

# ACADEMY STAFF PAY POLICY



ORIGINATOR: Chris Wilson

SLT LINK: Stuart Williams

September 2025

## CONTENTS

|     |   |    |
|-----|---|----|
| 1.  | INTRODUCTION.....   | 2  |
| 2.  | DELEGATION OF DECISION MAKING.....                              | 2  |
| 3.  | REVIEW OF DECISIONS.....  | 3  |
| 4.  | APPEALS AGAINST SALARY OR PERFORMANCE MANAGEMENT DECISIONS..... | 3  |
| 5.  | PAY REVIEWS.....  | 4  |
| 6.  | BASIC PAY DETERMINATION ON APPOINTMENT.....                     | 4  |
| 7.  | PAY PROGRESSION BASED ON PERFORMANCE.....                       | 4  |
| 8.  | TARGETS.....  | 5  |
| 9.  | MOVEMENT TO UPPER PAY SCALE FOR TEACHERS.....                   | 6  |
| 10. | THE ASSESSMENT.....   | 7  |
| 11. | PROCESSES AND PROCEDURES.....                                   | 7  |
| 12. | PART-TIME TEACHERS.....   | 7  |
| 13. | SHORT NOTICE/SUPPLY TEACHERS.....                               | 7  |
| 14. | STAFF STRUCTURE.....  | 7  |
| 15. | ABSENCE.....  | 8  |
| 16. | EXTRA TIME PAYMENT.....   | 8  |
| 17. | SPECIAL EDUCATIONAL NEEDS ALLOWANCE.....                        | 8  |
| 18. | RECRUITMENT & RETENTION.....                                    | 8  |
| 19. | PRIVATE HEALTHCARE.....   | 9  |
| 20. | SAFEGUARDING.....   | 9  |
| 21. | ABSENCE FROM DUTY.....  | 9  |
| 22. | LUNCH DUTY PAYMENTS.....  | 9  |
| 23. | REMUNERATION TO LEAVERS.....                                    | 9  |
| 24. | VOLUNTARY ANNUAL LEAVE.....                                     | 10 |
|     | ANNEXE 1.....   | 12 |
|     | ANNEXE 2: PAY SCALES FOR TEACHERS W.E.F 1.9.25.....             | 14 |
|     | ANNEXE 3: PAY SCALES FOR SUPPORT STAFF W.E.F 1.9.25.....        | 16 |
|     | ANNEXE 4: SALARY DEDUCTION CALCULATIONS.....                    | 17 |

## 1. INTRODUCTION

- 1.1 This policy sets out the framework for making decisions on Academy staff pay. It has been developed to comply with current legislation and has been consulted on with staff and Federation staff union representatives.
- 1.2 Colleagues who joined the Federation during or after 2015, as well as those who migrated to the new contracts, are serviced by this policy. Those on the leadership team are serviced by the Leadership Pay & Appraisal Policy.
- 1.3 In adopting this pay policy the aim is to:
  - Maximise the quality of teaching and learning across the Federation.
  - Support the recruitment and retention of a high-quality workforce.
  - Allow the Federation to recognise and reward staff appropriately for their contribution to the organisation.
  - Help ensure that decisions on pay are managed in a fair, just and transparent way.
- 1.4 Pay decisions at this Federation are made by the Executive Principal.
- 1.5 The Directors of the Federation will operate this pay policy for all staff who have Academy contracts, and will include:
  - grading posts appropriately within the conditions of employment;
  - giving recognition to assigned increased responsibility, whether on a permanent or temporary basis.
- 1.6 This policy statement will be available to the staff of the Federation on the policies section of the website ([www.rutlandfederation.com](http://www.rutlandfederation.com)).
- 1.7 Definition: For the purposes of paragraph 14 (Academy Award Scheme), annual gross salary used for this calculation is the last 365 days of pay received by the employee up to 1 September. This includes basic pay, contractual and statutory sick pay, contractual and statutory maternity pay, contractual and statutory parental bereavement pay, and paid leave of absence.

