

For all schools within the Bosco Catholic Education Trust

This policy has been approved and adopted by the
Bosco Catholic Education Trust.



December 2023

December 2024



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The Bosco Catholic Education Trust ("Bosco CET ") is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Brighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.

The agreement of the CEO is required to any change to the = (or Head of o pay range and such changes must be compliant with the circumstances specified in the STPCD.

The Local Governing Committee in consultation with the CEO may determine that additional payments be made to a Headteacher for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined and which have not previously been taken into account when determining salary. In such cases, money earned by the Headteacher from work outside their substantive post should be paid to the school and not the individual. Any such payments will be subject to the overall restrictions on = (ouh#)

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position, occasionally other assimilation arrangements will have been agreed or may be more appropriate.

3.8 Apprentices

Staff employed as apprentices and aged over 18 will be paid at least the real Living Wage. Staff under the age of 18 will be paid the apprenticeship rate set by the Government. All training will be paid for by the relevant Bosco school they are employed to work at.

Schools within the Trust are free to offer a higher salary based on skills and experience, but must seek the approval of the Finance, Audit and Risk Committee before making the offer.

Staff appointed as apprentices will be employed on fixed term contracts for the length of the apprenticeship.

Apprentices will have access to the LGPS from the date of their employment.

Apprentices will be subject to the same pay appraisal and progression procedures as all other support staff as laid out in this Pay Policy.

3.9 Real Living Wage

Bosco CET has committed to paying the Real Living Wage to all staff aged over the age of 18 with effect from 1st April 2024. Staff under the age of 18 will be paid at least the National Living Wage set by the Government.

The Real Living Wage has been set to ensure individuals are paid a wage rate based on what they need to live. This rate is calculated according to the cost of living, based on a basket of household goods and services as published by the [Living Wage Foundation](#).

The Real Living Wage rate for the 2023/24 school year is £12.00 per hour and so, therefore, Bosco CET will pay Unqualified Teachers at least scale point 3 and Support Staff at least scale point 5 of their respective pay scales from April 2024

4.1 All Teachers (Including Leadership Group)

All teaching staff, including those on the leadership scale, will be provided with a salary statement to take effect from 1st September each year. This statement will contain details of the annual salary plus any allowances or safeguarded sums due to the teacher. This will be

pay review will be completed by 31st December. Where circumstances cause a delay to pay reviews, these will be completed as soon as reasonably possible after the deadline, ensuring affected teachers are regularly updated. Reviews may also take place at other times of the year to reflect any changes in circumstances or job description that lead to a change in the

and, where applicable, will give information about the basis on which it was made. All teachers can expect to receive regular, constructive feedback on their performance and are subject to an annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. All teachers are expected to engage fully with this process. The current arrangements for teacher appraisal are set out in the Bosco appraisal policy which should be read in conjunction with this pay policy.

The CEO will review the pay of an Executive Headteacher annually by 31 December, in consultation with the chair of governors of each Local Governing Committee. In all other respects, the pay and progression of an Executive Headteacher will follow that of a headteacher.

To be eligible for consideration of performance-related pay progression teachers must normally have been in post at the school for at least 26 weeks in aggregate during the previous academic year (including periods of absence for school closures, sickness or family-related leave). Newly appointed teachers who have not been in post for 26 weeks as of 1st September will not be eligible for performance-related pay progression with effect from 1st September in that year unless their offer letter states otherwise.

Decisions regarding pay progression will be adjusted where appropriate to take into account special circumstances, for example long-term absence resulting from sick leave or maternity leave. A decision on what adjustments may be necessary will be made on a case-by-case basis depending on the exact circumstances.

4.2 Determining Pay Progression (Classroom Teachers)

leadership group.

review / appraisal reports and the pay recommendations contained within them. In the case of early career teachers (ECTs), pay decisions will be made by means of the statutory induction process.

The "#-u" scheme for determining pay progression for classroom teachers is contained within Appendix 1. This scheme will be applied to pay determinations made with effect from 1st September 2023, resulting from evidence collected during the previous appraisal cycle.

4.3 Determining Pay Progression (Leadership Group)

All decisions regarding pay progression for the leadership group will be made with reference to appraisal reports and the pay recommendations contained within them.

Salary determinations effective from 1st September 2023 shall be made in accordance with Bosco CET

Feedback for unsuccessful teachers will have a developmental focus, stating specifically which criteria were met and which were not met, and confirming the right to appeal. Any appeal

TLR3s

The Local Governing Committee may award a fixed-term TLR (a TLR3) to a classroom teacher who has been given a time-limited school improvement project or one-off externally-driven responsibilities. To award a TLR3, the Local Governing Committee must be satisfied that the significant responsibility is one not required of all classroom teachers and which is focused on and has an impact on the educational progress of p classes or groups of pupils.

The annual value of a TLR3 for the academic year 2023-23 will be between £639 and £3,169. The pro-rata principle does not apply to TLR3s.

The duration of the fixed term will be established at the outset and payment will be made monthly during this period. Pay safeguarding will not apply at the end of the fixed period. As for other TLRs, TLR3s may not be awarded to leadership group post holders or unqualified teachers.

6.2

The Local Governing Committee may, however, exercise its discretion to determine that an additional allowance is payable to an unqualified teacher if they consider that the teacher has:

- x A sustained additional responsibility which is focused on teaching and learning and
- x Qualifications or experience which bring added value to the role being undertaken.

6.4 London Fringe Pay

Trust Schools located in the London Fringe region of Crawley will be paid London Fringe pay in line with the following ranges for the 23-24 academic year:

Headteachers	£54,685	£132,352
Upper Pay Range	£44,579	£47,839
Lead Practitioners Teachers	£48,723	£73,393

out the grounds for appeal. Any appeal against the decision of the Pay Committee should be heard by a panel of governors who were not part of the original pay decision. The appeal hearing should normally be held within 20 working days of the date of the written appeal

member of Leadership Team wishes to appeal against the decision of the pay committee, a director will join the appeal panel.

