

# The Cardinal Newman Catholic Educational Trust

*'Seeking God in all things together'*

*Cardinal Newman*

## Pay Policy (Teachers, Leaders & Support Staff) 2022/23



### Ratification

Role	Name	Signature	Date
Chair of the Board	Anne Rolls	<i>Anne Rolls</i>	19-07-2022
CEO	Dr Daniel Doyle	<i>[Signature]</i>	19-07-2022

### Details of Policy Updates

Date	Details

**Commitment to equality:**

**We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.**

In matters related to staffing and pay, the Trust will act in accordance with the MAT's Equality Policy and any other associated policies, including the MAT's Appointment Procedure.

The Newman Catholic Trust recognises the implications of equal pay legislation. In this connection it recognises in complying with this legislation, the need to consider comparisons with other academies.

The Newman Catholic Trust will monitor the outcomes and impact of this policy on a regular basis, including trends in progression across specific groups of staff to assess its effect and the Academy's continued compliance with equalities legislation. This information will be made available on request.

## **DEFINITIONS**

In this Pay Policy and Procedure, unless the context otherwise requires, the following expressions shall have the following meanings:

- i. 'Academy' means the named individual school within the Cardinal Newman Catholic Educational Trust and includes all sites upon which the Academy undertaking is, from time to time, being carried out.
- ii. 'Academy Trust Company' means the Cardinal Newman Catholic Educational Trust company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Academy.
- iii. 'Board' means the board of Directors of the Cardinal Newman Catholic Educational Trust.
- iv. 'Chair' means the Chair of the Board as appointed from time to time.
- v. 'Governance Professional' means the Governance professional to the Board as appointed from time to time.
- vi. 'Chief Executive Officer' or 'CEO' means the person who is responsible for the performance of all Academies and staff within the Multi-Academy Trust and its accountable Board of Directors.
- vii. 'Companion' means a willing work colleague (not family member) not involved in the substance of the employee's progression under review by this Pay Policy, or an accredited representative of a trade union or other professional association of which the employee is a member, who should be available for the periods of time necessary to meet the timescales under this Pay Policy.
- viii. 'Diocesan Schools Commission' means the education service provided by the diocese in which the Academy is situated, which may also be known, or referred to, as the Diocesan Education Service.
- ix. 'Directors' means directors appointed to the Board from time to time.
- x. 'Governing Bodies' means the bodies carrying out the employment functions of the Academy Trust Company in relation to the Academy and such term may include the Board and/or the Local Governing Committee of the Academy.
- xi. 'Governors' means the governors appointed and elected to the Local Governing Committee, from time to time.
- xii. 'Headteacher' means the most senior teacher in the Academy who is responsible for its management and administration. Such teacher may also be referred to as the Head of School or Principal.
- xiii. 'Local Governing Committee' (LGC) means, the Governors appointed to carry out specified functions in relation to the Academy as delegated by the Academy Trust Company.
- xiv. 'Vice-Chair' means the Vice-Chair of the Board as elected from time to time.

## **1. Introduction.**

1.1 This policy sets out the framework for making decisions on pay. It has been developed to comply with current legislation, the requirements of the School Teachers' Pay and Conditions Document 2021 (STCPD) and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).

1.2 An Academy Pay Policy provides a policy framework within which the pay structure of the Academy will be determined and conditions of service will be applied. The policy is freely available to all Directors, Academy Committees, staff and other interested parties so that the process and policies for decision-making are open and clearly understood by all who might have an interest in them, or be affected by them.

1.3 This document will be reviewed by the Finance, Audit and Resources (FAR) Committee in light of changes to national pay and conditions of service. In any event, it will be reviewed annually.

1.4 This policy should be read in conjunction with the Academy's Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the Academy, including the leadership team, and for supporting their development needs within the context of the Academy's improvement plan and their own professional needs.

All appraisals undertaken during the academic year 2022-2023 will produce recommendations for pay for all staff, to take effect from 1st September 2022.

