



Pay Policy 2020

Signed:	
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BPET Pay Policy 2020

Bellevue Place Education Trust – Our commitment

Learn. Enjoy. Succeed.

Every BPET child and staff member enjoys a broad (LEARN) and enriched (ENJOY) learning experience, enabling them to achieve far greater individual success (SUCCEED) than they might previously have thought possible.

Our Mission

To grow hubs of like-minded, autonomous schools, well-supported, all of which combine academic rigour with highly enriched opportunities that deliver a personalised approach to education and exceptional outcomes for all.

Our Difference

We are leading the way in delivering high quality education through a skills-based curriculum, applying the best of the independent and state sectors to deliver breadth of opportunity and pupil enrichment. We empower all our schools as individual entities that best meet the needs of the communities they serve and have a strong relationship with parents, who are our key partners in delivering the vision.

Our Promise

Every child is an individual. Our role is to nurture pupils' potential through a personalised approach to learning. BPET children are happy, independent, confident all-rounders. We encourage a 'be interested and be interesting' attitude in children and staff alike. We don't just teach; we want our pupils to have a passion to learn. Our focus is on all pupils, regardless of background or academic ability, focusing on pupils with Special Educational Needs as well as those who are more-able.

1. Statement of intent

1.1. The prime statutory duty of Bellevue Place Education Trust (BPET), as set out in paragraph 21(2) of the Education Act 2002 is to "...conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

1.2. Under the scheme of delegation, the BPET Board of Trustees has delegated responsibility of pay and performance management to the Headteacher for all school based staff and to the Chief Executive for Headteachers and the central Trust team. Headteachers will act with integrity, confidentiality, objectivity and honesty in the best interests of the school; will be open about decisions made and actions taken, and will be prepared to explain decisions and actions to persons with a legitimate interest. Its procedures for determining pay will be consistent with the principles of public life: objectivity, openness and accountability.

2. Equalities legislation

2.1. Headteachers will comply with relevant equalities legislation, including:

- The Employment Relations Act 1999
- The Equality Act 2010
- The Employment Rights Act 1996
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000
- The Fixed-term Employees (Prevention of Less Favourable Treatment) Regulations 2002
- The Agency Workers Regulations 2010

2.2. Headteachers will promote equality in all aspects of school life, particularly as regards all decisions on advertising of posts, appointing, promoting and paying staff, training and staff development.

2.3. Headteachers will comply with its 'obligations' (see section 7 below), and will monitor the impact of this policy.

3. Equalities and performance related pay

Headteachers will ensure that its processes are open, transparent and fair. All decisions will be objectively justified. Adjustments will be made to take account of special circumstances, e.g. an absence on maternity or long-term sick leave. The exact adjustments will be made on a case-by-case basis, depending on the individual teacher's circumstances and the school's circumstances.

4. Job descriptions

The Headteacher (and Chief Executive for Headteachers) will ensure that each member of staff is provided with a job description in accordance with the staffing structure agreed by the Trust where appropriate. Job descriptions may be reviewed from time to time, in consultation with the individual employee concerned, in order to make reasonable changes in light of the changing needs of the school. Job descriptions will identify key areas of responsibility. All job descriptions will be reviewed annually as part of the appraisal process.

5. Access to records

The Headteacher will ensure reasonable access for members of staff to their own employment records.

6. Appraisal & relationship with pay policy

6.1. Headteachers will comply with The Education (School Teachers' Appraisal) (England) Regulations 2012 concerning the appraisal of teachers. Assessment will be based on evidence from a range of sources (see the BPET Performance Management and Headteachers PM Policy for more information).

6.2. Although the school will establish a firm evidence base in relation to the performance of all teachers, there is a responsibility on individual teachers and appraisers to work together. Teachers should also gather any evidence that they deem is appropriate in relation to meeting their objectives, the Teachers' Standards and any other criteria so that such evidence can be taken into account at the review.

6.3. The Headteacher will also moderate the appraisal process and objectives to ensure consistency and fairness.

6.4. Where school based employees (both teaching and support staff) are eligible for pay progression, the Headteacher will complete the form within the BPET Performance Management for School Staff Policy detailing the current salary, performance targets and if these were met and the proposed new salary. Any assessment made will take into account the results of the recent appraisal and the relevant performance management standards.

6.5. A pay committee formed from the senior members of the central trust team who will oversee the ratification of all performance management outcomes based on the information provided in the form.

The pay committee will consider: -

- Consistency, fairness and parity across all schools;
- Pay progression linked to consistent targets; and
- Effective pay progression linked with job roles

6.6. The BPET Board Remuneration Committee will consider pay awards for the Chief Executive and oversee proposed pay awards for Headteachers and central team staff.

