teaching staff, including the Leadership Group, is normally with effect from 1st September unless determined otherwise within the discretions of this policy.

Decisions relating to support staff eligible for salary progression under the arrangements for TCP (Total Contribution Pay) will be made in accordance with the following timescales:

Admin Team: Pay decisions will be made no later than end of Term 6 and pay progression to be awarded with effect from 1st September each year.

Premises Team: Pay decisions will be made no later than end of Term 6 and pay progression to be awarded with effect from 1st September each year.

MDMS Team: Pay decisions will be made no later than end of Term 6 and pay progression to be awarded with effect from 1st September each year.

Education Support Staff (e.g. TAs, STAs, LMs): Pay decisions will be made no later than end of Term 6, to be awarded with effect from 1st September each year.

Moderation of pay progression will take place at the end of term 6/beginning of term 1.

Guidance Note:

Please note schools have discretion to determine different timescales and should consult locally for example to alter their progression cycles to reflect the academic year – i.e. Pay decisions will be made no later than end of the Summer Term and pay progression awarded with effect from 1st September each year.

2.4 Notification to Staff

The Chair of Trustees will confirm, in writing any pay progression for the CEO (Executive Headteacher) and members of the Trust's Senior Leadership Team. The Chair will also advise the Trust's HR department of the decisions of the PA Committee which have been ratified by the full Board of Trustees.

The CEO (Executive Headteacher) will be responsible for ensuring all other members of staff receive written confirmation of their appraisal outcome and liaise with the Trust's HR & Finance department to inform them of decisions regarding any pay progression for this group of staff. At the Viking Academy Trust, the letter is sent from the Chair of the Trust on behalf of the Board of Trustees.

Notification to all qualified teachers will be given as a formal statement each year stating their salary and how it has been arrived at, as required by the appropriate STPC Document. All other staff should be given relevant and updated information, in writing regarding their salaries.

Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and where applicable will give information on the basis on which it was made.

Further information/details regarding an individual's own pay can be obtained by a written request to the CEO (Executive Headteacher).

2.5 Appeals

Any member of staff may seek a review of any determination in relation to his/her pay or any other decision taken by the Board of Trustees (or a committee or individual acting with delegated authority) that affects his/her pay. The arrangements and process for this are set out in Appendix 5.

2.6 Absence during the Pay Review Cycle

Where an individual is absent, for example on maternity leave or long-term sick leave, the pay decision may be deferred, with the agreement of the employee, until the employee's return to work to enable the individual to participate fully in the pay review process.

Where an employee has had a significant period of absence during the pay review cycle a decision may be taken to award proportionate pay progression based on the evidence of their performance and contribution and the criteria for progression during the period they were at work.

Additionally support staff employed on Kent Scheme conditions will need to have sustained an aggregate attendance of 9 months in any one year (pro rata for term time only staff) to be eligible for a TCP award.

Guidance note: Support Staff and TCP

Sickness – extended sickness absence interrupts the appraisal cycle but does not prevent an employee from receiving an assessment. On return from sick leave the employee needs to accrue a total of 9 months in work, including any un-assessed time before their sick leave, before receiving an assessment. For example, someone who has absence 3 months into the review period needs to be back at work continuously for a further 6 months before an assessment of their performance can be made. The same principle applies if someone has had several absences due to sickness over the year – there must be a total of 9 months at work for an assessment to take place. Once the assessment is complete any pay award should be backdated to April.

Maternity – an employee on maternity leave cannot be assessed in terms of their performance during the period of absence but requires an assessment on their return, and completion of 9 months aggregated service (including time at work before and after the maternity leave) which may need to be backdated.

2.7 Equality Considerations

The Trust will have due regard to equality and equal pay considerations when making pay determinations.

Guidance note:

Schools are advised to refer to supplementary guidance issued by the DfE – Implementing your School's Approach to Pay:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/544807/Implementing_your_schools_approach_to_pay.pdf;

Where a teacher is away from school because of maternity leave, pay progression should not be denied solely because of her maternity. When a teacher returns to work from maternity leave, the schools are advised to give her any pay increases that she would have received, following appraisal, had she not been on maternity leave.

Schools should ensure that their pay and appraisal policies incorporate any adjustments which can reasonably be made to give a teacher who is absent for disability related reasons an equal opportunity to participate in the appraisal process. Where a teacher returns to work following a disability related absence, pay progression should not be denied solely because of their disability related absence.

Section Three: Pay and Reward for Teachers

The Trust Board* will ensure decisions on pay and reward are consistent with the provisions of the STPCD and take due account of any supplementary guidance issued by the DfE.

3.1 Qualified Classroom Teachers (Main Scale and Upper Pay Range)

The arrangements for determining the salaries and pay progression of teachers paid on the main and upper pay range are set out below.

3.2 Basic Pay Determination on Appointment

The pay range for a vacant teaching post will be determined by the CEO (Executive Headteacher)/Head of School prior to the post being advertised. The CEO (Executive Headteacher) will determine the starting salary within the range determined for the position at the point the job offer is made. In making such determinations the following factors will be taken into consideration:

- The nature and demands of the post
- The level of qualifications, skills and experience required
- Market conditions
- The wider school context includes its ethos and principles.

The Trust will give every regard to the current salary of a teacher appointed from another school. A teacher may be paid their current salary, however there is no assumption that a teacher will be paid at the same rate as they were in their previous school.

Schools should pay particular care not to place female employees returning from maternity or career breaks for childcare purposes at a disadvantage in this regard.