1.5 In adopting this pay policy, the aim is to:

- Maximise the quality of teaching and learning at the Academy
- Support the recruitment and retention of a high-quality workforce
- Enable the Academy to recognise and reward staff appropriately for their contribution to the Academy
- Ensure that decisions on pay are managed in a fair, just, transparent and objective way

1.6 Pay decisions within the Company are made by the Directors through the FAR Committee and the Local Governing Committee. The FAR Committee has the necessary power to undertake consideration of salaries within the Academy for the Chief Executive Officer (CEO), all (Executive) Principals and Vice Principals. For Assistant Vice Principals, Leading Practitioners and teachers and support staff, the Local Governing Committee are delegated responsibility for consideration of salaries through the Pay Review Committee. This school based Committee meets before 31st October each year and the FAR Committees meets in November each year.

1.7 All teaching staff will receive a written statement detailing their pay and any allowances they may be entitled to on an annual basis.

## **2. Pay Review**

2.1 The FAR Committee will ensure that each employee's salary, including the CEO's, Principals', Vice Principals' and Assistant Vice Principals', are reviewed annually as part of the Appraisal process, to take effect from 1<sup>st</sup> of September. They will endeavour to complete all annual pay reviews by 31<sup>st</sup> of October.

2.2 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.

2.3 Where a pay determination leads or may lead to the start of a period of safeguarding, the Directors will give the required notification as soon as possible and no later than one month after the date of the determination.

*There are some circumstances, such as absence due to maternity or long term sick leave, which will need to be considered on a case by case basis and adjustments made to ensure equality of opportunity.*

### **3. Safeguarding a salary**

- 3.1 The Newman Catholic Trust will operate teacher's salary safeguarding arrangements in line with the School Teacher's Pay and Conditions Document.
- 3.2 In the event that a member of the support staff has a salary re-evaluated at lower grade or an employee being redeployed into a role with less responsibility the Academy Trust will safeguard the salary at one grade above the salary at which the job is evaluated for a period of two years. After that period the employee will revert to the correct grade at which the job has been evaluated.

### **4. Pay Relativity**

- 4.1 The FAR Committee will ensure that there is proper pay relativity between jobs within the Academy. Appropriate differentials will be created and maintained between jobs within the Academy, in a coherent rational structure, which addresses the need of the Academy as a whole and the need to reward individuals appropriately.

### **5. Pay Determination**

- 5.1 The Governing Committee will determine the pay range for a vacancy prior to advertising it. The Board of Directors has established the pay scales for all staff laid out in Appendix 2 and Appendix 5
- 5.2 On appointment, the Governing Committee will determine the starting salary to be offered to the successful candidate having regard to any qualifications or experience they may have which they consider of value. In making such determinations, the Academy Committee may also take into account a range of factors, including:
- the requirements of the post;
  - any specialist knowledge required for the post;
  - the experience required to undertake the specific duties of the post;
  - the wider Academy context
- 5.3 With regards to teaching staff on appointment the starting salary will be determined within the range offered at a point no less than the teacher's current salary.
- 5.4 For teaching staff appointed to leadership posts within the Trust the ISRs for those posts are set out in Appendix 4
- 5.5 Where an unqualified teacher becomes qualified whilst continuing to work at this Academy they will be paid at a salary on the qualified teacher range that is at least the same as the salary being paid to them on the unqualified range.
- 5.6 With regards to support staff normal practise is for the new employee to be appointed at the bottom of the grade, however as part of an incentive on recruitment and retention the Academy may pay above the minimum point if there is a sound justifiable reason to do so.

## **6. Pay Progression based on performance within the salary band**

6.1 All staff can expect to 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. The arrangements for appraisal are set out in the Newman Trust's Appraisal Policies. All staff will be eligible for pay progression providing they have completed at least six months in the role.

6.2

6.3 Decisions regarding pay progression will be made with reference to the appraisal reports and the pay recommendations they contain. In the case of ECTs, pay decisions will be made by means of the statutory induction process.

6.4 To be fair and transparent, assessments of performance will be properly rooted in evidence. Fairness will be assured by annual monitoring of the application of the pay policy and pay decisions.

6.5 The evidence used will originate in the Newman Catholic Trust's Appraisal Process

6.6 Where teachers have joined the school part way through an appraisal cycle, the Governing Body will, where necessary, seek evidence from the previous schools to assist pay decisions and will, only where necessary, seek evidence from the teachers themselves.

6.7 Appraisal reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the LGC, having regard to the appraisal report and taking into account advice from the senior leadership team.

6.8 The Academy Trust will consider its approach in the light of the Academy's budget and ensure that appropriate funding is allocated for pay progression at all levels.

