



QUANTOCK

EDUCATION TRUST

Trust Pay Policy 2025/26

LINKS: [Appraisal Policy](#), [Capability Policy](#)

DATE: November 2025

POSTHOLDER RESPONSIBLE: Mrs T Lee, Director of Finance and Operations

TRUSTEES/GOVERNORS COMMITTEE: People & Pay

AUDIENCE: All schools, employees and volunteers within the Quantock Education Trust

STATUS: Ratified

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DATE OF NEXT REVIEW: This Policy will be reviewed annually

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SECTION A GENERAL INTRODUCTION

1 Introduction

- 1.1 This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation¹, the requirements of the School Teachers' Pay and Conditions Document (STPCD), the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service ("Green Book") and in accordance with the principles of public life - objectivity, openness and accountability.
- 1.2 As part of the application of this policy, the Trust will collect, process and store personal data in accordance with our data protection policy. We will comply with the requirements of Data Protection Legislation (being the UK General Data Protection Regulation and Data Protection Act 2018) and any implementing laws, regulations and secondary legislation, as amended or updated from time to time, and our Workforce Privacy Notice sets out how we will gather, process and hold personal data of individuals in relation to pay.
- 1.3 In adopting this pay policy the aim is to:
- 1.3.1 achieve excellent outcomes for all students;
 - 1.3.2 maximise the quality of teaching and learning
 - 1.3.3 support the recruitment and retention of a high-quality workforce;
 - 1.3.4 enable us to recognise and reward staff appropriately for their contribution to the Trust;
 - 1.3.5 Help to ensure that decisions on pay are managed in a fair, just and transparent way, whilst eliminating unnecessary bureaucracy for all concerned.
 - 1.3.6 ensure that there is no pay discrimination in decision making and that decisions on pay (where applicable) are based on evidence and can be justified in full compliance with all relevant employment and equalities legislation.

¹ Including the Employment Relations Act 1999, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002.

1.4 This policy has been implemented following consultation with staff and the recognised trade unions.

2 Review of policy

This policy is reviewed annually by in consultation with the recognised trade unions. We will monitor the application and outcomes of this policy to ensure it is working effectively.

SECTION B DETERMINING TEACHERS' PAY

1 Basic pay determination on appointment

- 1.1 The Trust will determine the pay range for a vacancy prior to advertising it. On appointment it will determine the starting salary within that range to be offered to the successful candidate.
- 1.2 In making such determinations, the Trust may take into account a range of factors, including:
 - 1.2.1 the nature of the post;
 - 1.2.2 the level of qualifications, skills and experience required;
 - 1.2.3 market conditions; and
 - 1.2.4 the wider Trust context and strategic priorities.
- 1.3 Although there is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, the school will determine the appropriate rate of pay for a teacher joining the school taking account of salary expectations, current salary and the factors set out above.

2 Pay reviews

- 2.1 The Trustees will ensure that each teacher's salary is reviewed annually by no later than 31 October each year or by no later than 31 December each year for headteachers. Pay increases will be backdated to 1 September of the same academic year.
- 2.2 Salary will also be reviewed if a teacher takes up a new post with effect from the date the post commenced or in other circumstances as required, with effect from the relevant date. Pay reviews in this Trust will be carried out in a manner that minimises the impact on workload for individual teachers, line managers and headteachers.
- 2.3 All teachers will be notified in writing within one month of a decision on pay setting out their salary, any payments or other financial benefits awarded, any safeguarding, where a copy of the staffing structure and pay policy may be inspected and any other information required by STPCD.

3 Pay progression

- 3.1 In this Trust all teachers will receive regular feedback on their performance and development and are subject to an annual performance appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for teacher appraisal are set out in our Appraisal Policy.
- 3.2 All teachers (main, upper, unqualified, leading practitioners and leadership) will be eligible to be considered for pay progression within their range if they have at least twenty-six weeks (a year of employment in accordance with STPCD) continuous employment since the previous annual pay determination.
- 3.3 The Board of Trustees 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.
- 3.4 Teachers can expect to receive pay progression within the maximum of their pay range unless they are currently subject to capability procedures.

4 Main pay range for teachers

- 4.1 The main pay range within this Trust is £32,916 - £45,352, and has 6 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (main pay range minimum)	£32,916
2	£34,823
3	£37,101
4	£39,556
5	£42,057
6	£45,352

Pay progression for main pay range teachers

- 4.2 Eligible main pay range teachers will automatically progress and no application will be necessary.
- 4.3 Teachers will progress annually by one point until they reach the top of their range.