## 2. DELEGATION OF DECISION MAKING

### 2.1 Executive Principal

- 2.1.1 Except where otherwise stated, the Federation Directors, having determined the policy as set out below, will delegate the day-to-day management of the policy to the Executive Principal.
- 2.1.2 The Federation Resources Committee requires that the Executive Principal, in exercising the delegated responsibilities, has appropriate regard to the budget approved by the Federation Board of Directors and the requirements of relevant employment legislation.

## 2.2 The Review Appeals Committee

2.2.1 The Federation Board of Directors will delegate to a committee of Directors, hereafter referred to as the Review Appeals Committee, any appeals by individual members of staff against decisions of the Executive Principal or the Performance Management Policy. The number of Directors on the committee shall normally be three. Any appeal will be dealt with before a final decision is reported to the Federation Board of Directors.

## 3. REVIEW OF DECISIONS

3.1 If a member of staff wishes to have a review of any decision that affects his or her performance review or pay, he or she shall, within 10 working days of being given the written statement of the assessment, make a written request to the Executive Principal to review the decision.

3.2 Where the Executive Principal has a conflict of interest with the decision for review, the review will be undertaken by a Vice Principal.

3.3 The decision of the Executive Principal will be provided to the member of staff in writing as soon after the review as possible. The member of staff will be advised that he or she has the right of appeal against the review decision.

## 4. APPEALS AGAINST SALARY OR PERFORMANCE MANAGEMENT DECISIONS

4.1 If the member of staff decides to appeal against the reviewed determination, then the member of staff shall, as soon as it is possible after receipt of the written determination, notify the Clerk to the Directors in writing of the appeal and the reasons for it.

4.2 The reason for an appeal will be one or more of the following:

That the decision:

- incorrectly applied any provision of the appropriate salary or performance management document;
- in the case of a teacher, 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

4.3 The Clerk to the Directors will arrange, normally within 20 working days of the receipt of the written notice of appeal, giving at least five working days' notice, a meeting of the Review Appeals Committee of the Federation Board of Directors.

4.4 The member of staff will be entitled to attend and may be accompanied by a workplace colleague or union representative and the procedure to be followed for the appeal is attached at Annexe 1 of this policy. The decision of the Appeal Committee delegated to deal with appeals shall be final. Once any appeal has been resolved, the final decisions regarding the assessment of salaries or performance management of staff shall be reported to the Federation Board of Directors.

## 5. PAY REVIEWS

- 5.1 Each colleague's salary will be reviewed annually, with effect from 1 September and no later than 31 October each year for teachers, and no later than 31 December for support staff. All staff will be given a written statement setting out their salary and any other financial benefits to which they are entitled. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the basis for calculating an individual's pay. A written statement will be given after any review and, where applicable, will give information about the basis on which it was made.
- 5.2 Where a pay determination leads or may lead to the start of a period of safeguarding, the Executive Principal will give the required notification as soon as possible and no later than one month after the date of the determination.

## 6. BASIC PAY DETERMINATION ON APPOINTMENT

- 6.1 The Executive Principal will determine the pay range for a vacancy prior to advertising it. On appointment, the Executive Principal will determine the starting salary within that range to be offered to the successful candidate. In making such determinations, the Executive Principal may take into account a range of factors, including:
- the prior service of the candidate;
  - the nature of the post;
  - the level of qualifications, skills and experience required;
  - market conditions;
  - recruitment to shortage subjects;
  - posts that are difficult to recruit for;
  - the wider Federation context.