## **7. Pay progression outside of the salary band**

### **Teacher's movement to the Upper Pay Scale: Applications & Evidence**

7.1 Any qualified teacher may apply to be paid on the Upper Pay Range/scale and any such application must 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/scale.

7.2 Applications (via a written letter) may be made once every academic year, by 30th of September. Late applications will be considered on an individual basis.

7.3 If a teacher is simultaneously employed at another academy(s), they may submit separate applications if they wish to apply to be paid on the upper pay range in that Academy. This Academy will not be bound by any pay decision made by another Academy.

7.4 All applications to move to or through the Upper Pay Range, should include the results of reviews or appraisals for the last two academic years and demonstrate that good progress has been made towards objectives (or, where that information is not applicable or available), a statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria, using evidence from the previous 24 months.

7.5 Applications (via a letter outlining your case) should be made to the Principal.

## **The Assessment**

7.6 An application (via letter) from a qualified teacher will be successful where the LGC 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 Academy are substantial and sustained.

7.7 For the purposes of this pay policy:

*'Highly competent' means performance which is not only good but also enough to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the Academy, in order to help them meet the relevant standards and develop their teaching practice. At least two examples of mentoring support must be evidenced, along with the impact it has had.*

*'Substantial' means of real importance, validity or value to the Academy; play a critical role in the life of the Academy; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning).*

*'Sustained' means that performance has been maintained over a period of 12 months (minimum).*

7.8 The application will be assessed robustly, transparently and equitably by the Principal. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached at Appendix 1) will take place before a recommendation is made to the appropriate committee of the LGC.

7.9 Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the appropriate committee of the governing body within 20 working days.

7.10 Decisions and feedback will be provided (by the Principal, Line Manager/Subject Leader) as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the teacher. Any appeal against a decision not to move the teacher to the upper pay range will be heard under the Academy's pay appeal procedure, Appendix 1

7.11 If successful, applicants will move to the upper pay range from the previous 1<sup>st</sup> of September of that year and will be placed onto Point 1 of the upper pay range. Any subsequent applications which clearly show the teacher continues to maintain the criteria set out above and has met their objectives, the teacher will then move to the second point of the Upper Pay Range, or if already on the second point will move to the top of the Upper Pay Range.

## **Support staff progression to a different pay scale**

7.12 Once the top of the grade is reached there is no automatic progression to a higher grade. Movement to a higher grade will only be achieved if the roles and responsibilities of the existing post have changed significantly and the post is re-graded.

7.13 If a member of the support staff feels that there have been significant changes to their responsibilities then an application may be made to the Principal to have the job re-evaluated. These applications should contain evidence showing clearly where the staff member believes that their job roles have changed.

7.14 The application will be assessed robustly, transparently and equitably by the Principal. A response from the reviewer together with the opportunity of feedback (which will include the opportunity to present further evidence as appropriate) (under section 2.1 of the Appeals procedure attached at Appendix 1) will take place before a recommendation is made to the appropriate committee of the LGC

7.15 Final recommendations from the reviewer (including recommending 'unsuccessful') will be made to the appropriate committee of the governing body within 20 working days

7.16 Decisions and feedback will be provided (by the Principal, Line Manager/Subject Leader) as soon as possible and within 10 working days of the decision. The feedback will cover reasons for the decision and the appeals arrangements open to the member of staff. Any appeal against a decision not to move the staff member to a higher grade will be heard under the Academy's pay appeal procedure, Appendix 1

## **8. Part-Time Staff**

8.1 Part-time teachers will be paid on a pro-rata basis in relation to a full-time teacher in line with the STPCD 2021 and the Local Governing Committee will provide them with a written statement detailing this. Any additional hours worked in the same role, in agreement with the part-time teacher, will be paid at the same rate.

8.2 The Principal will direct time for part time teachers for which INSET days they will be required to attend. This will fall under 'directed time' and will not be paid as overtime. The amount of INSET days required will be proportionate to time worked. For example a teacher who is 0.6 would be expected to attend 3 of the 5 inset days per year.

8.3 Part time support staff will be paid on a pro rata basis in line with the NJC Pay and Conditions of Service. Any additional hours worked in the same role, in agreement with the part time employee will be paid in accordance with these conditions of service.

## **9. Short Notice/Supply Teachers**

9.1 Teachers employed on a day-to-day or other short notice basis will be paid on a daily basis calculated on the assumption that a full working year consists of 195 days; periods of employment for less than a day being calculated pro-rata.