6.7. BPET and the school recognises that individual appraisal objectives are a useful mechanism for helping to develop and stretch its staff, and encourages the use of challenging objectives. Pay progression decisions will be based on staff performance of their role and responsibilities. This will be assessed against the relevant professional standards for teachers and BPET Performance Management Policy. Appraisal objectives will be set to enable teachers to meet the relevant standards.

7. BPET Board of Trustees

7.1. BPET Board of Trustees will make reference to, but not follow:

- Teachers: as set out in the School Teachers' Pay and Conditions Document ("the STPC Document") (being the annual version relevant to the decision(s) to be made) and the Conditions of Service for School Teachers in England and Wales (commonly known as the 'Burgundy Book').
- Support staff: as set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (commonly known as the Green Book) or any LA pay/grading system.

7.2. Through the BPET Scheme of Delegation, the Headteacher with support from the central team will ensure that it makes funds available to support pay decisions, in accordance with this pay policy and the school's spending plan.

8. Headteacher's obligations

The Headteacher will:

- Develop clear arrangements for linking overall performance to pay progression and consult, as appropriate, with staff on the appraisal and pay policies;
- Ensure that effective appraisal arrangements are in place and that any appraisers have the knowledge and skills to apply procedures fairly;
- Submit a summary of pay recommendations to the BPET Pay Committee made up of the senior central team;
- Ensure that staff are informed about decisions reached; and that appropriate records are kept of recommendations and decisions made.

9. Differentials

Appropriate differentials will be created and maintained between posts within the school, recognising accountability and responsibilities, and the school's need to recruit, retain and motivate sufficient employees of the required quality at all levels.

10. Discretionary pay awards

Criteria for the use of pay discretions are set out in this policy and discretionary awards of additional pay will only be made in accordance with these criteria.

11. Safeguarding

Where a pay determination leads or may lead to the start of a period of safeguarding, the Headteacher will comply with the relevant provisions of the STPC Document and will give the required notification as soon as possible and no later than one month after the determination.

12. Annual determination of pay

All staff salaries, including those of the Headteacher and deputy/assistant Headteachers, will be reviewed annually to take effect from 1 September each year. The BPET pay committee will endeavour to ratify staff annual pay reviews by 31 October. It will, however, complete the process without undue delay.

13. Notification of pay determination

13.1. The Headteacher will write to each member of staff, detailing any changes in pay and setting out the reasons why decisions have been taken. Decisions on the pay of the Headteacher will be communicated by the Chief Executive.

13.2. An instruction to amend pay from the relevant date will be issued immediately after the time limit for the lodging of an appeal has passed, or, immediately after an appeal has been concluded.

14. Appeals procedure

BPET has an appeals procedure in relation to pay and this is set out in appendix 1 to this BPET Pay Policy.

15. Headteachers pay

15.1 Please refer to the Headteachers Performance Management Policy.

16. Deputy/Assistant Headteachers pay

16.1 The Headteacher will review pay in accordance with the BPET Performance Management Policy and award up to four BPET points (to include ½ points) where there has been sustained high quality of performance having regard to the results of the recent appraisal, and to any decision on pay progression recorded in the deputy Headteacher's most recent appraisal report.

16.2 The BPET Pay Committee will consider any recommendation to review and, if necessary, determine the Deputy or Assistant Headteacher pay range where there has been a significant change in the responsibilities of the Deputy or Assistant Headteachers.

17. Acting allowances

17.1 Acting allowances are payable to teachers who are assigned and carry out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher. The Chief Executive will, within a four-week period of the commencement of a teacher assuming acting duties, determine whether or not the acting post-holder will be paid an allowance. In the event of a planned and prolonged absence, an acting allowance will be agreed in advance and paid from the first day of absence.

17.2. Any teacher who carries out the duties of Headteacher, Deputy Headteacher or Assistant Headteacher, for a period of four weeks or more consecutively, will be paid at an appropriate point of the Headteacher's ISR or Deputy Headteacher or Assistant Headteacher range, as determined by the Chief Executive. Payment will be backdated to the commencement of the duties.

18. Classroom teachers

18.1. Pay on appointment

The Headteacher will determine the starting salary of a vacant classroom teacher post on the main pay range or upper pay range having regard to 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 school context.

The Headteacher will, if necessary, use his/her discretion to award a recruitment incentive benefit to secure the candidate of its choice.

18.2 Pay determinations for existing main scale teachers, effective from 1 September 2020.

18.2.1 The Headteacher will broadly follow the provisions of the 2020 STPC document and award a point or half point on the main scale, unless the teacher has been notified that their service has been unsatisfactory for the previous academic year. A decision may be made not to award progression whether or not the teacher is subject to capability proceedings, informal or formal.