## 7. PAY PROGRESSION BASED ON PERFORMANCE

- 7.1 At the Federation, pay decisions regarding increments will be linked to assessments of performance.
- 7.2 At the Federation, 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 staff appraisals are set out in the Federation's Appraisal and Capability policy.
- 7.3 Decisions regarding pay progression will be made with reference to the staff appraisal reports and the pay recommendations they contain. All newly appointed staff will complete a probation period of one year. The probation process will be used to review performance and set appropriate targets. A successful probation process will be treated for purposes of pay progression in the same manner as a successful appraisal.
- 7.4 Subject to a good PR, colleagues may progress one increment if they are not at the top of their scale, but must have completed one year at 1 September in their current grade to progress.
- 7.5 In the case of ECTs, the probation process will also determine pay progression. ECTs also follow the statutory induction process to complete a successful progression.
- 7.6 To be fair and transparent, assessments of performance will be properly rooted in evidence.
- 7.7 Data from the previous academic year, where held, will be used to determine pay progression. This will be using appraisal targets in up to four targets.

7.8 Information on the pay scales used by the Federation can be found in Annexes 2 & 3.

## 8. TARGETS

### 8.1 Target 1: Performance

8.1.1 For teachers, targets will be set and measured on a point system which will generate an average performance using the following measures:

- Lesson observations, which will judge the areas of Curriculum, Pedagogy, Relationships, and Outcomes as either Exceeding, Expected or Requires Support. Each area will be graded as 1 – 3, with an overall average grade counting towards the PR process.
- The progress of students as determined by externally marked examination results, or in the absence of this, internally moderated analysis of student progress.
- Attendance data (>=98% = Outstanding; 96-97% = Good; 94-95% = Requires Improvement; <=93% = Inadequate).

8.1.2 For support staff, this will include the following evidence:

- Attendance data.
- Objective target as agreed with the line manager during the performance review target-setting exercise.

8.1.3 For the purpose of this exercise, disability-related illness is excluded from attendance.

8.1.4 An average of these objective targets will be calculated which will give an indicative outcome for the performance review and pay progression. However, the line manager will make a final pay recommendation based on performance across all targets.

| Average points | Consideration  |
|----------------|--|
| 1 – 1.4        | The colleague is deemed outstanding overall for target 1. In this case, if the other targets are met at least at good, the Executive Principal will consider whether to offer in excess of a single pay progression point. |
| 1.5 – 2.4      | The colleague is deemed good overall in target 1 and is therefore eligible for pay progression provided other targets have been met to a similar standard.   |
| 2.5 – 3.4      | The colleague requires improvement for target 1. Clear targets for professional development will be used to ensure support and improvement in performance. They are not eligible for progression this year.                |
| 3.5 – 4        | The colleague's overall performance is inadequate in this target. A support programme will be instigated and the colleague is not eligible for pay progression.  |

## 8.2 Targets 2 – 4

8.2.1 These targets will be divided into Transformation Plan, Career Stage (which may, if appropriate, be related to Upper Pay Scale for teachers) and, where appropriate, Responsibility Points. They will be assessed using evidence provided by the member of staff in their performance review and judged on a 1 – 4 basis. Evidence will be considered on a case-by-case basis with the member of staff's line manager. If the colleague's performance is less than good in one or more of these targets, it would be unlikely that pay progression would occur.

## 8.3 Pay Progression Determination

8.3.1 Staff appraisal reports will contain pay recommendations based on analysis of their performance against each of their targets. For the avoidance of doubt, if a member of staff were to require improvement or were inadequate for the objective performance target 1, they would not be eligible for pay progression, irrespective of the outcome of their other targets.

8.3.2 The final decision about whether or not to accept a pay recommendation will be made by the Executive Principal, having regard to the appraisal report and taking into account advice from the wider Senior Leadership Team. The Executive Principal will consider their approach in the light of the Federation's budget, ensuring that appropriate funding is allocated for pay progression at all levels.