Guidance note:

In most cases it would be expected that a school would want or need to offer a salary commensurate with that of a teacher's current position where the new post is of the same or broadly similar responsibility to their previous school. However, if a school is considering an offer below the current salary for a similar level post, then the school must be mindful of the potential recruitment implications. Also, where an offer is being considered that is above the current salary position, any adverse impact on internal pay differentials may have consequences for the morale and retention of existing staff. Schools may wish to take advice from their personnel provider when making decisions regarding pay on appointment to ensure against discriminating against certain groups of employees – for example a teacher returning to the profession following a career break for childcare or carers reasons.

The pay range for Main Pay Range appointments and criteria for pay determinations and progression are set out in Appendix 2

3.3 Recruitment and Retention Incentives and Benefits

The Board of Trustees may make an appropriate payment to a teacher (including the CEO (Executive Headteacher)) as considered necessary and subject to the overall limit on discretionary payments as an incentive for the recruitment or retention of a teacher. The Board of Trustees will determine a policy statement that will set out the criteria for such awards.

The Board of Trustees also award other financial assistance, support or benefits, including, for example travel costs, assistance with costs of care of dependants or other support where this may assist recruitment and/or retention of a teacher.

An incentive allowance, including other financial assistance, support or benefit made for the recruitment or retention of a teacher will be reviewed after a suitable period agreed with the teacher and this will be confirmed in writing in line with the Trust's policy.

All awards will be in line with the provisions of the STPCD and the Trust will ensure that due consideration will be given to the tax implications of any such benefits.

The Board of Trustees will review the level of payment of such individual awards on an annual basis.

3.4 Special Needs Allowances

The Board of Trustees will make appropriate payment of special needs allowances, which will be awarded according to the criteria in the STPCD.

SEN Allowances will be awarded within the current national range of ***ADVISORY £2,679– £5,285.**

3.5 Teaching and Learning Responsibility Payments

Teaching and Learning Responsibility Payments (TLRs) will be awarded to posts in the attached school staffing structure in accordance with the criterion, factors and other conditions as set out in the STPCD.

The number and nature of TLRs will be determined by consideration of the school's improvement plan and associated priorities whilst ensuring the school keeps within its agreed budget.

The VAT adopt the TLRs national range of:

TLR1 £9,782 - £16,553

TLR2 £3,391 - £8,279

TLR3 £675- £3,344

As of September 2024, there are TLRs currently attached to the following positions within VAT schools:

Head of Year

Key Stage Leader

Core Responsibility

Wider Responsibility

The amount paid as a TLR is dependent upon individual school requirement and budget.

Temporary TLR: Where a TLR is awarded on a temporary basis, for example to cover for maternity or sick leave, the Board of Trustees will ensure the reason and length of that period is clearly set out in a revised pay statement.

The Trust may award an individual temporary TLR for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Board of Trustees will set out in writing to the teacher the duration of the fixed term, and the amount of the award will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR.

3.6 Additional Payments

The Board of Trustees will use the discretion available to make appropriate additional payment to teachers, including the CEO (Executive Headteacher) in the following circumstances;

- a) undertaking continuing professional development outside the school day
- b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school
- c) participation in out-of-school learning activities
- d) additional responsibilities and activities relating to the raising of educational standards in one or more additional schools

Payments to part-time teachers will be made through the existing mechanisms of supply/additional hours' payments up to full-time.

Agreement to participate in out of school hours learning activities will be documented to set out the work expected and the rate of payment.

3.7 Pay Progression Based on Performance

In the Viking Academy Trust all teachers will receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. These arrangements are set out in the Trust's Appraisals and Capability policies. The schools within the Trust will ensure that appraisal reviewers have undertaken appropriate training.

In the case of ECTs whose appraisal arrangements are different, pay decisions will be made with reference to the requirements of the statutory induction process.

To be fair and transparent, assessments of performance will be properly rooted in evidence. The CEO (Executive Headteacher), or delegate, will ensure fairness by reviewing and moderating all pay decisions prior to confirmation, thus ensuring a consistent application and interpretation of criteria and evidence. Where differentiated or accelerated pay progression is awarded, such decisions will be rooted in evidence and applied equitably.

Appendix 3 sets out the criteria for progression with common examples of evidence that can be used in supporting pay decisions.

The general expectation for a teacher to progress within the main pay range is evidence of consistently good teaching and learning. Pay reviews for teachers on the main pay range will normally be completed annually.

The general expectation for teachers on the upper pay range is that the evidence will consistently demonstrate aspects of outstanding teaching and learning. Performance reviews for teachers on the upper pay range will be completed annually and this may include consideration of any possible future pay implications, however pay progression on the upper pay range will be subject to the teacher providing the evidence of meeting the upper threshold criteria.

All teachers should be able to demonstrate evidence of appropriate pupil progress in line with national standards. Other factors, including evidence of the Teacher's Professional Standards relevant to the criteria for the range may also be important in making sound pay decisions and this should be discussed as part of the appraisal process.

The evidence necessary for considering pay progression will usually be available through performance appraisal and other established management systems. In certain circumstances where evidence is not readily available the CEO (Executive Headteacher) may request that the teacher provides this.

Where a teacher has joined the school part way through an appraisal cycle the pay decision will be based on the evidence from the teacher's time at the school. Additionally, the CEO (Executive Headteacher) may, if deemed appropriate, seek further evidence from the previous school to make a fair and justifiable pay decision.

All teachers' appraisals will contain a written report summarising the teacher's performance against objectives and teacher standards. This report will include a recommendation on pay progression. This recommendation will be made by the Appraiser.

At the Viking Academy Trust, the 'Appraiser' will be the teacher's line manager (e.g. Head of Key Stage/Year) alongside a member of the SLT – not the CEO (Executive Headteacher).