5 Upper pay range for teachers

- 5.1 The upper pay range within this Trust is from £47,472 - £51,048 per annum and has 3 pay points in line with the advisory points set out at Annex 3 of STPCD as follows:

Point	Annual FTE salary
1 (upper pay range minimum)	£47,472
2	£49,232
3 (upper pay range maximum)	£51,048

Application to be paid on the upper pay range

- 5.2 Any qualified teacher may apply to be paid on the upper pay range 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.
- 5.3 Applications may be made once a year by no later than 30 September.
- 5.4 Applications should be made in writing and be submitted to the Headteacher.
- 5.5 An application from a qualified teacher to progress on to the upper pay range will be successful where they can demonstrate that they meet not only the Teachers' Standards, but are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained.

In this Trust this means that to achieve progression to this pay range, the Board of Trustees must be satisfied that the teacher meets the definition of substantial contribution as set out below and there is evidence that this has been sustained over 2 years:

- 5.5.1 Quality of teaching throughout the year is exemplary;
 - 5.5.2 Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice;
 - 5.5.3 Acting as a role model for Teaching & Learning, playing a critical role in the life of the school;
 - 5.5.4 Enhanced and demonstrable contribution to raising pupil standards;
 - 5.5.5 A commitment to personal development and CPD focused on improving outcomes for students.
- 5.6 The application will initially be assessed by the Headteacher who will moderate all applications. The Headteacher will then propose recommendations to the CEO who will seek approval from the Board of Trustees who will make the final decision.
- 5.7 If successful, applicants will move on to the upper pay range backdated to 1 September of the same academic year.
- 5.8 Ordinarily a successful teacher will be placed on the bottom of the upper pay range. In exceptional circumstances, the Headteacher may recommend a higher salary based on:
- 5.8.1 the nature of the post and the responsibilities it entails;
 - 5.8.2 the level of qualifications, skills and experience of the teacher; or
 - 5.8.3 market forces.
- 5.9 If unsuccessful, feedback will be provided in writing by Headteacher along with confirmation of the process for appeals.

Pay progression for teachers within the upper pay range

- 5.10 Once a teacher has moved on to the upper pay range, they will be automatically considered for further progression no more than once every two years and no application will be necessary.
- 5.11 Upper pay range teachers will progress by one point, until they reach the top of the range.

6 Pay range for unqualified teachers

- 6.1 The unqualified teacher pay range within this Trust is £222,601 - £35,259 per annum and has 6 pay points in line with the advisory points set out at Annex 4 of STPCD as follows:

Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6 (unqualified teacher pay range maximum)	£35,259

Pay progression for unqualified teachers

- 6.2 Eligible unqualified teachers will be automatically considered for further progression and no application will be necessary.
- 6.3 Unqualified teachers will progress by one point until they reach the top of their range.

7 Pay ranges for members of the leadership group

- 7.1 Pay ranges for headteachers, deputy headteachers and assistant headteachers will be determined in line with STPCD for new appointments, where responsibilities significantly change or if this Trust chooses to review pay of leadership posts in line with STPCD. Pay ranges will be clearly differentiated and will not overlap, taking into account all permanent responsibilities of the role, any challenges specific to the role, and all other relevant considerations, including the skills and competencies required.

Headteachers

- 7.2 The school will be assigned to a headteacher group calculated using its total unit score, in accordance with STPCD.
- 7.3 A pay range will be determined for the headteacher which will not normally exceed the maximum of the headteacher group, unless the specific exceptional circumstances or candidates warrant it, up to an additional 25%. In the case of a new appointment, we will consider whether the requirements of the post and the extent to which the preferred candidate meets those requirements are such that it would be appropriate to set the starting salary above the minimum of the relevant headteacher group.
- 7.4 Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties taken into account for the determination at 7.1 - 7.3. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.
- 7.5 In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, calculated at 7.2, by more than 25%. Where this, or exceeding the limits set out at 7.3 and 7.4 are being considered by the pay committee of the Board of Trustees, there must be wholly exceptional circumstances and that committee must make a business case to the full Trust Board who will seek external independent advice.

