Grove Learning Trust

Pay Policy

Date Ratified: 16th December 2025

Version Control

Version	Date	Status	Author (AU) / Approver (AP)
Draft 01	Sept 23	Completion of first draft	PHP (AU)
Final – A	Autumn 23	Ratified by the Board of Directors, subject to amends.	BOD(AP)
Review	Spring 24	Review and addition of Support staff info	CS (AU)
Final	Spring 24	Ratified	CS (AU) Remuneration Committee (AP)
Updated draft	Autumn 25	Updated for 2025 – 2026 including legal check with PHP Law	AW (AU)

Vision

As one organisation, our vision for Grove Learning Trust is unapologetically bold. We are all about creating remarkable futures. For our children, our people, our places of work, we want the very best. We know that strong connections will enable us to achieve our vision, in a world where purposeful collaboration, based on mutual respect and trust, helps us to achieve more together.

Trust >> Connect >> Collaborate

Our policies underpin our vision and set out clearly our expectations of each other.

About this Policy

1. This policy aims to provide a clear framework for the management of pay and grading issues for all employees within the Trust. It has been developed to comply with current legislation and the requirements of the School Teachers' Pay and Conditions Document (STPCD) and Local government services | Local Government Association.

2. The Trust is committed to making decisions in accordance with objectivity, openness, and accountability. It recognises the requirement for a fair and transparent policy to determine the pay and grading for all staff employed in the Trust, which takes account of the conditions of service under which staff are employed and relevant statutory requirements.

3. The Trust recognises its responsibilities under relevant legislation including the Equality Act 2010, the Employment Relations Act 1999, the Part–time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002 and will ensure that all pay related decisions are taken equitably and fairly in compliance with statutory requirements.

4. This policy is based on a whole Trust approach to pay issues. Pay decisions will take account of the resources available to the Trust. The Trust staffing structure will support the Trust improvement plan. The Trust will exercise its discretionary powers using fair, transparent and objective criteria in order to secure a consistent approach in pay decisions.

5. Employees who transfer or have transferred into the trust on more generous terms and conditions than those specified in this policy will be protected on those terms in accordance with TUPE regulations.

6. In adopting this pay policy the aim is to:

    - ensure that all staff are valued and appropriately rewarded for their contribution in the Trust.

- support recruitment and retention and reward appropriately; and ensure staff are well motivated.
- ensure accountability, transparency, objectivity and equality of opportunity.

7. The Trust will also consider advice issued by the Department for Education, recognised trade unions and other national bodies as appropriate, along with relevant statutory legislation.

   https://www.gov.uk/government/publications/school-teachers-pay-and conditions and School teachers' pay and conditions: guidance - GOV.UK and Local government services | Local Government Association

8. This policy does not form part of the employee's contract of employment and the Trust may amend it at any time.

Who does this policy apply to?

9. This policy applies to employees only. It does not apply to self-employed contractors, volunteers or agency workers.

Who is responsible for this policy?

10. The Board has overall responsibility for the effective operation of this policy.

11. Any questions an employee has about the application of this policy should be referred to their line manager in the first instance.

Equality

12. The Trust is committed to providing equality of opportunity in employment and will comply with the obligations under the Equality Act 2010.

13. In exceptional circumstances, pay progression will be considered for employees that have been unable to attend to work for specific circumstances, for example due to maternity leave.

Pay Reviews

The process for making decisions on pay within the Trust is as follows.

14. The Trust Board will ensure that employee salaries are reviewed annually with effect from 1st September and no later than 31st October each year.

15. All employees are given written confirmation of their salary and any other financial benefits to which they are entitled.

16. Reviews may take place at other times of the year to reflect any changes in circumstances or job description that led to a change in the basis for calculating pay. Written confirmation will be given after any review and where applicable will give information about the basis on which it was made.

17. Where a pay determination leads to or may lead to the start of a period of safeguarding, those affected will receive the required notification as soon as possible and no later than one month after the date of the determination. Pay provision as part of a period of safeguarding will follow the terms and conditions outlined in the Green Book and School Teachers Pay and Conditions as appropriate.

Pay Determinations on Appointment

18. Pay determinations to all posts and/or pay ranges will be made taking the following into consideration:

    - The employee's existing pay point, though this will not automatically be matched if joining from outside the Trust.
    - The nature and/or requirements of the post.
    - The level of qualifications, skills and experience required for the post.
    - The level of qualifications, skills and/or experience gained market conditions.
    - The wider school /service context.

Pay Range for the Headteacher

19. The Headteacher's Pay Range will be reviewed whenever there is a proposal to appoint a new Headteacher, where it becomes necessary to amend the Headteacher's Group (because of a change in pupil numbers or where a Headteacher becomes responsible or accountable for more than one school on a temporary or permanent basis), or where it is necessary in order to reflect a significant change in responsibilities of the post.