Final decisions regarding the pay decision will be made by the Board of Trustees for positions on the Trust's Senior Leadership scale and by the CEO (Executive Headteacher) for all other teachers. All decisions will have due regard to the appraisal report including the recommendation and will take into account any advice from the Leadership Team of each school.

Where possible teachers will be notified of the outcome of their pay decision before 25th September but in all cases this will be completed before 31st October each year. Where pay progression is awarded this will take effect from 1st September and may be backdated should the pay decision not have been made by this date.

The Board of Trustees will consider its approach in the light of the school budget and ensure that appropriate funding is allocated for pay progression at all levels.

3.8 Movement to the Upper Pay Range

Applications and Evidence for Progression to the Upper Pay Range

All qualified teachers may apply to be paid on the upper pay range once they have sufficient evidence required to successfully complete the Threshold application. Any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range.

The VAT would expect teachers to have a minimum of three years appraisal evidence (ECT + 3 teaching experience) before an application to Upper Pay Range would be considered (Viking MPR5).

Applications and Evidence

A teacher can only submit one application for progression to the upper pay range in any school year unless there are exceptional circumstances.

All applications should include the results of the three most recent reviews or appraisals, including any recommendation on pay. A teacher may enclose any additional evidence to support their application. Where information from previous reviews is either not available or applicable the teacher may submit a statement and summary of evidence designed to demonstrate that the teacher meets the assessment criteria.

In the Viking Academy Trust, the deadline for applying is the 31st August.

If a teacher is simultaneously employed at another school or schools they may submit separate applications if they wish to be paid on the upper pay range in that employment. This Trust will not be bound by any pay decision made by another school.

The Board of Trustees, via the PA Committee will accept the CEO (Executive Headteacher)'s assessment of eligible teachers against the national standards to enable them to move on to the upper pay range subject to prevailing national regulations.

Teachers who have had a break in service or a significant period of absence from work may submit additional evidence from a previous period if this is relevant to the assessment.

All applications must be submitted to the CEO (Executive Headteacher) using the school's Upper Pay range 'Threshold' online application form. (Key Survey Form link in appendix 7)

The Assessment

An application from a qualified teacher will be successful where the CEO (Executive Headteacher) is satisfied that:

- a) the teacher is highly competent in all elements of the professional standards; and
- b) the teacher's achievements and contribution to the school are substantial and sustained

For the purposes of this policy the following terms are defined:

- **highly competent:** consistently good teaching and learning with some evidence of outstanding practice in a key area of the professional standards, evidence of being able to give advice and mentoring to others on effective teaching practice and how to make a wider contribution to the work of the school in order to help others meet the professional standards and develop their teaching practice
- **substantial:** of real importance, validity and value to the school; evidence the teacher plays a critical role in the life of the school; provides a role model for teaching and learning; makes a distinctive contribution to the raising of pupil standards; takes advantage of appropriate opportunities for professional development and uses the outcomes effectively to improve pupils' learning
- **sustained:** means sustained over the review period, normally two years or a significant part thereof

Processes and procedures

The application will be assessed against the above criteria and the teacher will be informed by the CEO (Executive Headteacher) in writing, within 15 working days following the deadline for receipt of the application.

Where progression to the upper pay range is awarded, this will take effect from the following 1st September.

In normal circumstances the teacher will move to the minimum salary of the upper pay range however there may be circumstances where it is considered appropriate to move the teacher to a higher value within the range. This decision will be made by the CEO (Executive Headteacher) and will be based on the following considerations:

- the nature and impact of the responsibilities undertaken by the teacher
- the level of qualifications, skills and experience demonstrated by the teacher
- the level of performance against the standards demonstrated by the teacher

However, all decisions will be reviewed before confirmation to ensure the award is fair, consistent and fulfils the employers' legal duties regarding equal opportunity and equal pay for equal value etc.

If unsuccessful, the teacher will receive feedback by the CEO (Executive Headteacher) and this will be given as soon as possible but no later than 15 working days of confirmation of the decision.

A teacher may appeal against a decision not to move the applicant to the upper pay range, and this will be held in accordance with the Trust's procedures for hearing pay appeals.

The pay range for Upper Pay Range appointments and criteria for pay determinations and progression are set out in Appendix 2.

3.9 Part Time Teachers

Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Board of Trustees will ensure the teacher is issued with a written statement detailing their working time obligations and the standard mechanism used to determine their pay, subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.

3.10 Leading Practitioner Posts

The Board of Trustees will determine the need for a Leading Practitioner position in the school. Consideration will be given as to whether any current Advanced Skills Teachers in post within the school have the necessary skills and experience for such a role.

In the event a Leading Practitioner post is established this will be set out in the staffing structure of the school and appointment will be made in accordance with the Trust's recruitment procedure.

The pay range for Leading Practitioner appointments and criteria for pay determinations and progression are set out in Appendix 2.

There are currently no staff employed as 'Leading Practitioner' across the VAT.

3.11 Supply Teachers

Teachers who work on a day-to-day or other short notice basis will have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers paid daily will have their salary assessed as an annual amount, divided by 195 and multiplied by the number of days worked.

Teachers who work less than a full day will be hourly paid and will also have their salary calculated as an annual amount.

Any teacher engaged on a supply basis, where eligible will have their performance pay progression awarded on a proportionate basis in the same way as other teachers in the school who have been absent for a significant part of the pay period (see paragraph 2.6)

3.12 Unqualified Teachers

Pay on Appointment

The CEO (Executive Headteacher) will determine where a newly appointed unqualified teacher will enter the range for unqualified teachers, having regard to any qualifications or experience s/he may have, which they consider to be of value.