18.2.2. Where the teacher is subject to the Appraisal Regulations 2012, the Headteacher may award up to four Mainscale points (which includes ½ points so a maximum of 2 whole points)) where the teacher's performance in the previous school year was excellent, having regard to the results of the most recent appraisal.

18.2.3 Where the teacher is not subject to the Appraisal Regulations 2012, the Headteacher may award up to four Mainscale points (which includes ½ points so a maximum of 2 whole points) where the teacher's performance in the previous 12 months was excellent having regard to all aspects of his/her professional duties and the Teachers' Standards, but in particular classroom teaching.

18.3 Pay determinations for existing main pay range teachers, effective from 1 September 2020. To remain competitive with other schools the BPET Salary Scale for all teaching staff will increase by the amount in line with the School Teachers Pay and Conditions Document (STPCD) 2020. This cost of living increase will be backdated to 1 September 2020 and staff will be notified in writing.

18.3.1 For BPET schools, the main pay range for qualified teachers will be as follows:

BPET Teachers Main Scale 2020					
	% increase	Main	Fringe	Outer London	Inner London
M1	5.50%	£25,714	£26,948	£29,915	£32,157
M1.5	4.95%	£26,580	£27,810	£30,671	£32,814
M2	4.95%	£27,600	£28,828	£31,604	£33,658
M2.5	4.40%	£28,549	£29,770	£32,400	£34,342
M3	4.40%	£29,664	£30,883	£33,383	£35,226
M3.5	3.85%	£30,631	£31,849	£34,225	£35,942
M4	3.85%	£31,778	£32,999	£35,264	£36,866
M4.5	3.30%	£32,842	£34,055	£36,553	£38,069
M5	3.30%	£34,100	£35,307	£38,052	£39,492
M5.5	2.75%	£35,247	£36,449	£39,279	£40,731
M6	2.75%	£36,961	£38,174	£41,136	£42,624

18.3.2 Progression within, or between, pay bands will not be automatic and will be dependent on the teacher having made good progress as against the Teachers' Standards. Equally, progression up the main pay range need not be limited to half a point per year, a teacher may progress up to 4 half points – two whole points. An assessment will be made regarding the appropriate pay point for each individual in accordance with the expected performance standards.

18.3.3 It should be noted that the performance standards required will become more challenging as the teacher progresses within or between Bands within the main pay range.

18.3.4 Judgements regarding a teacher's progress will be properly rooted in evidence. This evidence should show:

- an increasing positive impact on pupil attainment and pupil progress, i.e. achievement;
- an increasing impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher, e.g. behaviour management or lesson planning;
- an increasing impact on the effectiveness of staff and colleagues, particularly on the quality of teaching;
- an increasing contribution to the wider work of the school.

19. Applications to be paid on the upper pay range

19.1. From 1 September 2013, any qualified teacher can apply to be paid on the upper pay range.

19.2. If a teacher is simultaneously employed at another school, they may submit a separate application if they wish to apply to be paid on the upper pay range in that school. This school will not be bound by any pay decision made by another school.

19.3. All applications should include the results of the two most recent appraisals, under the Appraisal

Regulations 2012, in this school, including any recommendations for movement onto the upper pay range. Where such information is not applicable or available, e.g. those returning from maternity or sickness absence, a written statement and summary of evidence designed to demonstrate that the applicant has met the assessment criteria must be submitted by the applicant.

19.4. In order for the assessment to be robust and transparent, it will be an evidence-based process only. Teachers therefore should ensure that they build a mainly paper evidence base to support their application. Those teachers who are not subject to the Appraisal Regulations 2012, or who have been absent, through sickness, disability or maternity, may cite written evidence from a 3-year period before the date of application in support of their application.

19.5. Process

One application may be submitted annually. The closing date for applications is normally 31st March each year; however, exceptions will be made in particular circumstances, e.g. those teachers who are on maternity leave or who are currently on sick leave. The process for applications is:

- Complete the appropriate threshold application form. (appendix 3)
- Submit the application form and supporting evidence to the Headteacher by **31st March**.
- The Headteacher will be the assessor for all threshold applications;
- Teachers will receive written notification of the outcome of their application within 20 working days following the decision. Where the application is unsuccessful, the written notification will include the areas where it was felt that the teacher's performance did not satisfy the relevant criteria set out in this policy (see 'Assessment' below).
- If requested, oral feedback which will be provided by the assessor. Oral feedback will include advice and support on areas for improvement in order to meet the relevant criteria.
- Successful applicants will move to the minimum of the upper pay range on 1 September of the following year.
- Unsuccessful applicants can appeal the decision. The appeals process is set out in appendix 1 to this pay policy.

