





# NEWMAN CATHOLIC TRUST

HEART SPEAKS TO HEART

## Pay Policy 2024-25

### Ratification

Role	Name	Signature	Date
Chair of Board	Chris Izuka		27/3/25
CEO	Dr Daniel Doyle		27/3/25

### *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.*

### 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 2023 (STCPD) and the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book).

1.2 The Trust Pay Policy provides a policy framework within which the pay structure of the trust and its schools will be determined and conditions of service will be applied. The policy is freely available to all Directors, Local Governing Committees (LGCs), 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 Risk (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 Trust's Appraisal Policy, which sets out the framework for a clear and consistent assessment of the overall performance of all teachers in the Trust's schools, including the leadership team, and for supporting their development needs within the context of the School Improvement Plan and their own professional needs.

All appraisals undertaken during the academic year 2023-2024 will produce recommendations for pay for all staff, to take effect from 1st September 2024.

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

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

1.6 Pay decisions within the Trust 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 Trust for the Chief Executive Officer (CEO), all (Executive) Principals, Vice Principals and the Central Team. 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 Committee meets in November each year. Pay and considerations for Executive Leaders is considered under the Trust's Executive Leaders Pay Policy.

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 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 Trust. Appropriate differentials will be created and maintained between jobs within the Trust, in a coherent rational structure, which addresses the need of the Trust and its schools as a whole and the need to reward individuals appropriately.

### **5. Pay Determination**

5.1 The Local Governing Committee (LGC) will determine the pay range for a local-level vacancy prior to advertising it. The Board of Directors has established the pay scales for all staff laid out in the appendix.

5.2 On appointment, the LGC 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 LGC 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 school context

***All schools must work in line with Trust-wide job descriptions and salary ranges to ensure fair and equal employment across the Trust.***

- 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 the appendix.
- 5.5 Where an unqualified teacher becomes qualified whilst continuing to work at this school, 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 for recruitment and retention, the school may pay above the minimum point if there is a sound justifiable reason to do so (and as long as it remains within the set pay range/scale for that particular role).
- 5.7 With regards to apprentices, the minimum hourly rate depends on age (under 19) and whether the apprentice in their first year of apprenticeship (aged 19 or over and in the first year of their apprenticeship).

Apprentices are entitled to the apprentice rate if they're either:

- aged under 19
- aged 19 or over and in the first year of their apprenticeship

## **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 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. From 1 September 2021, all Early Career Teachers who start induction will be required to follow a 2 year induction period (this has increased from the previous 1 year induction period and the term 'Early Career Teacher' replaces 'Newly Qualified Teacher'). This Trust will ensure that ECTs are not negatively affected by the increase in the induction period to 2 years. All ECTs will be eligible for pay progression at the end of the first year in line with this Pay Policy and the Appraisal Policy.

6.3 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.

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

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

For a teacher who has an extended period of absence due to maternity or sickness the agreed appraisal objectives may be revised when the teacher returns to work or the length and impact of the absence

on the teacher's ability to achieve their objectives will be taken into account in the assessment at the end of the appraisal cycle.

6.6 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.

6.7 The Trust will consider its approach in the light of the Trust'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. **The Principal/Line Manager should remind all teachers on the Qualified Teacher Pay Range (the Main Pay range) at the start of each school year of their right to apply for assessment.**

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 school/s, they may submit separate applications if they wish to apply to be paid on the upper pay range in that school. Any one school will not be bound by any pay decision made by another school.

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 school 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 Trust and/or school, 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 school; play a critical role in the life of the school; 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 LGC within 20 working days.

7.10 Decisions and feedback will be provided (by the Principal/Line Manager/Senior School 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 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

7.12 Once on UPS 1, employees will progress annually through the upper pay range provided they are successfully meeting their appraisal targets and teacher standards. If a teacher achieves their appraisal objectives, they will continue to move up the Upper Pay Scale each year, until they reach UP3.