## 9. MOVEMENT TO UPPER PAY SCALE FOR TEACHERS

- 9.1 Any qualified teacher at the top of the Federation's Main Pay Scale may apply to be paid on the Upper Pay Scale and any such application will be assessed in line with this policy. It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the Upper Pay Scale.
- 9.2 Applications may be made once a year, by 31 October. Staff due to move to the Upper Pay Scale will have their performance reviews as early as possible in the new academic year to assist them in meeting this deadline.
- 9.3 If a teacher is simultaneously employed at another school or schools, they may submit separate applications if they wish to apply to be paid on the Upper Pay Scale in that school or schools. The Federation will not be bound by any pay decision made by another school.
- 9.4 All applications should include the results of reviews or appraisals from the previous two academic years. In order to be successful, a rating of at least 'good' is required in each target throughout the previous two years.

## 10. THE ASSESSMENT

10.1 An application from a qualified teacher at the top of the Federation's Main Pay Scale will be successful where the Executive Principal is satisfied that:

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

10.2 For the purposes of this pay policy, 'highly competent' means performance that is not only good but also provides coaching and mentoring to other teachers, giving advice to them and demonstrating effective teaching practice and how to make a wider contribution to the work of the Federation.

10.3 For the purposes of this pay policy, 'substantial' means of real importance, validity or value to the Federation; playing an active role in the life of the Federation; providing a role model for teaching and learning; making a distinctive contribution to the raising of students' standards.

10.4 For the purposes of this pay policy 'sustained' means maintained continuously, at least to a good standard, over a period of at least two academic years.

10.5 The application will be assessed robustly, transparently and equitably by the Executive Principal using our performance management documentation and the decision will be validated by the Resources Committee of the Federation Directors.

## 11. PROCESSES AND PROCEDURES

11.1 The assessment will be made within 10 working days when the applicant will receive a response to their application in writing. If successful, applicants will move to the Upper Pay Scale from the beginning of the academic year, with pay backdated.

11.2 If unsuccessful, feedback will be provided by a member of the Senior Leadership Team, verbally and in writing. Clear targets will be set to allow the colleague to be better ready for consideration in the next academic year. The applicant has the right to appeal as per the procedure outlined in sections 3 and 4 of this policy.

## 12. PART-TIME TEACHERS

12.1 Teachers employed on an ongoing basis at the Federation who work less than a full working week are deemed to be part-time. Following consultation between the teacher and the Executive Principal, the Executive Principal will give them a written statement detailing their working time obligations and the standard mechanism used to determine their pay by comparison with the Federation's timetabled teaching week for a full-time teacher in an equivalent post.

## 13. SHORT NOTICE/SUPPLY TEACHERS

13.1 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 186 days; periods of employment for less than a day are calculated pro-rata.

## 14. STAFF STRUCTURE

14.1 The Executive Principal will recommend to the Federation Board of Directors teaching and support staff structures for the Federation that:

- take account of any financial limits determined by the Federation Board of Directors;

- identify the posts to which allowances will be allocated for Responsibility Points and scales in accordance with Annexe 2 and 3 pay scales;
- identify the level of allowance to be allocated to each Responsibility Point post in the attached staffing structure;
- identify posts to be paid on the leadership group pay scale together with the range of salary points assigned to each post;
- identify any post to which a special educational needs allowance will be allocated together with the level of the allowance.

## 15. ABSENCE

15.1 Any leave of absence which is treated as unpaid (see Federation LOA Policy for rules surrounding determination) will be calculated in line with the table set out in Annexe 4.

## 16. EXTRA TIME PAYMENT

16.1 By exception and by agreement in advance by the Executive Principal only, for staff on part-time contracts, payment for additional hours is calculated by dividing the pro-rata salary by the number of days worked across the year to arrive at a daily rate. In the context of this calculation, 186 are counted as days worked for full-time teachers, therefore 149 for teachers working 80%. The calculation is the same for support staff, for example, full-time colleagues working a term-time only contract would be classed as working 186 days.

16.2 Teachers who are permitted in advance to work additional hours, but less than one full day, will have the payment calculated by dividing the full time equivalent annual salary by 1232 (nominal number of annual hours).