19.6. Assessment

19.6.1 The teacher will be required to meet the criteria set out in the relevant paragraph 17 of the STPC Document, namely that:

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

19.6.2 In this school:

"highly competent" means the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role they are fulfilling and the context in which they are working;

"substantial" means the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in their own classroom, or with their own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil attainment and pupil progress, i.e. achievement, and the effectiveness of staff and colleagues; and

“sustained” means the teacher must have had two consecutive successful appraisal reports in this school and have made good progress towards their objectives during this period (subject to certain exceptions, e.g. maternity/sick leave; see paragraphs 21.3 and 21.4 above). They will be expected to show that their teaching expertise has grown over the relevant period and is consistently good to outstanding.

20. Upper pay range

20.1. A cost of living increase of 2.75% has been agreed for all points on the Upper Pay Scale in line with recommendations in the 2020 STPCD. This cost of living increase will be backdated to 1 September 2020 and staff will be notified in writing.

20.2. For BPET Schools the upper pay range will be as follows:

BPET Upper Teachers 2020 with 2.75% Pay Award				
	Main	Fringe	Outer London	Inner London
UPS 1	£38,690	£39,864	£42,559	£46,971
UPS 1.5	£39,403	£40,577	£43,343	£48,122
UPS 2	£40,124	£41,295	£44,133	£49,279
UPS 2.5	£40,860	£42,035	£44,947	£50,104
UPS 3	£41,604	£42,780	£45,766	£50,935

20.3. The above annual pay range is based on 2020 values and may vary from year to year

20.4. Qualified teachers may apply to be paid on the upper pay range once a year, the deadline for such applications being 31st March. An application from a qualified teacher will be successful where evidence shows that the teacher:

- has had a successful appraisal;
- is highly competent in all elements of the Teachers’ Standards and that his/her achievements and contribution to the school are substantial and sustained; and
- has met the performance standards required to move into upper pay as outlined in Appendix 2.

20.5. Where a qualified teacher makes a successful application to move into upper pay spine, the pay committee will determine the appropriate pay point within the upper pay spine at which the teacher will be paid, having made an assessment of the teacher’s performance taking into account:

- their most recent appraisal; and
- the expected performance standards.

20.5.1 Further progression within upper pay spine will be considered by the school on an annual basis, effective from 1st September, but progression will not be automatic and will be dependent on the teacher having made good progress as against the Teachers’ Standards and having met the performance standards required to move within the upper pay spine.

20.5.2 Equally progression within upper pay spine need not be limited to half a point per year, and an assessment will be made regarding the appropriate pay point for each individual in accordance with the expected performance standards (but see paragraph 22.2.6 below). All judgements regarding a teacher’s

progress will be properly rooted in evidence.

20.5.3 It should be noted that the performance standards required will become more challenging as the teacher progresses within upper pay spine

20.5.4 In making its decisions the pay committee will be advised by the Headteacher. Any increase (i.e. a movement of half a point or more than half a point) will be clearly attributable to the performance of the teacher in question. The pay committee will be able to justify its decisions.

21. Leading practitioner roles

BPET has currently decided not to utilise leading practitioner roles. The requirement for this role will be considered on an annual basis.

22. Unqualified teachers

22.1. Pay on appointment

22.2. A cost of living increase of 2.75% has been agreed for all points on the Unqualified Teachers Scale in line with STPCD 2020. This cost of living increase will be backdated to 1 September 2020 and staff will be notified in writing:

BPET Unqualified Teachers 2020 with 2.75% Pay Award				
	Main	Fringe	Outer London	Inner London
UNQ 1	18,169	19,363	21,582	22,849
UNQ 1.5	19,222	20,414	22,636	23,901
UNQ 2	20,282	21,473	23,696	24,962
UNQ 2.5	21,335	22,526	24,749	26,014
UNQ 3	22,394	23,587	25,809	27,075
UNQ 3.5	23,448	24,640	26,865	28,127
UNQ 4	24,507	25,699	27,926	29,187
UNQ 4.5	25,561	26,753	28,977	30,240
UNQ 5	26,622	27,812	30,037	31,298
UNQ 5.5	27,675	28,864	31,090	32,350
UNQ 6	28,735	29,924	32,151	33,410

The above annual pay range is based on 2020 values and may vary from year to year.

22.3 The Headteacher will determine the appropriate point on which to appoint a new unqualified teacher, taking into account:

- the requirements of the post, including any specialist knowledge required for the post;
- the experience required to undertake the specific duties of the post;
- the wider school context.

22.4 The Headteacher will consider whether it wishes to pay an additional allowance where evidence shows that the teacher has:

- taken on a sustained additional responsibility which is focused on teaching and learning, and

- requires the exercise of a teachers' professional skills and judgment; or
- qualifications or experience which bring added value to the role being undertaken.