## **10. Pay increases arising from changes to the STPCD**

10.1 All teachers are paid in accordance with the statutory provisions of the Academy Teachers Pay and Conditions Document 2021 and should be aware that this is updated from time to time. Pay increases resulting from the annual Academy Teachers Review Body Report and within the Academy Teachers Pay and Conditions Document will be considered by the pay committee and the affordability will be considered before determining if they shall applied to all teaching pay scale points within the Academy.

## **11. Pay increases arising from changes to the NJC pay scales**

11.1 Pay increases resulting from the annual Local Government agreement on pay will be considered by the pay committee and the affordability will be considered before determining if they shall applied to all support staff pay scale points within the Academy.

## **12. Allowances and Payments**

### **TLRs**

Teachers on the Main Pay Spine or the Upper Pay Spine may be awarded the following:

Teaching and Learning Responsibility Payments (TLRs)

12.1 The LGC can award a TLR payment to a classroom teacher for undertaking a sustained additional responsibility in the context of the staffing structure of the Academy.

TLR1: The annual value of a TLR1 must be no less than £8,291 and no greater than £14,030

TLR 2: The annual value of a TLR2 must be no less than £2,873 and no greater than £7,017

12.2 The criteria for the award of TLR 1 and TLR 2 payments are as follows:

- Before awarding any TLR 1 or TLR 2 payment, the LGC must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:

- is focused on teaching and learning;
- requires the exercise of a teacher's professional skills and judgement;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil development across the curriculum;
- has an impact on the educational progress of pupils other than the teacher's assigned classes or groups of pupils; and
- involves leading, developing and enhancing the teaching practice of other staff.

12.3 The Local Governing Committee may consider awarding a fixed-term third TLR (TLR3) for clearly time-limited Academy improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £570 and no greater than £2,833. The duration of the fixed term will be established at the outset and payment will be made on a monthly basis for the duration of the fixed term.

12.4 Although a teacher cannot hold a TLR1 and a TLR2 concurrently, a teacher in receipt of either a TLR1 or a TLR2 may also hold a TLR3.

12.5 Before making any TLR 3 payment, the Governing Body must be satisfied that the responsibilities meet a, b and d of the above criteria; that they are being awarded for clearly time-limited school improvement projects or externally driven responsibilities; and that the responsibilities are not a permanent or structural requirement which should instead be rewarded by means of a permanent TLR payment.

### **Responsibility Allowances (RAs)**

12.6 RAs will be awarded to the holders of the posts indicated in the Trusts staffing structure.

12.7 A Responsibility Allowance payment may be awarded to a member of staff for undertaking a sustained additional responsibility in the context of the Trust's staffing structure for which they are made accountable.

12.8 Before awarding an RA, the governing board must be satisfied that the member of staff's duties include a significant responsibility that is not required of all staff within their role. The responsibility should be –

- Specific and measurable
- Accompanied by a job description that outlines the role
- Something that contributes to the effective and efficient provision of education to the students
- Is awarded to the member of staff through a fair and equitable process

12.9 A member of staff may not hold more than one RA, but an RA could be based on a job description that itemises several different areas of significant responsibility. The level of responsibility determines the value of the RA that is awarded to the member of staff.

12.10 There will be no safeguarding of salaries for Responsibility Allowances, if the responsibility is removed from the employee then payment of the allowance will cease.

12.11 The value of RAs falls within the following scale

- 1 - £1000
- 2 - £3000
- 3 - £5000
- 4 - £7000
- 5 - £9000
- 6 - £11000
- 7 - £13000
- 8 - £15000

### **13. Acting Allowances - Teaching**

13.1 If a teacher is assigned and carries out the duties of a member of the leadership group, but has not been appointed as an acting Principal, Vice Principal or Assistant Vice Principal, the Local Governing Committee must decide, within four weeks, whether the teacher should be paid an allowance based upon;

- The relevant point within the leadership group pay spine, as the Local Governing Committee consider appropriate, which must be no lower than the minimum point of the ISR or the minimum point within either the deputy/assistant Principal range.
- The date from which the allowance will be paid, which can be a date on or after the teacher is first assigned and carries out the duties.
- If the LGC decide not to pay an allowance but the teacher continues to be assigned and carry out the duties of a member of the leadership group the LGC can at any time determine whether or not an allowance will be paid.

