



The Circle Trust Document: **Staff Pay Policy**

Author:	Executive Headteacher
Approver:	Trustees
Owner:	Finance Trustees
Date:	September 2019
Next review:	September 2020

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	9.10.17	Exec Head	New Document	First release
1.1	26.9.18	Exec Head	Transfer policy into new Trust policy template Update of pay appendices and inclusion of 9.19 setting out Trustees responsibilities for Executive Pay in the Academies Financial Handbook	Annual review
1.2	25.9.19	Exec Head	Update of pay appendices	Annual review
1.3				

1. Purpose of the policy

- 1.1. The primary purpose of this policy is to set out the determination of Pay for all employees of and future employees of The Circle Trust.

2. Introduction

- 2.1. The Circle Trust seeks to ensure that all employees are valued and receive proper recognition for their work and contribution to the Trust.
- 2.2. The Circle Trust will act with integrity, objectivity and honesty in all matters related to pay.
- 2.3. Due to the different pay and conditions for teaching and support staff the policy presents this information separately. The Circle Trust will fulfil its obligations with due regard to the following:
 - 2.4. For teachers:
 - 2.4.1. The School Teachers' Pay and Conditions Document (The Document)
 - 2.4.2. The Conditions of Service for School Teachers in England and Wales (Burgundy Book)
 - 2.4.3. Relevant legislation
 - 2.5. For support staff:
 - 2.5.1. The National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book)
 - 2.5.2. Relevant legislation

3. The Aims and Objectives of the Pay Policy

- 3.1. The Circle Trust had developed this policy to improve the quality of education for all children and young people in the Trust by having a pay policy which:
 - 3.1.1. Encourages and provides for the recruitment and retention of the highest calibre workforce
 - 3.1.2. Enables the Trust to recognise and reward teachers appropriately for their contribution to the Trust – with due regard to the performance related pay arrangements
 - 3.1.3. Pays support staff appropriately for their roles
 - 3.1.4. Act with the highest standards of integrity and stewardship
 - 3.1.5. To show all staff that The Circle Trust manages its pay policy in a fair, transparent, consistent and responsible way

3.1.6. To make clear the responsibility and accountability of decision making and for Trustees, the Executive Headteacher, Local Advisory Boards and Headteachers

3.2. These aims and objectives will be achieved by:

3.2.1. Ensuring the pay policy is prudent and takes into account financial conditions

3.2.2. Consistency in the treatment and fairness of staff by abiding by all relevant equality legislation including Employment Rights Act 1996, Employment Relations Act 1999, Employment Act 2002, Part Time Workers Regulations 2000, Fixed Term Employees Regulations 2002 and Equalities Act 2010/2012

3.2.3. Making the pay policy clear and accurate

4. The Benefits of an effective pay policy

4.1. An effective pay policy will add value to The Circle Trust, supporting the Trust's objectives by:

4.1.1. Supporting more efficient allocation and use of resources within the Trust

4.1.2. Protecting and enhancing the Trust's assets

4.1.3. Helping to implement the Trust's strategic objectives and improvement priorities

4.1.4. Enhancing communication between the Trust and all schools

4.1.5. Ensuring compliance with all legislation

5. The Structure and Administration of the pay policy

5.1. The Trustees have a fundamental role to:

5.1.1. Agree the pay policy ensuring the policy is in line with The Circle Trust's core values

5.1.2. Annually review the pay policy and approve changes or improvements to key elements of its processes and procedures

5.1.3. Set the pay arrangements for the Executive Headteacher

5.1.4. Establish a pay committee, which will performance, manage and recommend any performance related pay awards for the Executive Headteacher. [Please refer to The Circle Trust's Performance Management Policy here](#)

5.1.5. Approve performance related pay awards following The Executive Headteacher's recommendations for all Headteachers and employees who work solely or mainly for The Circle Trust

- 5.2. The Executive Headteacher will:
 - 5.2.1. Operationally adhere to the pay policy
 - 5.2.2. Ensure that all Headteachers and employees who work solely or mainly for The Circle Trust staff have a job description. A job description may be reviewed from time to time with the employee concerned.
 - 5.2.3. Establish the infrastructure to implement the pay policy
 - 5.2.4. Monitor and review the implementation of the pay policy
 - 5.2.5. Provide a mechanism for the draft pay policy to be disseminated and discussed by Local Advisors and Headteachers and report the outcomes to Trustees
 - 5.2.6. Raise awareness of Trustees regarding the business risks by any changes to the pay policy
- 5.3. The Local Advisors will:
 - 5.3.1. Consider performance related pay awards following The Headteacher's performance related pay recommendations for all teachers in their school
 - 5.3.2. Approve staffing structure and grading of posts in their school
 - 5.3.3. Participate in decision making with the Executive Headteacher to determine performance related pay recommendation for the Headteacher. [Please refer to The Circle Trust's Performance Management Policy here](#)
- 5.4. A Headteacher will:
 - 5.4.1. Operationally adhere to the pay policy including **inserting their school's agreed directed hours into part 18.3 of this document**
 - 5.4.2. Recommend to the Local Advisors the staffing structure and grading of posts in their school
 - 5.4.3. Provide an annual performance related pay awards reports for Local Advisors that provides recommendations of awards for all teachers in their school
 - 5.4.4. Ensure that all teachers and support staff have a job description. A job description may be reviewed from time to time with the employee concerned.