16.3 Support staff who are permitted in advance to work additional hours, but less than one full day, will have the payment calculated by dividing the full time equivalent annual salary by 52.167, and then by 37, to obtain a given hourly rate.

16.4 Facilities Management support staff who have worked more than 37 hours in a week, as overtime hours, will attract a rate of time and a half; work carried out on a Saturday will attract a rate of time and a half; work carried out on a Sunday will attract a rate of double time; work carried out on a Bank Holiday will be paid at plain time plus the equivalent time off in lieu.

## 17. SPECIAL EDUCATIONAL NEEDS ALLOWANCE

17.1 The Executive Principal may award the level 1 allowance to any teacher who teaches a majority of SEN groups, as part of our DSP provision, in their timetable. It would be awarded for supporting the broader needs of students by acting as key worker, preparing Education, Health and Care Plans, and liaising with parents and external agencies. Information on the pay scales used by the Federation can be found in Annexes 2 & 3.

17.2 The Executive Principal may, at the time of a teacher's appraisal, award a level 2 allowance to a teacher to replace an allowance at level 1, in recognition of the NASCO qualification or equivalent, provided that they are employed in the post of SENCO, unless they are already in receipt of an RP allowance. Information on the pay scales used by the Federation can be found in Annexes 2 & 3.

## 18. RECRUITMENT & RETENTION

18.1 These awards may each be subject to a signed agreement wherein the recipient will agree to remain in the Federation's employment for not less than two years without having an obligation to reimburse part of the payment back to the Federation (full terms to be stated on the agreement).

- 18.2 At the discretion of the Executive Principal, a relocation package of up to £5,000 cost-linked to recruitment or retention may be offered to suitable candidates/employees.
- 18.3 At the discretion of the Executive Principal, an award of up to £2,000 can be offered as a one-off payment as part of the recruitment or retention process. This award would also be the subject of a confidentiality clause on the agreement.
- 18.4 The pay scales allow for the payment of Recruitment & Retention (R&R) allowances on a scale of between 1 and 5 points. These R&R points are applied for a fixed two years, thereafter being subject to renewal or ending dependent upon the needs of the Federation and subject to market forces.

## 19. PRIVATE HEALTHCARE

- 19.1 The option to join a non-contributory, comprehensive healthcare scheme for all staff with an RP allowance of 12 or greater is made. Eligible members of staff can elect to have single, couple or family membership. Each package is paid in full by the Federation, including a claim excess, however this is a benefit in kind and will be a line item in P11Ds.
- 19.2 Any private prescription costs are the responsibility of the staff member.

## 20. SAFEGUARDING

- 20.1 Staff who are the subject of a restructure which reduces their pay will be safeguarded for the period of one year.
- 20.2 During this time the Executive Principal should ensure that appropriate notice is given of any new duties that are being given to the member of staff as work, which will be commensurate with their safeguarded sum or sums.

## 21. ABSENCE FROM DUTY

- 21.1 Our policy on leave of absence both paid and without pay, is set out in an independent policy entitled Leave of Absence Policy. Our policy on absence from duty due to sickness is set out in an independent policy entitled Sickness Management.

## 22. LUNCH DUTY PAYMENTS

- 22.1 Colleagues who perform a specific lunch duty as part of the organised schedule of lunch duties, will have a credit uploaded to their ParentPay account of £6 per lunch duty. There is no salaried remuneration for these duties.

## 23. REMUNERATION TO LEAVERS

- 23.1 Employee notice period requirements are notified to employees on their contracts.
- 23.2 If employees terminate their employment to leave at the end of a term, and have been continuously employed at the Federation from at least the 1 September in the academic year of leaving, they will be paid to the end of the Sunday, or the holiday period if it falls immediately upon leaving, subject to the following:
- Leavers at the end of Term 2 will be paid to 31 December.
  - Leavers at the end of Term 4 will be paid to the last day of the published Federation Easter holiday, that is, the day before Term 5 commences.
  - Leavers at the end of Term 6 will be paid to 31 August.
- 23.3 Staff may opt to leave mid-academic year, in line with their contracted notice periods, but will be paid as noted in 24.2 should they leave at the end of terms 2, 4 or 6.