### **14. Acting Allowances – Support Staff**

14.1 Occasionally employees are required to take on all the duties of a higher grade post on a temporary basis. Staff acting up will be paid an acting up allowance on a temporary basis for doing so

14.2 The temporary allowance will represent the difference between the employee's current salary and the bottom of the grade for the higher level job that they are covering

14.3 As all support staff are paid across twelve months, if the additional duties are carried out for a full term, the temporary responsibility payment will continue during the holiday period immediately following the term.

### **15. Additional Payments Teaching- Continuing professional development outside directed time; Initial teacher training activities; and out of Academy learning activities**

15.1 The relevant body may make such payments as they see fit to a teacher, excluding a Principal, in respect of:

- (a) continuing professional development undertaken outside the Academy day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the Academy; (c) participation in voluntary out-of-Academy hours learning activity requiring a teacher's professional judgement, agreed between the teacher and the Principal or, in the case of the Principal, between the Principal and the relevant body;
- (d) additional responsibilities and activities due to, or in respect of, the provision of services by the Principal relating to the raising of educational standards to one or more additional academies. (this does not apply to the provision of services by the Principal to the Academy in relation to which the Principal has been appointed either on a permanent or temporary basis).

15.2 The LGC recognises that some teachers' commitments will make it difficult for them to undertake such activities. Where teachers cannot attend CPD organised outside the school day, the school will endeavour to offer suitable alternative training arrangements within directed time in line with its commitment to equal opportunities.

### **16. Additional payments Support Staff**

16.1 Where staff undertake additional duties which do not qualify for an acting-up allowance, eg where only a proportion of the higher graded tasks are being undertaken, or a substantial one off piece of work has been undertaken then an honorarium may be paid.

16.2 The amount of the honorarium will not be as high as a temporary responsibility payment because only a percentage of the higher graded job is being undertaken

### **17. Additional duties outside of the STPCD**

17.1 Teachers and Principals will not be paid twice for the same time worked. The proportion of any payment for external services that should be paid to the teacher/Principal and the proportion that should be paid to the Academy will be agreed in advance in accordance with the determinations of the governing body. Payment to the individual teacher/Principal will be based on work, including preparation, done outside of normal Academy/working hours.

17.2 Any payment to a Principal under STPCD 2021 will be subject to the overall limit on discretionary payments

## **18. Recruitment and Retention Incentive Benefits**

18.1 The Pay Committee will make such payments or provide such other financial assistance, support or benefits to a staff member as it considers to be necessary as an incentive for the recruitment of new staff and the retention in their service of existing staff.

18.2 No awards for recruitment and retention benefits will be made to a Principal, deputy or assistant Principal, other than as a reimbursement of reasonably incurred housing or relocation costs.

18.3 Where the Pay Committee is making one or more such payments, or providing such financial assistance, support or benefits in one or more cases, they will conduct a regular formal review of all such awards. The Pay Committee will make clear at the outset the expected duration of any such incentives and benefits, which will be reviewed every twelve months unless there are exceptional circumstances.

## **19. Linked Documents**

This policy is linked to the DFE Academy Teachers' Pay and conditions document 2020

## **20. Links to Policies**

This Pay Policy for Teachers and Leaders is linked to the Trust's Appraisal Policy for Teachers and the Appraisal Policy for Non-Teaching Staff.

## **21. Monitoring and Review**

The Board of Directors delegate the implementation of this policy to the Local Governing Committee.

This policy will be reviewed annually by the Board of Directors or the FAR Committee.

## **Appendix 1 Pay Appeals Procedures**

### **1. Principles**

1.1 This procedure is consistent with the provisions of the Employment Act 2008.

1.2 Staff may seek a review of any determination in relation to their pay or any other decision taken by the Pay Review Committee that affects their pay.

1.3 At any formal hearing or appeal hearing the employee will be entitled to be accompanied by a trade union representative or colleague (not family member)

1.4 Each stage and action within this procedure will be taken without unreasonable delay.

### **2. Procedure**

2.1 If the Reviewer decides not to recommend a member of staff for pay progression, a full discussion should take place with the member of staff in which the evidence used to inform the decision is reviewed. In relation to this progression additional evidence may be submitted to the Reviewer within 5 working days. The Reviewer will consider this before they make a recommendation to the pay review committee of the Local Governing Committee

2.2 In all other circumstances if an employee is not satisfied or has concerns relating to their pay they should first seek to resolve this by discussing the matter informally.