The CEO (Executive Headteacher) may consider making an appropriate additional allowance where there are sound and justifiable grounds for so doing.

Whilst regard will be given to the current salary of a teacher appointed from another school there is no assumption that a teacher will be paid at the same rate as they were in their previous school.

Pay Progression

Pay progression on the unqualified teacher range will be clearly attributable to the performance of the individual teacher. The pay committee will be able to objectively justify its decisions.

Appendix 2 sets out the criteria for progression with common examples of evidence that can be used in supporting pay decisions.

Where possible teachers will be notified of the outcome of their pay decision before 30th September but in all cases, this will be completed before 31st October each year. Where pay progression is awarded this will take effect from 1st September and may be backdated should the pay decision not have been made by this date.

Section Four: Pay and Reward for Support Staff

4.1 Basic Pay Determination on Appointment

The VAT has adopted Kent Range for support staff who will be paid in accordance with the Kent Range pay framework. (Apprentices will be paid in line with National Minimum Wage, please see section 4.5 for more information).

The Board of Trustees recognises the value of job evaluation as a means of assessing the grade of a job in a fair and consistent way. This enables the school to fulfil its legislative and other employer obligations for equal pay for equal value as well as the need for a 'felt fair' grading structure.

The Board of Trustees will therefore use any benchmark job descriptions supplied by the Trust's HR department and where appropriate the Hay Job evaluation scheme or other evaluation scheme recommended by its HR department, in establishing or reviewing the grade for a job.

However, the Board of Trustees will operate within the NJC pay and conditions of service of Local Government Service for any staff who are employed under these terms and conditions.

In this event, manual staff on NJC conditions will be paid a single point within the national grade and honoraria payments will be considered to reward exceptional performance.

4.2 Pay Progression and Additional Awards

The Board of Trustees will ensure that suitable arrangements are in place to assess the total contribution of all support staff and will use this assessment to determine annual pay decisions in accordance with Kent Range.

Appendix 3 of this policy sets out the criteria for progression with common examples of evidence that can be used in supporting pay decisions for support staff.

In usual circumstances the necessary evidence for pay progression will be available through the performance appraisal and other established management systems. In certain circumstances where evidence is not readily available the CEO (Executive Headteacher) may request that the staff member provides this.

The Trust will also make appropriate use of any merit award or other reward system, both cash and non-cash, developed by KCC to recognise the performance and contribution of support staff in a positive and flexible way. The school will ensure that any such decision is in accordance with the schemes' provisions.

It will also encourage the 'Viking Academy Trust Reward Policy' as a source for providing recognition and reward (including financial reward) for staff.

4.3 Additional Considerations for the grading of support staff posts

Where a member of staff achieves a work-related qualification (for example as a HLTA) that entitles him/her to be paid at a higher grade for those duties, the school will endeavour where possible to engage the employee in the higher graded duties for the duration of their working hours in school rather than use a split contract arrangement.

Where a member of support staff holds two or more contracts at differing grades, for example HLTA and Teaching Assistant, the school may consider paying the higher grade for all work undertaken if it can be reasonably held that the employee would be using their higher-level skills consistently in all their roles.

4.4 Payments for Additional Hours

The Board of Trustees will make appropriate payments to Support Staff undertaking additional hours, for example attending INSET and Out of School Learning Activities, in accordance with the relevant scheme of terms and conditions.

4.5 Apprenticeship Pay

Apprentices are initially placed on the National Minimum Apprenticeship Wage for the first year of their employment. Once they have completed their first year, their salaries are increased in line with the national minimum wage for their age.

Section Five: Leadership Group Pay

The Board of Trustees will ensure decisions on pay and reward are consistent with the provisions of the STPCD and take due account of any supplementary guidance issued by the DfE.

The Leadership pay range is set out in Appendix 2.

5.1 Pay Determination Prior to Appointment

The Board of Trustees will confirm the membership of the school's Leadership team and determine the pay ranges applicable for each post.

The pay range for a vacant leadership post will be determined by the Board of Trustees (PA Committee) prior to the post being advertised.

5.2 Headteacher Pay Determination

The Board of Trustees will review the Headteacher* group whenever it proposes to appoint a new headteacher.

The indicative group size for a school will be determined in accordance with the provisions set out in the STPCD. The Trust Board will identify a pay range within the group size to which the Headteacher will be appointed.

* Including CEO (Executive Headteacher)/Head of School and staff paid on the Leadership Pay scale.

In determining the pay range for a headteacher the Board of Trustees / PA Committee may take into consideration:

- The specific requirements of the post
- The school context and challenge
- The complexity of the post
- The requirement to recruit and retain appropriate candidates
- Affordability and comparable salary benchmarking data

The pay range for a Headteacher (at Viking: Head of School) will not usually exceed the group size for the school. However, the Trust Board / Pay Committee may determine a range up to 25% greater in value than the maximum group size for the school should the circumstances warrant.

In determining the pay range and the salary on appointment the Trust Board / Pay Committee will ensure that there is appropriate scope within the range to allow for performance-related progression over time.

5.3 Pay Determination for Other Members of the Leadership Group

The CEO (Executive Headteacher) will identify a pay range for the Deputy and Assistant Headteachers taking into consideration the respective level of responsibilities and appropriate internal differentials.

The maximum of the Deputy or Assistant Headteachers' pay range will not exceed the maximum of the Headteacher range and will only overlap the Headteacher's pay range in exceptional circumstances.

In determining the pay range, the CEO (Executive Headteacher) and DoE (Director of Education) the PA Committee will ensure that there is appropriate scope within the range to allow for performance-related progression over time.