22.5 Pay determinations effective from 1 September 2020

22.6 Progression within the unqualified teachers' pay range will be considered by the school on an annual basis, effective from 1st September, but progression will not be automatic and will be dependent on the evidence, including that supported by the most recent appraisal, which should show:

- an improvement in teaching skills;
- an increasing positive impact on pupil attainment and pupil progress, i.e. achievement;
- an increasing impact on wider outcomes for pupils;
- improvements in specific elements of practice identified to the teacher;
- an increasing impact on the effectiveness of staff and colleagues, particularly on the quality of teaching;
- an increasing contribution to the wider work of the school.

22.7 Progression within the unqualified teachers' pay range need not be limited to one point per year, and an assessment will be made regarding the appropriate pay point for each individual in accordance with the expected performance standards. It should be noted that the performance standards required will become more challenging as the unqualified teacher progresses within the pay range.

22.8 Any increase (i.e. a movement of one point or more than one point) will be clearly attributable to the performance of the unqualified teacher in question. All judgements will be properly rooted in evidence and the Headteacher will be able to justify its decisions.

23. Teaching and learning responsibility (“TLR”) payments

23.1. The Headteacher may award a TLR 1 or 2 to a classroom teacher for undertaking a sustained additional responsibility in the context of the school’s staffing structure, for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable.

23.2. For BPET Schools, the Board has determined the following TLR values in line with the recommendations of the STPCD 2020.

Allowance	Amount
TLR 2a	2,873
TLR 2b	4,519
TLR 2c	7,017
TLR 1a	8,291
TLR 1b	9,938
TLR 1c	11,586
TLR 1d	14,030
TLR3a	571
TLR3b	948
TLR3c	1,325
TLR3d	1,702
TLR3e	2,079
TLR3f	2,456
TLR3g	2,833

23.3. Before awarding TLR values, the Headteacher must be satisfied that the teacher’s duties include a significant responsibility that is not required of all classroom teachers and that such responsibility:

- is focused on teaching and learning;
- requires the exercise of a teacher’s professional skills and judgment;
- requires the teacher to lead, manage and develop a subject or curriculum area; or to lead and manage pupil attainment and pupil progress across the curriculum, or to lead, manage and develop a team of colleagues;
- has an impact on the education 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.

23.4. It is expected that only in exceptional circumstances will a TLR1 be considered for a school position. In addition, before awarding a TLR1 the Headteacher must be satisfied that the significant responsibility referred to above includes line management responsibility for a significant number of people.

23.5. All job descriptions will be regularly reviewed and will make clear, if applicable, the responsibility or package of responsibilities for which a TLR is awarded, taking into account the above criteria and factors.

23.6. The Headteacher may award a TLR3 of between £571 to £2,833 pro-rata if project is for less than a full academic year for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The teacher will be notified in writing of the duration of the fixed term, and the amount of the award will be paid in monthly. No safeguarding will apply in relation to an award of a TLR3.

24. Special Educational Needs (SEN) allowance

24.1. The Headteacher may award a SEN spot value allowance on a range of between £2,270 and £4,479 pa to any classroom teacher in any SEN post that requires a mandatory SEN qualification;

24.2. The BPET Board has determined the SEN spot values within BPET schools are as follows:

SEN 1st September 2020 With 2.75% Pay Award	
Allowance	Amount
SEN1	2,270
SEN2	4,479

24.3. The spot value of the allowance to be paid on the following basis:

- the spot value 1 allowance for assisting the nominated SEN post holder
- the spot value 2 allowance for undertaking the named SEN coordinator for the school unless the post-holder is paid on the leadership scale.

25. Support staff

25.1. On appointing a member of the support staff the job description determined for the post to which the employee is to be appointed will be evaluated in accordance with any approved scheme. Advice will be sought from the Central Team and through any professional advisors appointed to assist the school in HR matters where relevant.

25.2. The Headteacher, in consultation with the Central Team will determine the appropriate point on the evaluated scale having regard to:

- relevant qualifications and/or experience;
- recruitment/ retention needs of the school in respect of the post.

25.3. If at any time the Headteacher considers that a member of the support staff is being asked to undertake, or has undertaken, increased responsibility on a permanent or temporary basis, s/he shall refer the job description of the post, with the new responsibilities, to be evaluated through the Trust's evaluation process. If the evaluation provides for a higher salary that salary will be paid to the post holder from a date determined by the Headteacher and, in the case of a temporary increase in responsibility, the date to which the new salary will be paid. The new salary level will be reported to the central Trust team for budget purposes.

25.4. At the time of making the annual assessment of the teachers' salaries the Headteacher will also review the salary of all members of the support staff. Each member of the support staff may be awarded up to two incremental points to the top of their scale for satisfactory performance only. There is no automatic pay progression for any BPET employees. This also applies to all support staff from 1 September 2020. No increment should be awarded for unsatisfactory performance or where the member of staff is on informal or formal capability proceedings.