Deputy headteachers and assistant headteachers

- 7.6 A pay range will be determined for any deputy headteacher and assistant headteacher, considering how the role fits within the wider leadership structure of the school. The pay range

will not exceed the maximum of the headteacher group for the school and will not normally overlap with the pay range of the headteacher, except in exceptional circumstances.

Pay progression for members of the leadership group

- 7.7 Eligible members of the leadership group will automatically progress and no application will be necessary.
- 7.8 Leadership group members will progress by one point until they reach the top of their individual salary range. The group sizes and annual pay ranges for Headteachers for Trust schools are set out in Appendix 1.

8 Teaching and Learning Responsibility (TLR) payments

- 8.1 In this Trust we pay TLR1 or TLR2 to a classroom teacher for undertaking a sustained additional responsibility in the context of our staffing structure for the purpose of ensuring the continued delivery of high-quality teaching and learning and for which the teacher is made accountable. The award is made whilst the teacher remains in the same post or occupies another post in the absence of a post-holder.
- 8.2 Current values are as follows in accordance with the staffing structure:
 - TLR1 £10,174 - £17,216 per annum; and
 - TLR2 £3,527 - £8,611 per annum.
- 8.3 The value of any TLR1 or TLR2 payment is based on the proportion of the TLR responsibility that the teacher is undertaking, i.e. the proportion of the full-time equivalent duties. The pro-rata principle (as set out in section 12) does not apply when determining the value of a TLR1 or TLR2 payment. We will act fairly and appropriately when determining the value of a TLR1 or TLR2 payment.
- 8.4 In addition, we may award a fixed-term TLR3 to a classroom teacher for time-limited, clearly defined school improvement projects, or one-off externally driven responsibilities, or where teachers are undertaking tutoring work outside of normal directed hours but during the school day. The annual value of a TLR3 will be no less than £702 and no greater than £33,478. Consecutive TLR3s for staff undertaking the same responsibility will not be awarded, except

where the responsibility relates to tutoring as set out above. The pro-rata principle does not apply for any TLR3 award.

9 Special Educational Needs (SEN) allowances

A SEN allowance will be paid to classroom teachers who meet the criteria set out in STPCD. Where a SEN allowance is paid, the spot value of between £2,787 and £5,497 will be determined based on the structure of the SEN provision, whether mandatory qualifications are required for the post, the qualifications or expertise of the teacher and the relative demands of the post.

10 Recruitment and retention incentives and benefits

Payments or other financial assistance, support or benefits may be made to teachers (except to those in leadership posts, other than in the circumstances set out in STPCD), where we consider it necessary as an incentive for the recruitment of a new teacher or the retention of an existing teacher. Such an incentive or benefit may be made as a one-off award or an ongoing, time limited allowance and the appropriate value of the award will be determined by the Trust. Where an ongoing, time limited award is to be made, this will be regularly reviewed and it will be made clear in writing at the outset of the award the expected duration and the review date after which the award may be withdrawn.

11 Early career teachers (ECTs)

- 11.1 In the case of ECTs, determinations of performance will be made by means of the statutory induction process.
- 11.2 Eligible ECTs will be automatically considered for pay progression and no application will be necessary.
- 11.3 Eligible ECT's will be awarded pay progression at the end of the first year of their induction period, where eligible in line with the service requirement set out at paragraph 3.2 of this policy.

12 Part-time teachers

Teachers who work less than a standard working week are deemed to be part-time. Their hours and working time obligations will be set out in their contracts of employment and in line with the provisions of STPCD. Part-time teachers will receive a written statement which sets out expectations regarding the deployment of working time, including timetabled teaching time, leadership and management time (where applicable) and directed time beyond the school day. The pay of part-time teachers will be determined in the same way and at the appropriate percentage of a full-time teacher and any increase in pay will be paid pro rata to full-time equivalent salary rates. For TLRs, the payment must be determined as set out in paragraph 8.3 of this policy.

13 Short notice/supply teachers

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. They will be paid the agreed rate for the job and are not subject to the appraisal process.

14 Pay protection

Pay protection arising from changes to pay and structure will be in line with the provisions of STPCD.

15 Absence and pay progression

- 15.1 Employees who are absent long term (including but not limited to maternity leave and long-term sick leave due to a disability) are still eligible to be considered for pay progression.

16 Appeals

- 16.1 The steps of the pay appeals process perform the function of the grievance procedure on pay matters and so employees will not be able to raise the complaint under the Trust grievance procedure following conclusion of a pay appeal.