2.3 Where this is not possible, or where the employee continues to be dissatisfied they should follow a formal process as detailed below.

2.4 Within 10 working days of the notification of the pay determination (decision) the member of staff should put in writing the grounds for questioning the pay determination and send it to the person (or committee) who made the original determination

2.5 The reasons for seeking a review of a pay determination are;

That the person or committee who made the decision –

- incorrectly applied any provision of the School Teachers' Pay and Conditions Document or NJC Conditions of Service
- failed to have proper regard for statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence was biased; or
- otherwise unlawfully discriminated against the member of staff

2.6 Within ten working days of receipt of the written grounds for questioning the pay decision the committee or person, who made the pay determination, will arrange for a hearing to be established so a review of the decision can be heard. This will give the member of staff an opportunity to make representations in person.

2.7 The hearing should follow the principles and process detailed in 3.1 below.

2.8 Following the hearing the employee will be informed in writing of the decision and the basis of the decision, and the right to appeal.

2.9 Within ten working days of receipt of written notification of the outcome of the formal hearing if the teacher remains dissatisfied they should confirm, in writing, their intention to appeal and the basis of this appeal see paragraph 2.6 above. Any appeal on pay matters made by a member of staff against the decision of a person or a committee of governors will be heard by a person or freshly constituted committee of academy committee representatives or directors, none of whom will have had prior involvement in the case. This will normally occur within 20 working days of the receipt of the written appeal notification.

### **3. The Appeal Hearing Process**

#### **3.1**

- a. The Chair of the Appeal Committee will first introduce all present and will seek confirmation that they understand that the status of the hearing is in accordance with the School Teachers' Pay and Conditions Document or NJC Conditions of Service.
- b. Any documentation provided in evidence must be provided to both parties prior to the hearing and sufficient time given for it to be considered. This does not preclude evidence being tabled at the hearing but sufficient time must be given for its consideration.
- c. Each party or member(s) of the Appeal Committee may request an adjournment during the hearing. No reasonable request for an adjournment will be refused.
- d. The Academy's representative will first put the case for the pay determination in the presence of the employee and his/her representative and may call witnesses and present evidence.
- e. The employee (or his/her representative) will then have the opportunity to ask questions of the Academy's representative on the evidence given by them and any witnesses whom they may call.
- f. The member(s) of the Appeal Committee shall then have the opportunity to ask questions of the Academy's representative and witnesses.
- g. The employee or their representative will put their case in the presence of the Academy's representative and may call witnesses and present evidence.
- h. The Academy's representative will then have the opportunity to ask questions of the employee and their witnesses.
- i. The member(s) of the Appeal Committee will then have the opportunity to ask questions of the employee and their witnesses.
- j. The Academy's representative and the employee and his/her representative will withdraw.
- k. The member(s) of the Appeals Committee with the person appointed as Secretary, any adviser(s) shall deliberate in private.
- l. If for any reason the Chair needs to recall any of the witnesses or either party to ask further questions or seek further clarification before reaching a decision both parties will be recalled.
- m. Both parties will be recalled and informed verbally of the outcome, which will then be confirmed in writing. This will include a note of the evidence considered and the reasons for the decision.

3.2 The decision of the person or committee considering the appeal will not be subject to further review under The Newman Catholic Trust Grievance procedure.

**Appendix 2  
Leadership Pay Spine 2022**

Spinal Point	01/09/21	Spinal Point	01/09/21
01	£42,195	24	£74,295
02	£43,251	25	£76,141
03	£44,331	26	£78,025
04	£45,434	27	£79,958
05	£46,566	28	£81,942
06	£47,735	29	£83,971
07	£49,019	30	£86,061
08	£50,151	31	£88,187
09	£51,402	32	£90,379
10	£52,723	33	£92,624
11	£54,091	34	£94,914
12	£55,338	35	£97,273
13	£56,721	36	£99,681
14	£58,135	37	£102,159
15	£59,581	38	£104,687
16	£61,166	39	£107,239
17	£62,570	40	£109,914
18	£64,143	41	£112,660
19	£65,735	42	£115,483
20	£67,364	43	£117,197
21	£69,031		
22	£70,745		
23	£72,497		