25.5. If any member of the support staff wishes to appeal against his/her salary level s/he may ask for a re-evaluation of the job description of the post to be undertaken. In the event that a member of the support staff wishes to appeal against the decision of the Headteacher, then s/he may appeal in accordance with the appeals procedure attached as appendix 1 to this pay policy.

BPET Support Staff Pay Scales 1st September 2020						
	NEW	National	Outer Fringe	Inner Fringe	Outer London	Inner London
Scale 1	1	17,842	18,467	18,716	20,656	21,815
	1	17,842	18,467	18,716	20,656	21,815
	2	18,198	18,824	19,072	21,029	22,206
	2	18,198	18,824	19,072	21,029	22,206
Scale 2	3	18,562	19,188	19,436	21,408	22,607
	3	18,562	19,188	19,436	21,408	22,607
	4	18,933	19,558	19,807	21,793	23,014
	4	18,933	19,558	19,807	21,793	23,014
Scale 3	5	19,312	19,938	20,186	22,185	23,427
	5	19,312	19,938	20,186	22,185	23,427
	6	19,698	20,324	20,572	22,585	23,849
	6	19,698	20,324	20,572	22,585	23,849
Scale 4	7	20,092	20,717	20,966	22,992	24,278
	8	20,493	21,119	21,367	23,405	24,715
	9	20,903	21,529	21,777	23,825	25,159
	10	21,322	21,947	22,196	24,256	25,612
	11	21,748	22,374	22,622	24,691	26,075
Scale 5	12	22,183	22,808	23,057	25,135	26,543
	13	22,627	23,252	23,501	25,588	27,021
	14	23,080	23,705	23,954	26,050	27,508
	15	23,541	24,167	24,415	26,519	28,005
	16	24,012	24,637	24,886	26,997	28,507
	17	24,491	25,117	25,365	27,480	29,022
Scale 6	18	24,982	25,607	25,856	27,977	29,543
	19	25,481	26,107	26,355	28,479	30,076
	20	25,991	26,616	26,865	28,991	30,615
	21	26,511	27,136	27,385	29,515	31,167
	22	27,041	27,666	27,915	30,045	31,728
SO1	23	27,741	28,367	28,615	30,585	32,298
	24	28,672	29,298	29,546	31,044	32,881
	25	29,577	30,202	30,451	31,552	33,473
SO2	26	30,451	31,077	31,325	32,416	34,074
	27	31,346	31,972	32,220	33,322	34,687
	28	32,234	32,859	33,108	34,207	35,067
PO1	29	32,910	33,536	33,784	34,878	35,948
	30	33,782	34,408	34,656	35,751	36,617
	31	34,728	35,354	35,602	36,706	37,489
	32	35,745	36,370	36,619	37,721	38,442
PO2	33	36,922	37,548	37,796	38,883	39,459
	34	37,890	38,516	38,764	39,866	40,630
	35	38,890	39,516	39,764	40,868	41,605
	36	39,880	40,506	40,754	41,848	42,606
PO3	37	40,876	41,502	41,750	42,853	43,599
	38	41,881	42,507	42,755	43,855	44,598
	39	42,821	43,447	43,695	44,789	45,593
	40	43,857	44,483	44,731	45,834	46,533
PO4	41	44,863	45,488	45,737	46,839	47,566
	42	45,859	46,485	46,733	47,840	48,574
	43	46,845	47,471	47,719	48,818	49,579

26. Part-time employees

26.1. Part-time teachers: The Headteacher will apply the provisions of the STPC Document in relation to part-time teachers' pay and working time.

26.2. All staff: The Headteacher will use their best endeavours to ensure that all part-time employees are treated no less favourably than a full-time comparator, in accordance with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 (as amended).

27. Additional payments

27.1. The Headteacher may make payments as they see fit to a teacher in respect of:

- continuing professional development undertaken outside the school day;
- activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;
- participation in out-of-school hours learning activity, agreed between the teacher and the Headteacher
- additional responsibilities and activities due to, or in respect of, the provision of services by the Headteacher relating to the raising of educational standards to one or more additional schools or academies.