5.4 Pay Progression

Pay reviews for Leadership posts will be normally undertaken by the PA Committee on an annual basis as soon as possible after 1st September but no later than 31st December. Where pay progression is awarded this will take effect from 1st September and may be backdated where required.

Annual pay progression within the salary scale for a Leadership post is **not automatic**. The criteria and process for such decisions are set out in Appendix 2.

The PA Committee may request information from the performance appraisal review process as well as evidence of performance in other relevant areas to inform its decision.

The CEO (Executive Headteacher) may advise the PA Committee regarding the pay progression for other members of the Leadership team but will do so in accordance with the regulations and statutory guidance.

The PA Committee is entitled to seek the advice of other relevant professionals regarding the pay progression of the CEO (Executive Headteacher).

Within the Viking Academy Trust, three nominated Trustees make up the PA Committee to lead CEO (Executive Headteacher) Appraisal. They are led through this process by a relevant professional, employed externally.

Heads of School are appraised by the Chair of the LAB (also a Trustee), the CEO (Executive Headteacher) and one other member of the individual school's LAB or a member of the PA Committee may also form part of the appraisal process.

Pay decisions will be clearly attributable to the performance of the individual. In making a determination the PA Committee will have regards to:

- The individual's performance as evidenced in the appraisal process
- The pay recommendation contained within the appraisal report

Sustained **high quality performance** should give the individual an expectation of progression up the pay range.

The general expectation for pay progression is as follows:

- Towards the bottom of the individual's pay range (e.g. if L 3-8 & on L3-5) – evidence of **consistently good leadership practice**
- Towards the top of the individual's pay range (e.g. if L 3-8 & on L6-8) increasingly significant evidence of **outstanding leadership practice** with all other practice being consistently good.

5.5 Redetermination of Leadership Pay Ranges

The Board of Trustees may re-determine leadership pay ranges at any time should it be considered necessary to reflect a significant change in the permanent responsibilities of the post.

It will be for the Board of Trustees to determine in the light of a school's particular circumstances and context the extent to which any change should be regarded as 'significant'. In doing so, the Board will want to pay particular attention to the extent to which the change creates new levels of accountability and responsibility for the leadership group member or members

5.6 Temporary Payments to Leadership Teachers

In accordance with the provisions of the STPCD, where a leadership teacher is temporarily seconded to a leadership post in another school which is causing concern the Trust Board / Pay Committee may make a lump sum payment in recognition of this additional responsibility. Any provisions regarding additional payments should be confirmed in writing at the commencement of the arrangement.

Arrangements for making payments in respect of leadership teachers who 'act up' or take on additional temporary responsibilities will be in accordance with the provisions of the STPCD.

5.7 Discretionary Payments to the Headteacher / Executive

It should be noted that any discretionary payment made to the headteacher should be included within the maximum 25% additional salary payment payable under section 5.2.

Section Six: Pay and Reward Issues for all School Staff

6.1 Non-Cash Awards

The Trust will consider the application of non-cash and other types of benefits to reward staff appropriately for their contributions to the school, as provided by KCC policy and/or national terms and conditions.

Generally, such awards can be decided by the CEO (Executive Headteacher). However, decisions involving a significant budget implication should be referred to the FAR Committee. This may then be delegated to the relevant LAB.

The Trust will ensure that all non-cash awards are properly recorded in line with the requirements of Inland Revenue regulations.

6.2 Salary Safeguarding

In circumstances where a teacher's salary is reduced through no fault of his/her own, including the removal of a TLR, SEN or the reduction of a TLR value, salary safeguarding will be paid in accordance with the provisions of the STPCD. This will be on a cash sum basis for a period **of up to three years** in accordance with the STPCD. TLR 3 payments are exempt from any safeguarding arrangement.

The Board of Trustees will notify the teacher of the details of any such safeguarding at the earliest opportunity and in any event within one month of the decision being made.

In these circumstances the CEO (Executive Headteacher) may assign the teacher to undertake such reasonable duties to the value of the cash sum safeguarded taking due account of the teacher's skills and experience. If such duties are reasonably assigned and the teacher declines to undertake them then the teacher will be issued with one month's notice to terminate the salary safeguarding.

For all other staff, the Trust will follow the relevant terms and conditions of employment for the safeguarding or protection of an employee's salary where it is reduced through no fault of the employee.

6.3 Acting Allowances

The Trust will follow the terms of the STPCD for a teacher and the Kent Scheme for support staff in circumstances where a member of staff acts up to a more senior position. The salary and the period of the acting arrangement with any specific conditions will be confirmed in writing.

Guidance note:

It would be normal for the salary offered for acting up to be the minimum point of the relevant range, however, this will need to be discussed and agreed with the person concerned. Schools not using the Kent Scheme will need to determine their own arrangements for this.

Section Seven: Policy Review

The Board of Trustees will monitor the implementation, outcomes and impact of this policy annually in consultation with staff and recognised unions.

The Trust Board will monitor the position with regard to employees with protected characteristics and part-time staff to ensure that pay progression opportunities are equitable.

Staff will be informed of any changes made to this policy at the earliest practicable opportunity.

Appendix 1: Procedure for Reaching Pay Decisions

A) Pay Decisions by CEO (Executive Headteacher)

All initial pay decisions of employees in this school with the exception of Leadership Group members will be made by the CEO (Executive Headteacher).

Pay decisions for all Leadership Group members, including the CEO (Executive Headteacher) and DOE (Director of Education) will be made by the Personnel Appraisal (PA) Committee in accordance with section B below.

In the event of the long-term absence of the CEO (Executive Headteacher), then the Board of Trustees will delegate the DoE to act in this capacity for the duration of the absence.

All pay decisions must be properly rooted in evidence which must have been shared with the employee promptly at the time when the information became available.