16.2 Employees may be represented by a recognised trade union or colleague at any formal stage of this procedure. The employee is responsible for making these arrangements and for providing their representative with any paperwork they require for the hearing. The teacher should inform the Chair of the Appeals Panel who their chosen companion is, in good time before the hearing.

Informal discussion

16.3 As part of the normal salary review process, the Headteacher will inform the teacher of the pay recommendation, prior to it being considered by the Board of Trustees. Following this notification of the pay recommendation, if the teacher is dissatisfied, they should first discuss the decision with the Headteacher within 5 working days of receipt of the notification.

16.4 This discussion gives an opportunity for a teacher to discuss the pay recommendation, to gain an understanding of why it was made and to resolve issues quickly and informally. If this does not resolve an issue, a teacher may follow the formal procedure set out below.

Stage One

16.5 If, the teacher remains dissatisfied and believes that an incorrect pay recommendation has been made, they can make a formal representation in writing to the committee who will make the decision.

16.6 To make a representation against a pay recommendation, a formal statement should be submitted in writing within 10 working days of the discussion with the Headteacher at 16.4 above. This formal statement should be addressed to the Chair of the Trust's pay committee, stating the grounds of their disagreement with the pay recommendation. The possible grounds for making representations are:

- incorrectly applied the school's pay policy;
- incorrectly applied any provision of the STPCD;
- failed to have proper regard for statutory guidance;
- took account of irrelevant or inaccurate evidence;
- was biased; or

- unlawfully discriminated against the teacher.
- 16.7 The panel who will make the decision (or a representative from) will convene a meeting to consider the representations as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 10 days' notice and copies of any relevant documents to be considered at the meeting will be enclosed.
- 16.8 The teacher will have the opportunity to make representations to the Appeals panel or their representative, including presenting evidence, calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will also attend to present the management case, including calling relevant witnesses. A notetaker will also be present.
- 16.9 Following this meeting, the panel will make a pay determination and will inform the teacher in writing within 5 working days.

Stage Two

- 16.10 If a teacher wishes to appeal against the decision made at Stage One, they may do so within 5 working days of the written decision on the grounds that the committee who made the decision:
- incorrectly applied the school's pay policy;
 - incorrectly applied any provision of the STPCD;
 - failed to have proper regard for statutory guidance;
 - took account of irrelevant or inaccurate evidence;
 - was biased; or
 - unlawfully discriminated against the teacher.
- 16.11 Appeals against the decision at Stage One should be made in writing and addressed to the Chair of the Appeals Committee stating the grounds of their appeal in accordance with 16.10 above.

- 16.12 Upon receipt of an appeal, an appeal panel of 3 different Trustees who have not been involved in the original decision will convene a meeting to consider the appeal as soon as is practicably possible. The employee will be invited in writing, giving a minimum of 10 days' notice and copies of any relevant documents to be considered at the hearing will be enclosed.
- 16.13 The teacher will have the opportunity to present evidence to the appeal panel, including calling relevant witnesses and asking questions. The employee must give sufficient advance notice if they wish to call witnesses to ensure that there is time to arrange their attendance. A school representative will attend, who will have the same opportunity. A representative of the original decision-making panel will also attend to explain why the decision at Stage One was made. A notetaker will also be present.
- 16.14 The decision of the panel will be confirmed in writing to the teacher within 5 working days. The appeal panel's decision is final; there is no further right of appeal.

SECTION C DETERMINING SUPPORT STAFF PAY

1 Pay reviews

The Board of Trustees will ensure that each member of support staff's salary is reviewed annually with effect from 1 April if eligible.

2 Salary scales

The salary scales used will be in accordance with the Green Book and any other local or ad hoc pay scales.

3 Term time only employees

Support staff who work 35 or 38 weeks per year are deemed to be term-time only. Support staff who work fewer weeks during the year than an all year round employee, but work extra weeks during school holidays depending on the requirements of the role, are deemed to be term-time plus.

An employee who works term-time only or term-time plus is entitled to a pro-rated proportion of weeks per year annual leave entitlement, which are added to the number of weeks the employee is required to work, and paid in twelve equal monthly instalments.

The Trust calculates pay for employees who work term time only or term time plus in accordance with the advisory model calculation set out in the Green Book and the working weeks and number of weeks holiday individuals are entitled to will be set out in their contracts of employment.