20. See school teachers pay and conditions for further details on the determination of Headteacher pay ranges.

Pay Ranges for Senior Posts

21. The pay range for senior posts will be reviewed where there is a proposal to make a new appointment, where there are significant changes in the responsibilities of the post holder, or where there is evidence that it is difficult to retain or recruit to a position.

Pay Range for Teachers and Upper Pay Range Teachers

A teacher will be paid on the upper pay range where they:

(a) were employed as a post-threshold (upper pay spine) teacher in this Trust and there has been no break in the continuity of employment; or

(b) applied to be paid as a post-threshold teacher in this Trust, that application was successful, and the teacher is still employed at this Trust with no break in their continuity of employment; or

(c) were employed since 1 September 2000 as a member of the leadership group in this Trust for an aggregate period of at least one year and has continued to be employed at this Trust without a break in their continuity of employment; or
(d) applied to the Trust to be paid on the upper pay range and their application is successful; and the teacher will not be paid on the pay range for leading practitioners or on the pay spine for the leadership group.

Pay Progression

24. In this Trust all employees can expect to receive regular, constructive feedback on their performance and development and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice. The arrangements for appraisal are set out in the GLT appraisal policy.

25. Following an individual's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures. Pay progression will be awarded to all employees unless formal capability procedures have been put in place.

Pay Progression for Unqualified Teachers

41. Unqualified teachers must demonstrate a sustained high quality of performance in respect of their agreed performance objectives and relevant standards.

42. Annual pay progression within the pay range for these posts is not automatic. The Board may decide to award one reference point for sustained, high quality performance in line with the Trust's expectations where the above conditions have been satisfied. Alternatively, the Board may consider progression of more than one reference point where performance has exceeded expectations for that level of post and/or where all objectives have been exceeded as part of the appraisal review.

Movement on to the Upper Pay Range

43. 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.

44. Applications for movement on to the upper pay range will only be accepted once a year. The deadline for receipt of applications is 31 October in the relevant year. Applications must be submitted to the Headteacher.

45. Teachers must provide two years of evidence where they have met the agreed performance objectives and met relevant standards.

46. Part-time Teachers must provide two to four years of evidence where they have met the agreed performance objectives and met relevant standards.

47. An application from a qualified teacher will be successful where the Headteacher is satisfied that:

    (a) The teacher is highly competent in all elements of the relevant standards; and

    (b) The teacher's achievements and contribution to school are substantial and sustained.

48. For the purposes of this Pay Policy:

    (b) 'highly competent' means performance which is not only good but demonstrates that the teacher is able to provide coaching and mentoring to other teachers, give advice to them and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice;

    (c) 'substantial' means of real importance, validity or value to a school; plays a critical role in the life of a school; able to be a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning; and

    (d) 'sustained' means maintained continuously over a period of two school years.

49. The application will be assessed by the Headteacher as part of a panel of senior leaders to ensure consistency of process and expectations.

50. From the point of receipt, an application will be assessed within a reasonable timeframe.

51. If successful, the applicant will receive a response to their application and will move to the upper pay range from 1st September in the relevant year.

52. If unsuccessful, verbal confirmation of the decision will be given. Written feedback will be provided by Headteacher within 10 working days of the decision.

53. Any appeal against a decision not to move the teacher to the upper pay range will be considered in line with the Pay Appeal Procedure in Appendix 1 of this policy.

54. Once employees have moved to the upper pay scale, pay progression within the upper pay range is every other year.

Teaching & Learning Responsibility (TLR) payments

55. The Trust may award a TLR3 for clearly time-limited school improvement projects, or one-off externally driven responsibilities. The Trust will set out in writing to the teacher the duration of the fixed term, and the amount of the award which will be paid in monthly instalments. No safeguarding will apply in relation to an award of a TLR3. The headteacher and CEO will jointly review any temporary TLR3 on a termly basis. All decisions will be made in line with STPC terms and conditions.

56. When agreeing the staffing structure in each school, the Headteacher and executive team will determine whether the staffing structure requires a TLR post to be included and the relative weight of TLR posts and the appropriate levels of reward within the minima and maxima for each TLR set out in school teachers pay and conditions.

Special Educational Needs Allowance

57. When agreeing the staffing structure in each school, the Headteacher and executive team will determine whether the Trust will award a SEN allowance to a classroom teacher in line with school teachers pay and conditions..

Additional Allowances for Unqualified Teachers

58. The Trust may determine an additional allowance as it considers appropriate, where in the context of its staffing structure and Pay Policy a teacher has:

    a) 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
    b) qualifications or experience which bring added value to the role being undertaken.

59. Where an unqualified teacher is in receipt of an additional allowance awarded under a previous document, the Trust must re-determine that allowance in accordance with the above criteria.