The employee must be informed of a date when a decision is to be made and given the opportunity to submit any additional evidence to be considered.

The CEO (Executive Headteacher) may defer confirmation of the decision if further information is required. In this event the decision must be made at the earliest opportunity following this information being made available.

All pay decisions will be recorded with reasons and this will be properly retained. The CEO (Executive Headteacher) may inform the employee verbally of the decision but in any event the decision will be confirmed in writing within 10 working days of the decision being made, with details of the arrangements for any appeal. The employee may request a meeting to discuss the decision informally. This will not preclude the employee from exercising their right to appeal.

B) Pay Decisions by Board

A PA Committee of at least three Trustees, will be convened to consider decisions regarding the pay and reward for the Trust's Leadership Team (LT). The terms of reference for this committee are set out on page five and can be found in the VAT Scheme of Delegation Part 1.

The agenda and paperwork for the PA Committee meeting must be distributed one week in advance unless the Chair of the Committee decides otherwise, and that the principle of natural justice will not be compromised.

The employee (member of the Trust's LT) must be informed of a date when a decision is to be made and given the opportunity to submit any additional evidence to be considered.

All pay decisions must be properly rooted in evidence which must have been shared with the employee promptly at the time when the information became available.

The Committee will consider the appraisal statement and any recommendations of the CEO (Executive Headteacher). The CEO (Executive Headteacher) is entitled to put forward the context and rationale for each recommendation and to advise the Committee on related issues.

The CEO (Executive Headteacher) is entitled to discuss the position with the employee prior to the Committee meeting. However, it must be emphasised that the decision is the responsibility of the Committee who may or may not accept a recommendation from the CEO (Executive Headteacher).

The CEO (Executive Headteacher) must withdraw whilst the Committee considers her pay position.

The Committee is entitled to adjourn at any point if it is felt that further information is required. The Committee should reconvene at the earliest opportunity following this additional information being made available.

All decisions of the Committee must be properly recorded and retained. All decisions will be confirmed in writing within 10 working days of the decision being made, with details of the arrangements for any appeal.

The CEO (Executive Headteacher), with the agreement of the Committee may communicate the decision verbally to the member of staff prior to written confirmation being issued. The employee may request a meeting to discuss the decision informally. This will not preclude the employee from exercising their right to appeal.

Appendix 2: Criteria and Awards for Performance Based Progression for Teachers

All figures are as from 1st SEPTEMBER 2024

i. Viking Academy Trust Main Pay Range: MPR

(Minimum Pay Value) 1	£31,650
2	£32,567
3	£33,483
4	£34,579
5	£35,674
6	£36,854
7	£38,034
8	£39,237
9	£40,439
10	£42,023
(Maximum Pay Value) 11	£43,607

NB: These values are reference points only and there may be circumstances in which the school is justified in paying a different value.

Criteria for Pay Progression

Teachers must be able to demonstrate sound evidence **of consistently good teaching and learning**. There will be good evidence across the professional standards including a clear and positive impact of CPD on practice. **Pupil progress will be at least in line with national standards.**

Schools may specify further details of relevant criteria for e.g.

- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvement in specific elements of practice identified to the teacher
- An increasing contribution to the work of the school
- For teachers with line management responsibilities – an increasing impact on the effectiveness of staff and colleagues

Examples of Evidence

Schools may set out examples of the range of evidence which will be considered

- Assessment against the relevant standards
- Performance objectives
- Classroom observation
- Other evidence.

Where the evidence confirms performance has met this criterion then the teacher would normally expect to progress to the next reference point.

In addition, the VAT Teachers Appraisal Report details the pay progression for teaching staff achieving ‘outstanding’ performance across an appraisal year. For staff paid on the MPR this may see progress to two pay reference points instead of the one given for consistently good.

Viking schools can also award a R&R payment for performance that has excelled in one way or another across the appraisal year.

ii. Upper Pay Range: As of September 2024:

Minimum Pay Value	1	£45,646
² NB: This value is a reference point only and there may be circumstances in which the school is justified in paying a different value		£47,338
Maximum pay value	3	£49,084

Criteria for Pay Progression

To progress within the upper pay range a teacher will need to demonstrate evidence that they have continued to meet the criteria for moving onto the upper pay range and they have further developed their practice with a greater depth and breadth of evidence against the professional standards.

Schools may specify further details of relevant criteria for progression e.g., evidence of a greater impact across the work of the school.

The VAT Teaching Staff Appraisal Report details pay progression criteria for UPR teachers and the opportunity to be awarded a R&R payment for outstanding performance.

Examples of Evidence

Schools may set out examples of the range of evidence which will be considered

- Assessment against the relevant standards
- Performance objectives
- Classroom observation

- Other evidence

iii. Unqualified Range:

(Minimum Pay Value) 1	£21,731
2	£22,978
3	£24,224
4	£25,470
5	£26,716
6	£27,815
7	£28,914
8	£30,161
9	£31,410
10	£32,655
(Maximum Pay Value) 11	£33,902

Criteria for Pay Progression

Progression on the unqualified teacher range requires evidence to the same level as that expected for a teacher on the main pay range. Where an unqualified teacher is in receipt of an additional allowance that takes their salary above the maximum value of the main pay range (MPR) then the performance expectation will be in line with that expected for teachers on the upper pay range (UPR)

Schools may specify further details of relevant criteria for progression e.g.