27.2. Payment will be calculated on a daily basis at 1/195th of the teacher's actual salary.

27.3. Payment to support staff for additional hours will be based on the hourly rate for the spinal column point. (see table below)

BPET Support Staff Additional hours 1st September 2020						
	NEW	National	Outer Fringe	Inner Fringe	Outer London	Inner London
Scale 1	1	9.50	9.84	9.97	11.00	11.62
	1	9.50	9.84	9.97	11.00	11.62
	2	9.69	10.03	10.16	11.20	11.83
	2	9.69	10.03	10.16	11.20	11.83
Scale 2	3	9.89	10.22	10.35	11.40	12.04
	3	9.89	10.22	10.35	11.40	12.04
	4	10.09	10.42	10.55	11.61	12.26
	4	10.09	10.42	10.55	11.61	12.26
Scale 3	5	10.29	10.62	10.75	11.82	12.48
	5	10.29	10.62	10.75	11.82	12.48
	6	10.49	10.83	10.96	12.03	12.71
	6	10.49	10.83	10.96	12.03	12.71
Scale 4	7	10.70	11.04	11.17	12.25	12.93
	8	10.92	11.25	11.38	12.47	13.17
	9	11.14	11.47	11.60	12.69	13.40
	10	11.36	11.69	11.82	12.92	13.64
	11	11.59	11.92	12.05	13.15	13.89
Scale 5	12	11.82	12.15	12.28	13.39	14.14
	13	12.05	12.39	12.52	13.63	14.39
	14	12.30	12.63	12.76	13.88	14.65
	15	12.54	12.87	13.01	14.13	14.92
	16	12.79	13.12	13.26	14.38	15.19
	17	13.05	13.38	13.51	14.64	15.46
Scale 6	18	13.31	13.64	13.77	14.90	15.74
	19	13.57	13.91	14.04	15.17	16.02
	20	13.85	14.18	14.31	15.44	16.31
	21	14.12	14.46	14.59	15.72	16.60
	22	14.41	14.74	14.87	16.01	16.90
SO1	23	14.78	15.11	15.24	16.29	17.21
	24	15.27	15.61	15.74	16.54	17.52
	25	15.76	16.09	16.22	16.81	17.83
SO2	26	16.22	16.56	16.69	17.27	18.15
	27	16.70	17.03	17.16	17.75	18.48
	28	17.17	17.50	17.64	18.22	18.68
PO1	29	17.53	17.87	18.00	18.58	19.15
	30	18.00	18.33	18.46	19.05	19.51
	31	18.50	18.83	18.97	19.55	19.97
	32	19.04	19.38	19.51	20.09	20.48
PO2	33	19.67	20.00	20.13	20.71	21.02
	34	20.18	20.52	20.65	21.24	21.64
	35	20.72	21.05	21.18	21.77	22.16
	36	21.25	21.58	21.71	22.29	22.70
PO3	37	21.78	22.11	22.24	22.83	23.23
	38	22.31	22.64	22.78	23.36	23.76
	39	22.81	23.15	23.28	23.86	24.29
	40	23.36	23.70	23.83	24.42	24.79
PO4	41	23.90	24.23	24.36	24.95	25.34
	42	24.43	24.76	24.90	25.49	25.88
	43	24.96	25.29	25.42	26.01	26.41

28. Nursery Staff Pay Scales

28.1. There are no national payscales for Preschool employees but there are specific qualification requirements based on the size of the provision and the age of the children.

28.2. The minimum amount that can be paid to staff is the National Living Wage updated in April each year. For September 2020 the current amount is £8.72 for staff over 25 years of age.

28.3. The salary scale below gives a three-point salary band to maintain BPET's competitive edge with other nursery staff employers.

28.4. Progression through the scale will be subject to successful performance management appraisal until the top of the band is reached.

		National	Outer Fringe	Inner Fringe	Outer London	Inner London
NN1	a	8.72	8.75	8.77	8.8	10.22
	b	8.77	8.80	8.82	8.85	10.27
	c	8.82	8.85	8.87	8.9	10.32
NN2	d	9.29	9.32	9.34	9.37	10.79
	e	9.32	9.35	9.37	9.4	10.82
	f	9.37	9.40	9.42	9.45	10.87
NN3	g	11.00	11.09	11.05	11.08	12.5
	h	11.08	11.11	11.13	11.16	12.58
	i	11.10	11.13	11.15	11.18	12.6
NNM	j	14.60	14.66	14.65	14.68	16.1
	k	14.65	14.68	14.7	14.73	16.15
	l	14.70	14.73	14.75	14.78	16.2

29. Salary sacrifice arrangements

29.1 Where the employer operates a salary sacrifice arrangement, the member of staff may participate in any arrangement and their gross salary shall be reduced accordingly, in accordance with the provisions of the STPC Document. Childcare Vouchers, Bike2 Work scheme, Donation giving and annual travel ticket loan. To apply for any of these please email payroll@bpnet.co.uk.