23.4 Colleagues who leave during an academic year who have not completed service back to at least 1 September, will not be paid in this way. A manual calculation of entitled leave accumulated between the date of commencement and the date of leaving will be notified, and either a payment of sums owed will be made with the final remuneration payment, or a recovery of sums will be made if an amount is due to the Federation.

23.5 All-year-round support staff annual leave pay-back calculation.

If, on termination of the appointment, all-year-round support staff have taken more holiday than their accrued holiday entitlement, we will deduct the excess holiday pay from any salary due, calculated at 1/260th of FTE salary for each excess day. Equally, this calculation will also be used if they leave with annual leave owing to them.

23.6 Balancing calculation for term-time only support staff mid-year leavers.

Term-time only support staff are only contracted to work for so many days per annum; their salary is calculated based on this and divided by 12 so they receive the same amount each month inclusive of a pro-rated annual leave and bank holiday allowance. For example, if a colleague has worked for 11 months (September – July) then they will need to be paid for August to ensure that they have received a whole year of salary. However, if they leave at the beginning of July, they won't have accrued all of their leave entitlement. This may result in sums owed being made with the final remuneration payment, or a recovery of sums will be made if an amount is due to the Federation.

Example calculation:

23.6.1 A support staff colleague is contracted to work 186 days pa. Their pro-rata salary is £25,000. When they leave, they will have worked 170 days.  $170/186 = 91.40\%$  of days worked this academic year, therefore 91.40% of salary owed to this point –  $(£25,000 \times 91.40\%) = £22,850$ . The colleague has received £19,722.22 and will have been paid for 9 full months  $(£25,000/12 \times 9)$  plus 14 days because their last day was 14 June  $(£25,000/12/30 \times 14)$  totalling £19,722.22.  $£22,850 - £19,722 = £3,128$  difference due.

## 24. VOLUNTARY ANNUAL LEAVE

24.1 For staff with more than one year of service at 1 September, there is an option for them to elect to have their annual salary reduced by one week's pay and adopt that week as one equivalent working week of leave to be taken as leave of absence, similar to annual leave, at mutually agreeable times during the academic year. Requests for Voluntary Leave should be submitted to the Chief Finance Officer by the end of term 6, to be applied to the following academic year. Leave can be carried over from one year to the next if it has not been taken, but it cannot accumulate to more than one working week, therefore the subsequent year's 'purchase' will be modified accordingly. The calculation used to determine the salary adjustment is the annual salary divided by the number of contracted working weeks. For the purposes of this calculation, the number of weeks used is 52.0. The gross pay is then reduced by this amount. Staff who work five days per week will have five days voluntary annual leave. This is pro rata for part time staff – for example, staff on a 0.6 contract who normally work three days per week would access three days voluntary annual leave. Days are applied for in the usual way via a Leave of Absence form, and are assessed for cover impact before approval. Staff who have elected for this option can apply to take the days off singularly or in multiple days.

- 24.2 All requests for voluntary annual leave must be agreed by and signed off by the Executive Principal.
- 24.3 Once accepted, the new annual salary will be calculated and notified to the employee as soon as possible after the employee's application to buy holiday has been received and approved. The reduced gross pay is the remuneration that will appear on the payslip each month.
- 24.4 The Federation reserves the right to refuse an employee's application for voluntary annual leave for operational or technical reasons related to their job.
- 24.5 Once an election has been made, it will be assumed to stay in place. Staff may opt out prior to 1 September annually by writing to inform the CFO.
- 24.6 The Federation may consider withdrawal of this scheme without consultation every 1 September.