- An improvement in teaching skills
- An increasing positive impact on pupil progress
- An increasing impact on wider outcomes for pupils
- Improvements in specific elements of practice identified to the teacher
- An increasing contribution to the work of the school

Examples of Evidence

Schools may set out examples of the range of evidence which will be considered

- Assessment against the relevant standards
- Performance objectives
- Classroom observation

- Other evidence

iv. Leading Practitioner Range:

Minimum Pay Value	£50,025
Maximum Pay Value	£76,050

There is currently no provision for a Leading Practitioner position within the VAT staffing structure however the Board of Trustees will keep this under review and will determine and communicate the role requirement, salary range and criteria for performance pay progression in good time prior to any recruitment to the post.

Criteria for Pay Progression

Schools may specify further details of relevant criteria for progression e.g.

- The Leading Practitioner is an exemplar of teaching skills which should impact significantly within the wider school
- The Leading Practitioner has made a substantial impact on the effectiveness of staff and colleagues
- That the Leading Practitioner has shown strong leadership in developing practice within the school which has contributed to school improvement

Examples of Evidence

Schools may set out examples of the range of evidence which will be considered

- Assessment against the relevant standards
- Performance objectives
- Classroom observation. + Other evidence

v. Leadership Pay Range:

SPINE POINT	1 SEPT 2024 to 31 AUG 2025
L1	£49,781
L2	£51,027
L3	£52,301
L4	£53,602
L5	£54,939
L6	£56,316
L7	£57,831
L8	£59,167
L9	£60,644
L10	£62,202
L11	£63,815
L12	£65,286
L13	£66,919
L14	£68,586

L15	£70,293
L16	£72,162
L17	£73,819
L18	£75,675
L19	£77,552
L20	£79,475
L21	£81,441
L22	£83,464
L23	£85,529
L24	£87,651
L25	£89,830
L26	£92,052
L27	£94,332
L28	£96,673
L29	£99,067
L30	£101,533
L31	£104,040
L32	£106,626
L33	£109,275
L34	£111,976
L35	£114,759
L36	£117,601
L37	£120,524
L38	£123,506
L39	£126,517
L40	£129,673
L41	£132,913
L42	£136,243
L43	£138,265

School Group Size: Can be taken into consideration for recruitment

The national headteacher groups as per the STPCD 2024-25 are:

GROUP	RANGE OF SPINE POINTS	SALARY RANGE
1	L6 – L18	£56,316-£74,926
2	L8 – L21	£59,167- £80,634
3	L11 – L24	£63,815 - £86,783

GROUP	RANGE OF SPINE POINTS	SALARY RANGE
4	L14 – L27	£68,586 - £93,400
5	L18 – L31	£75,675 - £103,010
6	L21 – L35	£81,441 - £113,624
7	L24 – L39	£87,651 - £125,263
8	L28 – L43	£96,679 - £138,265

Head of School Group Range at VAT: Chilton Group 3, RAPS Group 3, Upton Group 4.

Executive Pay (Executive Headteacher and Director of Education): Set by Trust

Deputy Headteacher Range: Set within Trust schools.

Assistant Headteacher Range: Set within Trust schools.

Criteria for Pay Progression:

Guidance note:

Schools should specify further details of relevant criteria for pay progression. Schools may consider the following areas when developing their criteria:

Positive, sustained and increasing impact on

- Strategic development of the School
- Whole school standards and achievement
- Short to mid- term evidence of school improvement
- Management and development of staff
- Development of external and internal relationships
- Management of resources and budgets
- Individual contributions as well as team-based assessments

Alternatively, Schools may consider the criteria cited in previous STPCD to continue to be appropriate for guidance in determining pay progression for leadership posts:

Those on the leadership spine play a critical role in the life of the school. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

Schools may also wish to refer to the non-mandatory National Standards of Excellence for Headteachers to inform criteria for appraisal targets and pay progression

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers>;

Those on the leadership spine play a critical role in the life of the schools within the VAT. They inspire confidence in those around them and work with others to create a shared strategic vision which motivates pupils and staff. They take the lead in enhancing standards of teaching and learning and value enthusiasm and innovation in others. They have the confidence and ability to make management and organisational decisions and ensure equity, access and entitlement to learning.

To achieve progression, the STPCD requires individuals on the leadership spine to have demonstrated **sustained high quality of performance**. To be fair and transparent, judgements must be properly rooted in evidence and there must have been a successful review of overall performance.

A successful performance appraisal review, as prescribed by the appraisal regulations, will involve a performance appraisal management process of:

- assessment against the relevant standards
- performance objectives
- classroom observation (where relevant)
- other evidence

To ensure that there has been high quality performance, the performance review will need to assess that the teacher has grown professionally by developing their leadership and (where relevant) teaching experience.

Examples of Evidence

Schools should set out examples of the range of evidence which will be considered

- Assessment against relevant standards – including Ofsted grade descriptors.
- Performance objectives
- Classroom observation (where relevant)
- SIP / SEF
- CPD
- Other evidence

Appendix 3: Criteria and Awards for performance-based progression for non-teaching staff

The VAT has adopted Kent Range Pay Scales.

Guidance Note:

Schools have discretion to award different percentage pay awards for Total Contribution Pay to those determined by the Local Authority – and this should be stated clearly in the school's pay policy where a school intends to use this discretion.

Criteria for Pay Progression

The Viking Academy Trust Criteria for progression:

- Performance Improvement Required = resulting in no pay progression
- Achieved the Required Standards = pay progression to be awarded

The VAT will determine locally the percentage pay award to be applied each year. For 2024-25 this will be **3% for 'Achieved'**.

Examples of Evidence

Examples of the range of evidence which will be considered

- Performance Appraisal objectives
- Lesson observations
- Intervention Group observations or 1:1 (where relevant)
- Other evidence.