### **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 LGC within 20 working days

7.16 Decisions and feedback will be provided (by the Principal, Line Manager/Senior School 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 pay appeal procedure, Appendix 1

## **8. Part-time teaching and non-teaching 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 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 provided these fall on their working day. This will fall under 'directed time' and will not be paid as overtime. The number 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. If a part time employee attends an additional INSET day, they will either receive payment or time in lieu for the time worked.
- 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 School Teachers Pay and Conditions Document 2023 and should be aware that this is updated annually. Pay increases resulting from the annual School Teachers Review Body Report and within the School Teachers Pay and Conditions Document will be considered by the pay committee.

## **11. 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)

- 11.1 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 school.

TLR1: The annual value of a TLR1 must be no less than £9,272 and no greater than £15,690

TLR 2: The annual value of a TLR2 must be no less than £3,214 and no greater than £7,847

- 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.

In addition, before awarding a TLR1, the relevant body must be satisfied that the sustained, additional responsibility includes line management responsibility for a significant number of people.

12.3 The Trust (via the Trust Board) or school (via the Local Governing Committee) may consider awarding a fixed-term third TLR (TLR3) for clearly time-limited Trust or school improvement projects, or one-off externally driven responsibilities. The annual value of a TLR3 will be no less than £639 and no greater than £3,169. 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.

The value of TLR 3s fall within the following scale

- 1 - £639
- 2 - £1,000
- 3 - £1,500
- 4 - £2,000
- 5 - £2,500
- 6 - £3,000

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 Local Governing Committee must be satisfied that the responsibilities outlined in 12.2; 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.

### **Special Educational Needs**

The Principal will allocate an SEN allowance in accordance with the STPCD to all teachers who satisfy the statutory criteria. The teacher's written notification should specify the amount and the reason for the award. Should the amount or eligibility change under the STPCD then any allowances will be paid in accordance with those changes.

When deciding on the amount of the allowance to be paid, the Principal will take into account the structure of the school's SEN provision, whether any mandatory qualifications are required for the post, the qualifications or expertise of the teacher relevant to the post and the relative demands of the post.

The Principal will also establish differential values in relation to SEN roles in the school in order to reflect significant differences in the nature and challenge of the work entailed so that the different payment levels can be objectively justified. The Principal will take account of the STPCD guidance.

### **Trust Responsibility Allowances (RAs) and First Aid Allowances**

12.6 TRAs can be awarded to all non-teaching staff.

12.7 A Trust 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 a TRA, the Trust 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 TRA, but a TRA could be based on a job description that itemises several different areas of significant responsibility. The level of responsibility determines the value of the TRA 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 - £639
- 2 - £1,000
- 3 - £1,500
- 4 - £2,000
- 5 - £2,500
- 6 - £3,000

### **First Aid Allowance**

For those who act as a qualified first aider in the school. Where this forms part of a job description, this forms part of the job evaluated grade for the post and so no additional payment is expected. However, where the school seeks a volunteer to undertake these duties in addition to their job description it is appropriate to make an additional payment. This will be calculated as 10% of the monthly NJC 5 salary.

This payment is in recognition of the work and training requirements.

## **12. Acting Allowances - Teaching**

12.1 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 in conjunction with the Trust Board 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.

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

13.1 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

13.2 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

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

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

14.1 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 school day;
- (b) activities relating to the provision of initial teacher training as part of the ordinary conduct of the school; (c) participation in voluntary out-of-school 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 schools. (this does not apply to the provision of services by the Principal to the school in relation to which the Principal has been appointed either on a permanent or temporary basis).

14.2 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.

#### **15. Additional payments Support Staff**

15.1 Where staff undertake additional duties which do not qualify for an acting-up allowance, e.g. 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.

15.2 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

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

16.1 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 school will be agreed in advance in accordance with the determinations of the LGC. Payment to the individual teacher/Principal will be based on work, including preparation, done outside of normal school/working hours.

16.2 Any payment to a Principal under STPCD 2023 will be subject to the overall limit on discretionary payments

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

17.1 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.

17.2 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.

17.3 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.