60. Unqualified Teachers cannot hold a TLR or SEN allowance.

Recruitment and Retention Incentives and Benefits

63. The Trust will consider making appropriate payments or provide appropriate financial assistance, support or benefits to a teacher as considered necessary as an incentive for the recruitment of new teachers and the retention of existing teachers.

64. The Trust will consider a reimbursement of reasonably incurred housing or relocation costs made to those appointed to positions on the leadership scale. All other recruitment and retention incentives (including non-monetary benefits) will be taken into account when determining the pay range for each leadership post.

65. The Trust will specify clearly the basis on which such incentives may be paid, the duration of the payment and the review date after which it may be withdrawn. A review of such payments will be made annually.

Part Time Staff

66. Staff employed on an on-going basis but who work less than a full working day or week are deemed to be part time. The standard mechanism used to determine their pay will be based on the pro-rata comparison with the school's timetable for a full-time employee in an equivalent post.

Pay Policy Relating to Support Staff

67. Grove Learning Trust follows the Green Book in respect of terms and conditions apart from a minor variation to the pay scales. This is because it follows the pay scales used by Swindon Borough Council because staff transferred into the Trust from Swindon Borough Council. Annual increases in the value of these pay scales follows national NJC percentage increases. Support staff pay scales are available on the GLT connected TEAMs platform and by emailing payroll@grovelearningtrust.co.uk

Review of policy

68. This policy is reviewed every year or upon change of relevant legislation. The Board will monitor the application and outcomes of this policy to ensure it is working effectively.

Appendix 1 Pay Appeals Process

Any recommendations regarding pay will be clearly communicated and recorded on the Appraisal Report.

Where an employee, is dissatisfied with their pay recommendation, they should seek to resolve this by discussing the matter as part of the appraisal review process.

A record of this discussion will be made and appended to the employee's appraisal report and this record will be provided to any party responsible for making the formal pay determination.

The timescales quoted in the following process can be varied by mutual agreement.

Where possible the timescales should allow for the appeals to be fully heard within and before the end of term.

Appeal Process

An employee may seek a review of any determination in relation to their pay or any other decision that affects their pay.

A formal pay appeal may be lodged for the following reasons:

- incorrect application of any provision of the STPCD or Green Book terms and conditions
- failure to have proper regard for statutory guidance
- failure to take proper account of relevant evidence
- failure to take account of irrelevant or inaccurate evidence
- biased or otherwise unlawful discrimination against the teacher

The employee should set down in writing the grounds for requesting an appeal within 10 school days of the notification of the pay determination decision. This request for appeal should be sent to the Governance and Compliance Lead (sarah.rutherford@grovelearningtrust.co.uk).

The Governance and Compliance Lead should convene a meeting of Trustees, within 10 school days of receipt of the written appeal, to consider the appeal and give the employee an opportunity to make representations in person.

A Trustees' Appeal Committee will be convened to hear the appeal. This must consist of at least one Trustee and at least two further Trustees, none of whom were involved in the original decision. The Chair of the Academy Committee of the relevant school may sit on this panel. The decision will be given verbally to all parties at the end of the appeal unless valid reasons exist not to do so. The decision will be confirmed in writing to the employee within five school days. An appeal is not a re-hearing of all the facts but to determine if the original decision was reasonable given the circumstances. The process ends with the decision of the Appeal Committee.

The employee will be given the opportunity to present their appeal in person. An employee's request to be accompanied by a work colleague or recognised Trade Union/Professional Association representative will not be unreasonably refused. A Human Resources Adviser may be present to provide professional guidance to the decision maker(s).

The timing and location of the formal meeting must be reasonable. Five school days' notice should be given of the appeal hearing. The notification of the appeal hearing will include:

- the date, time and place of the hearing
- the name(s) of the person(s) who will hear the case, and where appropriate the details of their Human Resources Adviser (HRA)
- who will respond to the appeal (the person or representative of the Committee who made the original decision)
- copies of documents and any other written material or evidence that is relevant
- the names of any witnesses to be called
- confirmation of the employee's right to call witnesses
- the employee's right to submit any documentation within three school days prior to the appeal hearing, to the Trustees' Appeal Committee
- a copy of the Pay Policy
- the fact that the appeal hearing may take place in the employee's absence if they are unable to attend without a satisfactory explanation
- other than in exceptional circumstances, an employee unable to attend due to illness, should arrange representation at the appeal hearing and/or provide written submissions to the appeal hearing.

During the hearing, either side will be entitled to request an adjournment for consultation. Any reasonable request should be allowed. Witnesses will attend only for the part of the hearing where they are required to give evidence and answer questions. No conclusion should be reached until representations from all parties have been taken into account. The decision will be given in writing and include detail of the evidence considered and the reasons for the decision.

An accurate account of the hearing must be made.

Following the meeting the employee will be informed in writing of the decision and their right of appeal.