Kent Scheme Pay Range from 1st September 2024:

Kent Scheme Pay Grade	Minimum £	Maximum £
KR3	23,337	23,337
KR4	23,338	23,921
KR5	24,040	25,002
KR6	25,127	26,383
KR7	26,515	28,850
KR8	28,995	32,769
KR9	32,933	37,188
KR10	37,374	44,592
KR11	43,810	49,989
KR12	50,239	58,491
KR13	58,784	65,480
KR14	65,807	74,058
KR15	74,428	84,116

Appendix 4: Procedure for Considering Pay Appeals

The Pay Appeals Committee

Setting up an Appeal Hearing

The Trust will appoint a committee of at least three Trustees (and in any event the same number or more than the PA Committee) to consider any pay appeal lodged by a member of staff that is in accordance with the following requirements.

Trustees who may have a pecuniary interest or a conflict of interest or who have had prior involvement in the pay decision cannot be appointed to this committee or participate in any related monitoring process.

Within 10 working days of receipt of the written confirmation of the Pay Committee's decision an employee, who is dissatisfied with the decision, may register a formal appeal in writing to the clerk to the Board of Trustees.

The allowable grounds for appeal are that the person or committee by whom the pay decision was made:

- Incorrectly applied any provision of the relevant national or local terms and conditions of service;
- Failed to have proper regard for any applicable statutory guidance;
- Failed to take proper account of relevant evidence;
- Took account of irrelevant or inaccurate evidence;
- Was biased;
- Otherwise unlawfully discriminated against the employee.
- Mitigating factors presented by the employee

Prior to an appeal hearing the employee may also request an informal meeting with the CEO (Executive Headteacher) to discuss the decision and the reasons in more detail. In the case of the CEO (Executive Headteacher) being dissatisfied regarding his/her pay decision then an informal meeting with the Chair of the Committee should be arranged.

Upon receipt of the appeal notice the Clerk will convene an appropriate Appeals Committee within 20 working days of receipt of the appeal being registered. Appeal hearings will be held at a reasonable time during the working day with proper consideration of the work-life balance of all involved.

The Chair of the PA Committee should discuss the position with the CEO (Executive Headteacher) before establishing the person who will be the Trust's presenting officer to the Appeal Committee.

The employee must submit to the Chair of the Appeal Committee any documentation in support of their appeal together with a summary of their case at least five clear working days prior to the Appeal Hearing.

If the Trust's presenting officer intends to rely on any evidence other than that considered at the PA Committee's meeting, then this must be submitted at least five clear working days in advance.

The Appeal Committee may decide to accept additional evidence at any time if it is deemed in the interests of a fair and transparent decision.

The employee is entitled to be represented at the Appeal Hearing by a workplace colleague or trade union/professional association representative. A postponement of up to 5 working days may be requested to allow the employees trade union or workplace colleague of choice to attend.

The Appeal Hearing

At the Appeal Hearing the Chair of the Committee should introduce the meeting and the persons participating. The Chair should ask the employee to confirm the reasons for the appeal and establish that all parties are adequately prepared.

The Chair should remind the parties that the purpose is to reach a, reasonable and objective decision in an atmosphere that is professional and conducive to good employee relations within the school.

The employee, or representative should then be invited to set out his or her case and may support this with documentary evidence or witness evidence where this has been submitted as required above.

At an appropriate point the Chair will invite the school's representative to question or challenge any of the evidence presented. Members of the Committee will then have the opportunity to ask any questions.

The school's presenting officer will then be invited to set out the school's case and may also rely on documentary or witness evidence where this has been submitted as required above.

The employee or his/her representative may then question or challenge the school's evidence at an appropriate point as determined by the Chair. Members of the Committee may then ask any questions.

To conclude both parties will be invited, if they wish, to make final summary statements with the employee allowed the final say.

The Committee will then adjourn to consider the evidence presented.

The Committee should endeavour to reach a decision that day and to communicate this directly to the parties. However, where this is not possible because the Committee wishes to deliberate further or seek further information then the parties should be informed that the decision will be communicated in writing at the earliest opportunity.

In the event that there is an adjournment to enable the committee to consider professional advice on a particular matter then upon resumption all parties will be informed of the nature of the advice and the decision reached.

As an alternative to either upholding or dismissing an appeal the Committee is entitled to refer the matter for reassessment by the CEO (Executive Headteacher) or the initial Pay Committee. For example the Committee might wish the CEO (Executive Headteacher) to reconsider the position in the light of new information or to seek the advice of an additional independent advisor

Communicating the Decision

All decisions of the Appeals Committee must be confirmed in writing, within ten working days of the decision being made with a summary of the reasons and this will be the final stage in the Pay Appeal process. There will be no further stage in the appeal process.

Appendix 5: A Schedule of Pay and Non Pay Reward Decisions Delegated to the CEO (Executive Headteacher)

Guidance Note:

This section is optional. Schools to specify those pay and reward decisions which are delegated to the Headteacher this may include the payment of cash awards / recruitment and retention payments etc

Delegated decisions are to be determined by the School's Trust Board.

At the Viking Academy Trust the Scheme of Delegation details the 'Schedule of Pay and Non Pay Reward Decisions' Delegated to the CEO (Executive Headteacher).

The criteria for such awards is also listed on the VAT Appraisal Policy as well as the VAT Staff Reward Policy & VAT Viking Spirit Award Policy.

Appendix 6: Application to Progress to & through the Upper Pay Range

VAT Threshold Assessment Application Form – those teachers wishing to apply for threshold (/ or to move to Upper Pay Range) need to complete the application form accessed via key survey. [Click here](#) to view the VAT Threshold Application Form.

On completion of the form, it will automatically be sent to EHT who will share with HoS to assess the application. Please complete the application no later than 31st August 2025

