

# Windsor Academy Trust

	People and Culture and Finance Committees
	21 September 2023
	21 September 2023
	September 2024


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Appendix A – Staffing Structure 2022/2023

Appendix B – Teacher Pay Scales and Allowances 2021/2022 2022/2023

Appendix C – Pay Appeals Procedure

Appendix D – WAT Professional Career Stage Level Descriptors for Teachers

Appendix E – Professional Services Staff Pay Scales 2021/22 2022/2023

1.1 Windsor Academy Trust (WAT) seeks to ensure that staff are valued and receive proper recognition and remuneration for their work and their contribution to school life.

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This policy provides a clear framework

- 2.1 The Board is responsible for maintaining fair, consistent and objective policy and procedures for matters relating to pay. Within each academy, the Headteacher has overall responsibility for the internal organisation, implementation, control and management of the Pay Policy. This is subject to the monitoring and oversight undertaken by the WAT Executive team and through governance arrangements.
- 2.2 The Appraisers will make a pay recommendation as part of the annual appraisal process. The Headteachers/Executive Team will moderate these and forward their recommendations to the Chief Executive. The Chief Executive will review and report the recommendations to the Pay Committee.
- 2.3 The Board delegates authority to the Pay Committee to make the final decisions about whether or not to accept a recommendation, having regard to the appraisal report and taking into account advice from the Chief Executive.
- 2.4 These responsibilities are exercised within the constraints of the academy's local financial



## Classroom Teacher Posts

- 5.9 The pay range to be used to determine pay on appointment for qualified teachers is either the main pay range or upper pay range as set out in Appendix B.
- 5.10 Unqualified teachers will be paid on the appropriate unqualified pay range as set out in Appendix B. The unqualified pay range overlaps with the main pay range and therefore WAT will take account of the professional skill level descriptors for those teachers in ~~zi~~
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## Pay Progression for Deputy and Assistant Headteachers

- 6.10 Deputy and Assistant Headteachers must demonstrate sustained high quality of performance in leadership and management and pupil progress, and is subject to a review of the totality of their performance as agreed with their appraiser as parq

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Substantial and sustained achievement of objectives, appropriate skills and competence in all elements of the Teachers Standards; and Potential and commitment to q|Al e



## Allowances for Unqualified Teachers

- 7.9 WAT may determine an additional allowance as appropriate to be paid to an unqualified teacher where it considers, in the context of its staffing structure that the teacher has:

Taken on a sustained additional responsibility which:

- i. Is focused on teaching and learning; and
  - ii. Requires the exercise of a teacher's professional skills and judgement; or
- Qualifications or experience which bring added value to the role being undertaken

## Recruitment and Retention

- 7.10 WAT reserves its right to exercise its discretion to award recruitment and retention incentives and benefits. WAT will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain teachers and any conditions attached to them.
- 7.11 Incentives and benefits may be awarded as a lump sum or over a fixed period. WAT will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.
- 7.12 A regular review will be conducted of any incentives and benefits awarded.
- 7.13 Headteachers, may not be awarded payments under paragraphs 7.10 and 7.11 other than a reimbursement of reasonably incurred housing or relocation costs. All other recruitment and retention considerations in relation to Headteachers, including non-monetary benefits, will be taken into account when determining the pay range.

## Additional Payments

- 7.14 WAT may make payments as they see fit to a teacher, other than a Headteacher in respect of:

Continuing professional development undertaken outside the school day;

Activities relating to the provision of initial teacher training as part of the ordinary conduct of the school;

Participation in out-of-school hours learning activity agreed between the teacher and the headteacher or, in the case of the headteacher, between the headteacher and the Chief Executive;

Additional responsibilities and activities due to, or in respect of, the provisions of services by the headteacher relating to the raising of educational standards to one or more additional schools.

## WAT Allowance

- 7.15 WAT may determine a WAT allowance as appropriate to be paid to teaching staff, including leadership where it considers additional Trust-Wide responsibilities have been added to the post holder's substantive duties.
- 7.16 A WAT allowance may be awarded as a permanent allowance or over a fixed period.
- 8.1 Teachers employed by WAT on a short notice or supply basis will have their pay determined in line with the arrangements outlined in this policy in the same way as other teachers.
- 8.2 Teachers employed other than those contracted through a supply agency:

Will be paid on a daily basis will have their salary assessed as an annual amount divided by 195. For temporary teachers on short notice this will be multiplied by the number of days to be worked.