**Main Pay Scale Range 2022**

Reference Point	Value
M1	£25,714
M1.5	£26,657
M2	£27,600
M2.5	£28,632
M3	£29,664
M3.5	£30,721
M4	£31,778
M4.5	£32,939
M5	£34,100
M5.5	£35,531
M6	£36,961

### Upper Pay Scale Range

Reference Point	Value
UPS1	£38,690
UPS2	£40,124
UPS3	£41,604

### Unqualified Teachers Pay Scale 2022

Reference Point	Value
1	£18,419
2	£20,532
3	£22,644
4	£24,507
5	£26,621
6	£28,735

### Leading Practitioner Range 2022

Spinal Point	01/09/2021
1	£42,402
2	£43,464
3	£ 44,549
4	£45,658
5	£46,795
6	£47,969
7	£49,260
8	£50,397
9	£51,656
10	£52,982
11	£54,357
12	£55,609
13	£57,000
14	£58,421
15	£59,874
16	£61,466
17	£62,878
18	£64,461

**Appendix 3**  
**Pay Decisions 2022**

<b>Role</b>	<b>Cycle</b>	<b>Pay Decision</b>	<b>Ratified</b>	<b>Deadline</b>
CEO	September – August	Board and External adviser	FAR Committee	Deadline December 31st
Principals	September – August	CEO; Link Director, LGC member and External adviser	FAR Committee	Deadline December 31st
Vice/ Senior Assistant/ Assistant Principals	September – August	LGC Pay Committee	FAR Committee	Deadline October 31st
Shared Services Team  (CFO, Finance Manager/ HR/ Director of Operations etc)	September – August	CEO	FAR Committee	Deadline October 31st
Teaching Staff Support Staff	September – August	LGC Pay Committee	NA	Deadline October 31st

## Appendix 4

### Executive Head

Form entry	Two x One form	One form + Two form	Two x Two form	Secondary + Primary	Secondary + Secondary
Nursery	N	Y	N	NA	NA
Sixth Form	NA	NA	NA	N	Y
ISR	18-24	20-26	22-28	31-37	34-40

### Head teachers/Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	N	NA
Sixth Form	NA	NA	NA	NA	N	Y
ISR	10-16	11-17	14-20	15-21	29-35	31-37

### Heads of Schools:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
Sixth Form	NA	NA	NA	NA	Y	Y
ISR	9-13	10-14	12-16	13-17	27-33	29-35

### Deputy Head teachers/Vice Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
Sixth Form	NA	NA	NA	NA	N	Y
ISR	6-10	7-11	8-12	8-12	19-23	19-23

### Assistant Head teachers/Assistant Vice Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
	NA	NA	NA	NA	N	Y
ISR	3-7	3-7	4-8	4-8	10-14	10-14

**Appendix 5**  
**Support Staff Pay Scales**

		Salary	Hourly Rate
Level 1	1		
	2	19100	9.90
Level 2	3		
	4	19304	10.01
	5	20100	10.42
Level 3	6	20385	10.57
	7	21038	10.90
	8	21701	11.25
	9	22603	11.72
Level 4	10	22781	11.81
	11	23137	11.99
	12	23892	12.38
	13	24649	12.78
Level 5	14	25707	13.32
	15	26562	13.77
	16	27428	14.22
	17	28513	14.78
Level 6	18	29469	15.27
	19	31220	16.18
	20	32970	17.09
	21	34720	18.00
Level 7	22	35340	18.32
	23	37088	19.22
	24	38834	20.13
	25	40583	21.04
Level 8	26	41595	21.56
	27	43269	22.43
	28	44978	23.31
	29	46668	24.19
Level 9	30	47735	24.74
	31	49019	25.41
	32	50150	25.99
	33	51402	26.64
	34	52722	27.33

Level 10	35	54091	28.04
	36	55337	28.68
	37	56720	29.40
	38	58135	30.13
	39	59581	30.88
Level 11	40	61165	31.70
	41	62570	32.43
	42	64143	33.25
	43	65734	34.07
	44	67364	34.92

**Executive Pay Scale**

1	1	69031	35.78
	2	70744	36.67
	3	72496	37.58
	4	74294	38.51
	5	76141	39.47
2	6	78024	40.44
	7	79958	41.44
	8	81941	42.46
	9	83970	43.52
	10	86060	44.60