## ANNEXE 1

### PROCEDURE FOR AN APPEAL AGAINST A SALARY OR PERFORMANCE MANAGEMENT DETERMINATION TO THE REVIEW APPEAL COMMITTEE OF THE GOVERNING BODY

#### 1. THE APPEAL OF THE EMPLOYEE

The employee, or representative:

- a) introduces the employee's written reasons for the appeal and the Executive Principal and then members of the Review Appeal Committee may ask questions of the employee.
- b) may call witnesses, each of whom will have provided a written statement of the information they wish to give, and each witness may be asked questions by the Executive Principal and then by the Review Appeal Committee.

#### 2. THE RESPONSE OF THE EXECUTIVE PRINCIPAL

The Executive Principal:

- a) explains the process and evidence used to come to the decision being appealed and the employee or representative and then members of the Review Appeal Committee may ask questions of the Executive Principal.
- b) may call witnesses who will have provided a written statement of the information they wish to give and each witness may be asked questions by the employee or representative and then by the Review Appeal Committee.

#### 3. SUMMING UP AND WITHDRAWAL

- a) the Executive Principal has the opportunity to sum up if they so wish.
- b) the employee, or representative, has the opportunity to sum up their case if they so wish.
- c) all persons other than the Review Appeal Committee and its adviser are then required to withdraw.

#### 4. REVIEW APPEAL COMMITTEE DECISION

- a) the Review Appeal Committee and the person who is advising on law, procedure and merits of the case are to deliberate in private, only recalling the parties to clear points of uncertainty on evidence already given. Any recall must involve both parties.
- b) the Chair of the Review Appeal Committee will announce the decision to the employee, which will be confirmed in writing.

## NOTES:

1. For the purposes of the appeal, the Review Appeal Committee will have the following documents:
  - the Executive Principal's review decision, previously provided to the employee.
  - the written statement of reasons for the appeal from the employee. (the grounds for the appeal must comply with paragraph 4.2 of the pay policy).
  - any additional documents to be used at the appeal hearing which must be provided to the other party at least 48 hours before the commencement of the hearing.
2. The Review Appeal Committee may appoint an adviser who may not be an employee of the Federation.
3. The employee may be represented by a representative of his/her trade union or a workplace colleague.
4. Where an employee is appealing against a determination of the Threshold Application or a performance management decision, the same procedure will be used. The Executive Principal may have an adviser present who may not be an employee of the Federation.

## ANNEXE 2: PAY SCALES FOR TEACHERS W.E.F 1.9.25

| Teacher Scales | 1.9.25 |
|----------------|--------|
| 1              | 32,916 |
| 2              | 34,823 |
| 3              | 37,101 |
| 4              | 39,556 |
| 5              | 42,057 |
| 6              | 45,352 |

| UPS | 1.9.25 |
|-----|--------|
| 1   | 47,472 |
| 2   | 49,232 |
| 3   | 51,048 |

| SEN PTS | 1.9.25 |
|---------|--------|
| 1       | 2,780  |
| 2       | 5,489  |

| Unqualified Teachers | 1.9.25 |
|----------------------|--------|
| 1                    | 22,601 |
| 2                    | 25,193 |
| 3                    | 27,785 |
| 4                    | 30,071 |
| 5                    | 32,667 |
| 6                    | 35,257 |

| Recruitment/Retention | 1.9.25 |
|-----------------------|--------|
| 1                     | 1,361  |
| 2                     | 2,722  |
| 3                     | 4,083  |
| 4                     | 5,445  |
| 5                     | 6,806  |

|                            |        |
|----------------------------|--------|
| Responsibility Points (RP) | 1.9.25 |
| 1                          | 686    |
| 2                          | 1,376  |
| 3                          | 2,062  |
| 4                          | 2,750  |
| 5                          | 3,437  |
| 6                          | 4,125  |
| 7                          | 4,812  |
| 8                          | 5,501  |
| 9                          | 6,187  |
| 10                         | 6,874  |
| 11                         | 7,562  |
| 12                         | 8,250  |
| 13                         | 8,937  |
| 14                         | 9,623  |
| 15                         | 10,313 |
| 16                         | 11,000 |
| 17                         | 11,686 |
| 18                         | 12,374 |
| 19                         | 13,062 |
| 20                         | 13,749 |
| 21                         | 14,437 |
| 22                         | 15,124 |