Teachers who work less than a full day will be hourly paid and will have their salary calculated by dividing the annual salary by 1265 to give an hourly rate.

8.3 A short notice teacher who is employed by WAT throughout a consecutive period of 12 months will not be paid any more in respect of that period than they would have if they had been in regular employment during that period.

9.1 The National Joint Council (NJC) for Local Government Services gives the national pay ranges for Professional Services staff. The Board determines the pay scales and will review them on an annual basis. The values of the pay scales adopted by the Board are shown in Appendix E of this policy.

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professional services staff can expect regular performance and are subject to an appraisal for their future development and help professional services staff appraisal

### Acting Up Allowance

12.1 Where a member of staff covers the grade of 4 weeks or more, WAT will pay that member of staff the appropriate point in the grade (normally the minimum point) for the duration of the acting up allowance.

12.2 In the event of a staff member acting up allowance

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### Acting Up Allowance

- 17.1 Where a member of staff covers the full range of duties of a higher graded post for a period of 4 weeks or more, WAT will pay that member of staff at the appropriate point on the higher grade (normally the minimum point) for the period of acting up.
- 17.2 In the event of a planned and prolonged absence, the acting up allowance will be agreed in advance and paid from the first day.

### Rewarding Additional Duties

- 17.3 Where a member of staff is covering some, but not all of the duties of the higher graded post, WAT will consider an additional payment or WAT Allowance, taking account of the proportion of higher graded work undertaken.
- 17.4 In exceptional circumstances WAT may wish to recognise this additional work through the award of an additional increment within the current grade.

### Working Additional Hours

- 17.5 Where a member of staff (up to Grade 9) is required to meet a short term excessive workload, to undertake essential tasks within a defined timescale, WAT may give prior approval to the member of staff to work additional hours at their normal hourly rate or to be paid at agreed overtime rates where the weekly hours worked exceed the standard hours for a relevant full time member of staff. No additional hours/overtime will be paid without prior agreement of the Chief Executive or the Executive team.

### Recruitment and Retention

- 17.6 WAT reserves its right to exercise its discretion to award recruitment and retention incentives and benefits. WAT will determine what payments, financial assistance, support or benefits will be awarded to recruit and retain support staff and any conditions attached to them.
- 17.7 Incentives and benefits may be awarded as a lump sum or over a fixed period. WAT will make it clear at the outset the expected duration of any such incentives and benefits, and the review date after which they may be withdrawn.
- 17.8 A regular formal review will be conducted of any incentives and benefits awarded.

### WAT Allowance

- 17.9 WAT may determine a WAT allowance as appropriate to be paid to Executive and Central Team staff where it considers additional Trust-Wide responsibilities have been added to the post holder's substantive duties.
- 17.10 A WAT allowance may be awarded as a permanent allowance or over a fixed period.

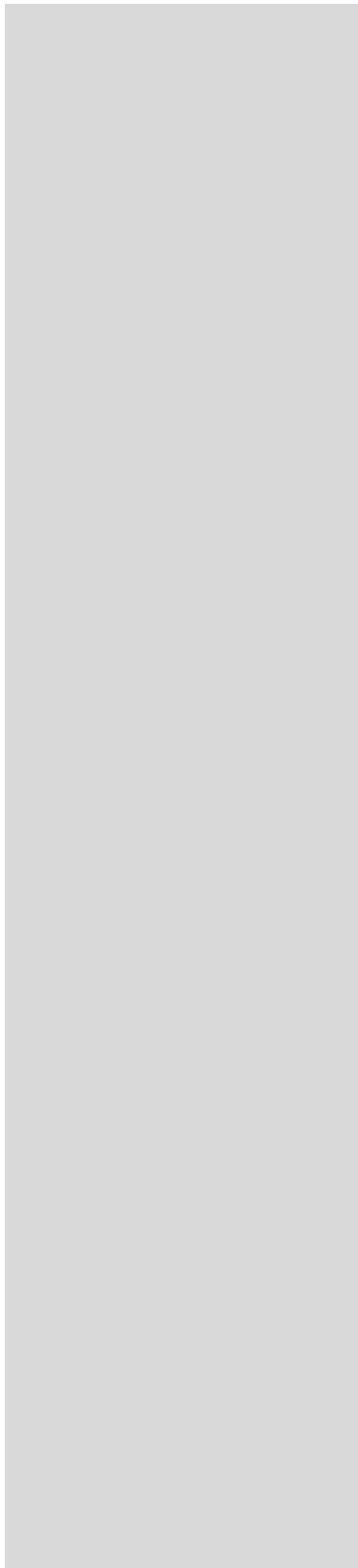














k) Appeal Panel will adjourn for consideration of all the information provided and will confirm the decision in writing within 5 working days