#### **18. Linked Documents**

This policy is linked to the School Teachers' Pay and Conditions Document 2023

#### **19. 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.

#### **20. 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 LGC 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 school'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 school'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 school's representative and witnesses.
- g. The employee or their representative will put their case in the presence of the school's representative and may call witnesses and present evidence.
- h. The school'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 school'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

### Pay Decisions 2023/24

Role	Cycle	Pay Decision	Ratified	Deadline
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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	LGC	Deadline October 31st

### Appendix 3 - Support Staff Pay Scales

NJC PAY SCALES			NEWMAN PAY SCALES
SCP	2023/24		
	per annum	per hour	
1	N/A		

2	£22,366	£11.59	N1
3	£22,737	£11.79	N2
4	£23,114	£11.98	N3
5	£23,500	£12.18	N4
6	£23,893	£12.38	N5
7	£24,294	£12.59	N6
8	£24,702	£12.80	N7
9	£25,119	£13.02	N8
10	£25,545	£13.24	N9
11	£25,979	£13.47	N10
12	£26,421	£13.69	N11
13	£26,873	£13.93	N12
14	£27,334	£14.17	N13
15	£27,803	£14.41	N14
16	£28,282	£14.66	N15
17	£28,770	£14.91	N16
18	£29,269	£15.17	N17
19	£29,777	£15.43	N18
20	£30,296	£15.70	N19
21	£30,825	£15.98	N20
22	£31,364	£16.26	N21
23	£32,076	£16.63	N22
24	£33,024	£17.12	N23
25	£33,945	£17.59	N24
26	£34,834	£18.06	N25
27	£35,745	£18.53	N26
28	£36,648	£19.00	N27
29	£37,336	£19.35	N28
30	£38,223	£19.81	N29
31	£39,186	£20.31	N30
32	£40,221	£20.85	N31
33	£41,418	£21.47	N32
34	£42,403	£21.98	N33
35	£43,421	£22.51	N34
36	£44,428	£23.03	N35
37	£45,441	£23.55	N36
38	£46,464	£24.08	N37
39	£47,420	£24.58	N38
40	£48,474	£25.13	N39
41	£49,498	£25.66	N40
42	£50,512	£26.18	N41
43	£51,515	£26.70	N42
LEADERSHIP - BASED ON NATIONAL TEACHER PAY SCALES			
L5	£52,074	£26.99	N43
L6	£53,380	£27.67	N44
L7	£54,816	£28.41	N45
L8	£56,082	£29.07	N46



L9	£57,482	£29.79	
L10	£58,959	£30.56	N14
L11	£60,488	£31.35	
L12	£61,882	£32.07	
L13	£63,430	£32.88	
L14	£65,010	£33.70	N15
L15	£66,628	£34.53	
L16	£68,400	£35.45	
L17	£67,970	£35.23	
L18	£71,729	£37.18	N16
L19	£73,509	£38.10	
L20	£75,331	£39.05	
L21	£77,195	£40.01	
L22	£79,112	£41.01	N17
L23	£81,070	£42.02	
L24	£83,081	£43.06	
L25	£85,146	£44.13	
L26	£87,253	£45.23	N18
L27	£89,414	£46.35	
L28	£91,633	£47.50	
L29	£93,902	£48.67	
L30	£96,239	£49.88	
L31	£98,616	£51.12	N19
L32	£101,067	£52.39	
L33	£103,578	£53.69	
L34	£106,138	£55.01	
L35	£108,776	£56.38	
L36	£111,470	£57.78	N20
L37	£114,240	£59.21	
L38	£117,067	£60.68	
L39	£119,921	£62.16	
L40	£122,912	£63.71	
L41	£125,983	£65.30	N21
L42	£129,140	£66.94	
L43	£131,056	£67.93	

#### Appendix 4 – Apprentices Hourly Rates

	21 and over	18 to 20	Under 18	Apprentice
From April 2024	£11.44	£8.60	£6.40	£6.40

From April 2025	£12.21	£10.00	£7.55	£7.55
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