## ANNEXE 3: PAY SCALES FOR SUPPORT STAFF W.E.F 1.9.25

| Scale    | Spinal Column        | Salary<br>£ |        |
|----------|----------------------|-------------|--------|
| Scale 1  |                      | 2           | 24,648 |
|          |                      | 3           | 25,035 |
|          |                      | 4           | 25,430 |
|          |                      | 5           | 25,849 |
|          |                      | 6           | 26,282 |
| Scale 2  |                      | 7           | 26,724 |
|          |                      | 8           | 27,174 |
|          |                      | 9           | 27,633 |
|          |                      | 10          | 28,103 |
|          |                      | 11          | 28,580 |
| Scale 3  | Officer              | 12          | 29,067 |
|          |                      | 13          | 29,567 |
|          |                      | 14          | 30,074 |
|          |                      | 15          | 30,591 |
|          |                      | 16          | 31,119 |
|          |                      | 17          | 31,657 |
|          |                      | 18          | 32,207 |
| Scale 4  | Manager              | 19          | 32,766 |
|          |                      | 20          | 33,339 |
|          |                      | 21          | 33,922 |
|          |                      | 22          | 34,516 |
| Scale 5  | Senior<br>Manager    | 23          | 35,301 |
|          |                      | 24          | 36,345 |
|          |                      | 25          | 37,359 |
|          |                      | 26          | 38,341 |
|          |                      | 27          | 39,343 |
|          |                      | 28          | 40,340 |
| Scale 6  | Principal<br>Manager | 29          | 41,097 |
|          |                      | 30          | 42,075 |
|          |                      | 31          | 43,137 |
|          |                      | 32          | 44,277 |
|          |                      | 33          | 45,597 |
| Scale 7  |                      | 34          | 46,683 |
|          |                      | 35          | 47,804 |
|          |                      | 36          | 48,914 |
|          |                      | 37          | 50,030 |
|          |                      | 38          | 51,157 |
| Scale 8  |                      | 39          | 52,213 |
|          |                      | 40          | 53,374 |
|          |                      | 41          | 54,502 |
|          | 42                   | 55,620      |        |
|          | 43                   | 56,725      |        |
| Scale 9  | Executive<br>Manager | 44          | 57,938 |
|          |                      | 45          | 59,466 |
|          |                      | 46          | 61,321 |
|          |                      | 47          | 63,505 |
|          |                      | 48          | 65,906 |
| Scale 10 |                      | 49          | 68,526 |
|          |                      | 50          | 71,583 |
|          |                      | 51          | 74,636 |
|          |                      | 52          | 77,694 |
|          |                      | 53          | 80,750 |
|          |                      | 54          | 83,261 |
|          | 55                   | 86,404      |        |

## ANNEXE 4: SALARY DEDUCTION CALCULATIONS

### Salary deduction calculations

|  | Teacher   | Support staff  |
|--|---|--|
| Daily unpaid LOA                               | FTE annual salary/260                                   | FTE annual salary/260  |
| Hourly unpaid LOA (if LOA for less than 1 day) | FTE salary / 1232 (nominal annual hours) = hourly rate. | FTE salary / 52.167 / 37   |
| Daily unpaid sick leave                        | FTE annual salary/260                                   | FTE annual salary/260  |
| Hourly unpaid sick leave                       | FTE salary / 1232 (nominal annual hours) = hourly rate. | FTE salary / 52.167 / 37   |
| Voluntary 1-week annual leave buy-back scheme  | Annual salary – (annual salary / 52).                   | AYR: Annual salary – (annual salary / 52)<br>TTO: Annual salary – (annual salary / 37) |