Set high  
expectations

Demonstrate good subject and curriculum knowledge	1.3	Continue to develop subject knowledge following and adapting to SIP	Continue to develop subject knowledge following and adapting to SIP	Further to develop subject knowledge to reflect new initiatives and SIP	Further develop subject knowledge to reflect new initiatives and SIP	Further develop subject knowledge to reflect new initiatives and contribute to SIP	Understand progression of subject knowledge across the key stages with ref to current teaching commitment	Secure knowledge and understanding in all subject areas leading on training where appropriate	Proactively Share 'SIP
		Effectively plan all lessons	Effectively plan all lessons	Effectively plan all lessons and develop personalised learning opportunities	Effectively plan all lessons and develop personalised learning opportunities	Effectively plan all lessons and develop personalised learning opportunities	Effectively plan all lessons and develop personalised learning opportunities to maximise pupil progression	Proactively monitor planning and work scrutinies to ensure continued progress across year groups	
								Provide support for staff when planning.	

Plan and  
teach well  
structured  
lessons

1.4

Lessons

						learning to accelerate	subject area(s). Enabling learning to accelerate	curriculum within the relevant subject area(s), enabling learning to accelerate	curriculum within the relevant subject area(s), enabling learning to accelerate	subject area(s), enabling learning to accelerate
Make accurate and productive use of assessment	1.6	Follow all policies. Encourage pupils to engage in dialogue as part of feedback, identifying ways to improve.  Encourage support staff to participate in feedback process	Follow all policies. Encourage pupils to engage in dialogue as part of feedback, identifying ways to improve.  Encourage support staff to participate in feedback process	Follow all policies. Encourage pupils to engage in dialogue as part of feedback, identifying ways to improve.  Encourage support staff to participate in feedback process	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Ensure support staff participate in feedback process.	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Ensure support staff participate in feedback process.  Support colleagues with good practice	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Ensure support staff participate in feedback process.  Mentor a colleague with good practice	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Ensure support staff participates in feedback process.  Mentor a colleague with good practice	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Ensure support staff participates in feedback process.  Mentor a colleague with good practice	Follow all policies. Ensure the quality of feedback and marking is such that pupils are enabled to achieve next steps and make appropriate progress.  Develop good practice at whole School level through coaching/whole School INSET



Manage behaviour effectively to ensure a good safe learning environment

1.7

Give clear direction to additional adults in class to manage behaviours to decrease the negative impact on pupils' learning

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Model behaviour strategies to additional adults  
Ensure effective communication with additional adults relating to the management of inappropriate behaviours

Ensure effective communication with additional adults relating to the management of inappropriate behaviours.

Through modelling and good example, additional adults have greater understanding and high expectations of behaviour

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Through modelling and good example, additional adults have greater understanding and high expectations of behaviour.

Lead and share good practice in behaviour

Ensure effective communication with additional adults relating to the management of inappropriate behaviours.

Through modelling and excellent example, additional adults have exemplar

Fulfil wider professional responsibilities

1.8

Creates a positive productive attitude with class

Creates a positive productive attitude with class

Creates a positive productive attitude with class

Creates a positive productive attitude with class

Creates a positive productive attitude with class

Researches and develops whole school initiatives.

Develop tea

Contributes to extracurricular activities / whole academy initiative

Leads extracurricular activities / whole academy initiative

Leads extracurricular activities / whole academy initiative

Mentor other teachers to lead classes effectively

Have a good understanding of School governance and present regularly.

Leads on subject

Deploys and supervises staff delivering extra – curricular activities.

Deploys and supervises staff delivering extra – curricular activities.

Supports leaders in developing school ethos and achievements.

Supports leaders in developing school ethos and achievements.