4 Job descriptions

4.1 The Headteacher in conjunction with the line manager of the role will ensure that an up-to-date job description is available for each post which identifies the appropriate duties.

4.2 The job description will be reviewed as appropriate or when duties or responsibilities have changed and it will be amended to reflect the current role; although it should be recognised

that job descriptions are not intended to list all tasks. An employee may request changes to their job description if they feel their duties or responsibilities have changed significantly. If appropriate, consideration may be given to whether the grade for the post should be re-determined and if it is, the post holder will be paid the new grade from a date determined by the Headteacher. If the assessment results in a lower grade, the employee may be entitled to salary protection in accordance with their terms and conditions of employment.

5 Basic pay determination on appointment

5.1 The Trust will determine the grade for a vacancy prior to advertising it which will be identified on the job description. On appointment the Headteacher will determine the appropriate point within the grade to be offered to the successful candidate (which will usually be the bottom point of the grade but may also be a spot point within that grade). However, in making such determinations, this may take in to account a range of factors, including:

5.1.1 the nature of the post;

5.1.2 the level of qualifications, skills and experience required;

5.1.3 market conditions; and

5.1.4 the wider Trust context and strategic priorities.

6 Incremental progression

6.1 Where employees are appointed on a range within a grade and they have more than 6 months' service in their role at 1 April, they are eligible for an increment subject to satisfactory service. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

6.2 If the employee has less than 6 months' service in their role at 1 April, the first increment will not be paid until six months after their appointment subject to satisfactory service. Subsequent increments will be payable on 1 April in line with paragraph 5.1 of this policy.

7 Additional payments

7.1 Where an employee is offered and agrees to:

7.1.1 undertake higher level work in addition to their normal duties; or

7.1.2 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave

An additional payment may be paid on a temporary basis.

7.2 The Headteacher will determine the amount of this payment in line with the grading structure. Where the employee is undertaking higher level work, which is not equivalent to a higher graded post, a fixed sum will be agreed which accurately reflects the additional duties they are performing. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

7.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.

7.4 This should usually only be a temporary solution and the Headteacher should consider whether it may be more appropriate to advertise the post or duties on a fixed term basis.

8 Pay protection

Pay protection arising from changes to pay and structure will apply for a period of 3 years.

9 Appeals

A member of support staff has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16) however the Green Book replaces STPCD at 16.6.2 and 16.10.2.

SECTION D DETERMINING EXECUTIVE PAY

1 Executive Pay

1.1 This section sets out the pay arrangements for Executive post holders working in our Trust.

1.2 In this Trust, the Executive Team consists of: Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Director of Education and Director of HR

2 Roles and responsibilities

2.1 The Trust Board, via delegated authority to the Pay and Recruitment Committee is responsible for the pay determinations of the CEO and Executive Leaders. This includes approval for the application of annual cost of living pay awards and progression-related awards.

2.2 The Pay & Recruitment Committee is comprised of the Chair plus at least two other Trustees.

2.3 In making pay determinations for Executives, the Pay & Recruitment committee will receive reports from the HR Director whose responsibility it is to present relevant recommendations for the consideration of the Committee.

2.4 The Chair of the Board of Trustees will lead the annual appraisal process for the CEO with the support of a suitably qualified external adviser where required.

2.5 The CEO is responsible for making the recommendations for the pay determinations of their Executive Team direct line reports.

3 Principles and compliance

3.1 The Trust Board will adhere to the following principles which underpin all decisions on executive pay and includes:

- Independent scrutiny by the Board
- Robust decision-making that demonstrates justifiable pay

- Proportionality – that pay and benefits represent good value for money and are defensible relative to the public sector marker
- Document decision-making with rationale and approval by the Board
- A basic presumption that Executive pay and benefits should not increase at a faster rate than that of teachers, in individual years and over the longer term.

4 Basic pay determination on appointment

4.1 In determining salary ranges for Executives, the Trust will reference the STPCD and associated DfE Leadership Pay Scale. While Executive roles may fall outside the standard STPCD structure for school-based leadership, the Trust will ensure that pay decisions:

- Maintain an appropriate differential between Executive Leader pay ranges and those of Headteachers, reflecting the broader strategic scope and responsibility of Executive roles;
- Are informed by the three-stage approach recommended in DfE guidance: defining the role, setting the indicative pay range, and confirming the starting salary and individual range;
- Take account of the permanent responsibilities, specific challenges, and strategic priorities associated with each role.