If an Executive Headteacher, Headteacher or Head of School wishes to appeal against the decision of the CEO or a Pay Committee, they will appeal to the " # - u ' k Committee.

8.2 Support Staff

1	N/A
2	N/A
3	£25,323
4	£27,406
5	£29,772
6	£32,134

As outlined in section 4.1, all teachers can expect to receive an annual appraisal and a written appraisal report including an assessment of performance. The details of how the scheme will operate, including the evidence which will be used to assess performance, are contained in the Appraisal Policy. Performance ratings will be used to determine pay progression. A member of staff who has not met the standards expected, will not receive an increase in pay.

These performance ratings are subject to moderation in accordance with the arrangements outlined in the Appraisal Policy.

Unqualified Teachers will follow the same process for appraisal and pay recommendations as qualified teachers, although the performance criteria will be set in the context of their role and experience. As with the main pay range, a member of staff who has not met the standards expected, will not receive an increase in pay.

The performance ratings for pay decisions effective from 1st September 2023 are shown below. Performance ratings will be linked to a pay recommendation as follows:

	No pay increase awarded
	No pay increase or pay increase mid- year on successful completion of improvement plan
	One point on the main pay range awarded
	Two points on the main pay range awarded

All pay awards are subject to available headroom within the applicable pay range.

Standards and performance regularly falls below that expected of a teacher at his/her career level and objectives is limited. The teacher requires extensive support and does not contribute to improving the efficiency and effectiveness of the wider school through his/her own work or participation with the work of others. A teacher in this case may be placed on the capability procedure or this may already be in place.

and that performance sometimes, but not always, meets expectations of a teacher at his/her career level. Teaching is generally good but needs to be good consistently. The teacher has largely met his/her targets and objectives. The teacher sometimes contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

and performance generally meets expectations of a teacher at his/her career level and may sometimes exceed expectations. Teaching is consistently good and may sometimes be outstanding and the teacher has met, or very largely met, his/her targets and objectives. The teacher contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

means that the teacher consistently meets or exceeds the career level. Teaching is mostly or always outstanding and the teacher has met or exceeded his/her targets and objectives. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control. The teacher regularly contributes to improving the efficiency and effectiveness of the wider school through his/her own work and participation in the work of others.

) should clearly fit one category more closely than another.

The Upper Pay Range will still operate on a two-year cycle as in previous years, with progression of one level e.g. UPR 1 to 2 on the range dependent on sustained performance over the two years, successful appraisals and meeting the agreed criteria of the school for the Upper pay range. If an individual school uses annual cycles, then sub points may be used (i.e. 5 sub-points over from UPR1 to UPR3)

Final decisions about whether or not to accept a pay recommendation will be made by the Local Pay Committee, having regard to the appraisal report and taking into account advice

from the senior leadership team. No pay recommendation should be considered final until

This appendix explains how pay progression will be determined for members of the leadership group with effect from 1st September 2023.

The Bosco Catholic Education Trust recognises, and adheres to, the minimum and maximum of (STPCD), including the broad band (D),30 Tc[tsE0003>10801020190>40003>106017D601B54019A016F015D

AGENDA FOR PAY APPEAL HEARING

(An appeal against a pay decision by a Headteacher will need to be modified accordingly)
(SCHOOL)

(DATE)

(TIME)

1. Introduction of all those present.
2. The appellant and/or representative to present their reasons for appeal with any supporting evidence, and calling witnesses* if applicable.
3. The representative of the Pay Committee/Headteacher to ask questions of the appellant and witnesses* if applicable.
4. The Appeals Committee to ask questions of the appellant and witnesses* if applicable.
5. u h # = appeal, and calling witnesses* if applicable.
6. The appellant and/or their representative to ask questions of the representative of the Pay Committee/Headteacher.
7. The Appeals Committee to ask questions of the representative of the Pay Committee/Headteacher.
8. The appellant and/or their representative to summarise.
9. The representative of the Pay Committee/Headteacher2 reW* nBT/F2 12 Tf1 0 p2l5 41he representat

- x Bosco Central Staff will be appraised annually in line with the time scales and criteria identified in the main body of the policy. The pay of Bosco Central Staff related to their performance will be determined by the outcome of their appraisal process and paid in line with the time scales indicated in the main body of the policy.
- x The CEO will have their appraisal managed by the Remunerations Committee.
- x The CFO will have their appraisal managed by the CEO, aided by a member of the Remuneration Committee.
- x Other Central Staff will have their appraisal managed by the CEO.
- x The CEO will provide the Remunerations Committee with a Pay Report with their recommendations for all Central Staff, other than the CEO, by the 31st October of the appropriate year. Salary will be backdated to the 1st September in line with the Burgundy Book for Teaching Staff, 1st April for NJC Support Staff and 1st July for Hay Grade Support Staff in line with the Green Book. These recommendations will be discussed and agreed in the Remuneration Committee and approved by the Trust Board.
- x Any member of the BOSCO Central Staff who is dissatisfied with their pay award may make an appeal in the first instance to the CEO and then if not satisfied to the Remunerations Committee.

The criteria for any appeal are identified in the main body of the policy. This should be an informal process to start with, escalating to a formal process should a mutually satisfactory solution not be found within 10 working days. The CEO will appeal to the Trust Board if dissatisfied with the award or the process.

- x The CEO, CFO and any new staff appointed to the central trust will have a spot salary which will be reviewed annually as part of the appraisal process.
- x The spot salary for new staff will be initially determined by the CEO.