Appendix 1 to BPET's pay policy

1. Appeals procedure

1.2. If a school employee wishes to understand better the rationale for the outcome of the annual performance management including the pay decision or to bring any further evidence to the attention of the Headteacher, s/he should be given the opportunity to do so before the final pay decision is ratified by the central Trust pay committee. The nature of any subsequent pay discussion will be informal and therefore representation (on either side) is not necessary nor would it be appropriate. At the conclusion of any further discussion, the performance management outcome may be adjusted or it may remain the same. The BPET pay committee will receive an updated document to reflect this discussion. If an employee believes that the final pay decision by the Headteacher falls short of his/her expectations and s/he wishes to seek a further review of the information that affects his/her pay, s/he may wish formally to appeal against the decision, utilising the formal Appeal Hearing Procedure. Appeal Hearings against pay decisions must satisfy the dispute resolution requirements of employment law (i.e. Part 4 of the Trade Union and Labour Relations (Consolidation) Act, 1992) and the ACAS Code of Practice.

2. Appeal hearing procedure

It is the intention that the appeals procedure will be dealt with promptly, thoroughly and impartially.

1.1. Guidance

- When an employee feels that a pay decision is incorrect or unjust, s/he may appeal against that decision, especially when there is new evidence to consider.
- Employees should put their appeal in writing to the Headteacher, or, in the case of the Headteacher, the Trust Board. The appeal should include sufficient details of the basis for the appeal.
- Appeals should be heard without unreasonable delay and at an agreed date, time and place.
- Employees have a statutory right to be accompanied at any stage of an appeal hearing by a recognised trade union representative or willing work colleague.

2.3. Appeal Procedure: Formal Stage

2.3.1 If an employee is dissatisfied with the outcome of the performance management, they have the right to appeal the decision.

2.3.2. For School Based Staff below Headteacher

The employee must write to the Headteacher stating their grounds for appeal. The Headteacher is responsible for setting up the Appeal Hearing on behalf of the Chief Executive. The appeal will be heard by the Chief Executive with an independent adviser. The Chief Executive, as Chair of the Panel, will have the deciding vote if the panel cannot agree.

2.3.3. For Headteachers

The employee must write to the Chair of the Board via the Clerk to the BPET Board. The Chair of the Board is responsible for arranging the appeal hearing. Appeals will be heard by a panel of three Trustees.

2.3.4 The appeal committee will convene at the earliest opportunity and no later than 20 working days from the date on which the written appeal was received. The Headteacher will be required to attend the meeting.

2.3.5 The chair of the appeal committee will invite the employee to set out his/her case. The Headteacher will also be asked to take the appeal committee through the procedures that were observed in their part of the pay determination process.

2.3.6 Following the conclusion of representations by all relevant parties, the appeal committee will then consider all the evidence in private and reach a decision. The appeal committee will write to the employee notifying him/her of its decision and the reasons for it. Other attendees at the meeting will also be notified of the decision. The decision of the appeal committee is final.

2.4. The Modified Procedure

2.4.1. There will be no entitlement to invoke the appeal procedure in relation to a pay decision if the employee has left the employment of the school.

2.4.2. Where an employee has, whilst employed at the school, lodged an appeal against a pay decision but has then subsequently left such employment before any appeal hearing is held, the following steps will be observed.

- The employee must have set out details of his/her appeal in writing;
- The employee must have sent a copy of his/her appeal to the Headteacher;
- The Chief Executive will consult with relevant school personnel and provide the employee with an appropriate written response on behalf of the school.

Appendix 2 to BPET Pay Policy – Evidence required for application to be paid on Upper Pay Scale

Upper Pay Scale 1

Requirement	Evidence
At least two years of successful appraisals (or equivalent from previous school)	
Is highly competent in all elements of the Teachers' Standards	
Lead at least one curriculum area	
Qualifications or experience which bring added value to the role being undertaken	
Achievements and contribution to the wider life of the school are substantial and sustained	

Upper Pay Scale 2

Requirement	Evidence
At least two years of successful appraisals (or equivalent from previous school)	
Is highly competent in all elements of the Teachers' Standards	
Lead at least one curriculum area	
Qualifications or experience which bring added value to the role being undertaken	
Achievements and contribution to the wider life of the school are substantial and sustained	
Holds a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgement	
Lead at least one core curriculum area or two non-core areas	

Upper Pay Scale 3

Requirement	Evidence
At least two years of successful appraisals (or equivalent from previous school)	
Is highly competent in all elements of the Teachers' Standards	
Lead at least one curriculum area	
Qualifications or experience which bring added value to the role being undertaken	
Achievements and contribution to the wider life of the school are substantial and sustained	
Holds a sustained additional responsibility which is focused on teaching and learning, and requires the exercise of a teachers' professional skills and judgement	
Lead at least one core curriculum area or two non-core areas	
Actively engaging in CPD to improve practice in at least one area	
Lead at least one whole school event per year	
Offers support in a specialist area across the Trust or the Local Authority	