4.2 The Trust will consider and justify decisions based on:

- The size, scale and structure of the Trust, including the number and type of schools (e.g. primary, secondary, special)
- The level of challenge across educational, financial and geographical contexts;
- The complexity of leadership required, including oversight of multiple sites and strategic partnerships;
- The Trust's growth trajectory, including planned expansions or mergers;
- External pay reports and evaluation;

- Any relevant contractual changes to protect the Trust - extending notice periods, restrictive covenants etc; and
- Reputational and regulatory scrutiny, including from the Media, ESFA and parental stakeholders.

5 Salary scales

5.1 When setting pay and terms and conditions for the Executive team, the following documents may be taken into consideration and used for reference purposes:

- School Teachers' Pay and Conditions (STPCD);
- Academy Trust Handbook and any relevant Education and Skills Funding Agency guidance, and;
- The National Joint Council for Local Government Services ('Green Book')

5.2 Consideration is also given to external pay benchmarking, market analysis and Trust performance (both educational and financial). Pay arrangements that fall outside of STPCD will be approved by the Board's Pay and Recruitment committee, in line with financial delegation arrangements and include justification for the level of remuneration.

6 Pay reviews

6.1 Pay for Executives will be reviewed on an annual basis and the pay review will be completed by 31 December. Any pay increase will be backdated to 1 September of the same academic year and will be based on performance taking account of the parameters of public sector pay increases as they apply to the education sector. This includes nationally agreed pay awards that have been reached under the STPCD, which will be automatically applied to Executive salaries where applicable.

7 Pay progression for Executives

7.1 All Executives are given challenging performance management objectives and these are managed and assessed under the Trust's appraisal policy. Annual pay increases are not

automatic and will only be awarded where there is clear evidence of sustained high performance and a demonstrable contribution to Trust improvement. Executives will progress by one point until they reach the top of their individual salary range.

7.2 This Trust participates in the LGA annual benchmarking exercise alongside the CST and Brightmine dataset for Executive and Central Team roles to benchmark executive salaries.

7.3 The annual pay ranges for Executive roles within this Trust are set out in Appendix 2.

8 Additional payments

8.1 Where an employee is offered and agrees to:

- undertake higher level work in addition to their normal duties; or
- 'act up' for at least four weeks into a higher graded post which has become temporarily vacant, for example, due to sick leave

8.2 An additional payment may be paid on a temporary basis. The CEO in conjunction with the Trust Board (or the Chair of Trustees in the case of the CEO) will determine the amount of this payment in line with the grading structure. Where the employee is undertaking higher level work, which is not equivalent to a higher graded post, a fixed sum may be agreed which accurately reflects the additional duties they are performing. Where the employee is acting up and if carrying out the full responsibilities of the role, the payment will usually be the difference between the minimum point of the higher graded role and their current salary.

8.3 The employee will return to their substantive post and salary when they are no longer required to undertake the higher-level work or 'act up'.

8.4 This should usually only be a temporary solution and consideration should be given to whether it may be more appropriate to advertise the post or duties on a fixed term basis.

9 Pay protection

9.1 Pay protection arising from changes to pay and structure will apply for a period of 3 years.

10 Appeals

- 10.1 A member of Executive team has the right to appeal against a decision that affects their pay. The principles of the appeals process for teachers apply (set out in Section B, paragraph 16).

APPENDIX 1

Group sizes and leadership pay ranges

School	Headteacher Group Size	Annual Pay Range
Ashlands CofE Primary School, Crewkerne	Group 2	£61,534 – £78,702
Haygrove School, Bridgwater	Group 6	£93,424– £110,892
Merriott and Haselbury Plucknett Primary Schools, Crewkerne	Group 2	£61,534– £71,330
Sexey's School, Bruton	Group 5	£98,106– £108,202
Spaxton CofE Primary School, Bridgwater	Group 1	£55,747 – £61,534
St Bartholomew's CofE Primary School, Crewkerne	Group 2	£63,070 – £73,105
Stogursey CofE Primary School, Bridgwater	Group 1	£55,747 – £61,534

APPENDIX 2

Executive pay range

Executive Role	Pay Range
CEO	£128,447 – £143,796
COO	£84,699 - £95,735
CFO	£84,699 - £95,735
Director of Education	£91,158 - £105,595
HRD	£66,368 - £69,596