6. Performance management arrangements related to pay

- 6.1. The Circle Trust will ensure that decisions regarding performance related pay will be made in reference to the teacher's performance management reviews. This will take due regard to the Teachers' Standards. In the case of Newly Qualified Teachers (NQTs) pay progression will be made by means of the statutory induction process. [Please refer to The Circle Trust's Performance Management Policy here.](#)

- 6.2. Teachers on maternity leave are entitled to consideration of pay progression. Trustees and Local Advisors will take a practical and flexible approach to conducting performance management and will make pay decisions for those absent on maternity, including where a teacher has been absent for part or all of the reporting year
- 6.3. The Circle Trust recognizes that the annual performance management arrangements for support staff do not have a direct link with salary progression but relate to the development and motivation of employees.

7. Pay

- 7.1. The Circle Trust will seek to ensure that there is appropriate pay relativity between jobs.
- 7.2. If an employee of The Circle Trust has a query about his/her salary he/she should in the first place seek to resolve the matter informally with their manager or the Headteacher or, in the case of the Headteacher, with the Executive Headteacher. If the matter remains unresolved the appeals procedure as outlined in [Appendix 1- The Circle Trust Pay Appeals Procedures](#) will be followed.
- 7.3. The Circle Trust's staffing structure is detailed in [The Circle Trust Staffing Structure here](#)
- 7.4. All teachers employed by The Circle Trust will be paid in accordance with the statutory provision of the School Teachers' Pay and Conditions Document (the Document). The discretions allowed by this document will be used in accordance to identified school needs and based on criteria, which is subject to review and available funding.
- 7.5. With the exception of Headteachers and the Executive Headteacher, every teacher's salary will be reviewed no later than 31st October each year. The Local Advisory Board will have regard to pay recommendations made by the Headteacher of the school as part of the performance management arrangements when making any final decisions on performance related pay. A template report to the Local Advisory Board is included at [The Circle Trust Template Pay Report for Local Advisory Boards here](#)
- 7.6. The report regarding performance related pay will be recorded by the Clerk as a part 2 confidential minute.
- 7.7. All teachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template statement is included in [The Circle Trust Template Pay for Teachers here](#)
- 7.8. All Deputy Headteachers and Assistant Headteachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template statement is included in [The Circle Trust Template Pay for Senior Leaders here](#)

- 7.9. Headteachers' salaries will be reviewed no later than 31st December each year. The Trustees will have regard to pay recommendations made by the Executive Headteacher with the Local Advisory Board of the school as part of the performance management arrangements when making any final decisions on performance related pay.
- 7.10. All Headteachers will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September. A template report to the Trustees is included at [The Circle Trust Template Pay for Headteachers here](#)
- 7.11. The Executive Headteacher's salary will be reviewed no later than 31st December each year. The Trustees will have regard to pay recommendations made by the pay committee as part of the performance management arrangements when making any final decisions on performance related pay.
- 7.12. The Executive Headteacher will receive a written statement setting out their salary and any other financial benefits to which they are entitled will be provided at the earliest opportunity and no more than one month later. Any pay progression will take effect from 1st September.
- 7.13. Where any pay determination leads, or may lead, to a start of a period of safeguarding, the employee will receive notification as soon as possible and no later than one month after the date of determination.
- 7.14. As pay decisions are linked to performance, decisions on pay under the Pay Policy should be read in conjunction with the Performance Management Policy

8. Appeals

- 8.1. A teacher, Headteacher or the Executive Headteacher may seek a review of any determination in relation to his/her pay or any other decision taken by The Circle Trust or an individual acting with delegated authority that affects their pay.
- 8.2. The following list includes the usual reasons for seeking a review of a pay determination:
 - 8.2.1. Incorrectly applied any provision of the Teachers' Pay and Conditions Document
 - 8.2.2. Failed to have proper regard for statutory guidance
 - 8.2.3. Failed to take proper account of relevant evidence
 - 8.2.4. Took account of irrelevant or inaccurate evidence
 - 8.2.5. Was biased
 - 8.2.6. Otherwise unlawfully discriminated against the employee

- 8.3. Attempts should be made to deal with any matters informally in the first instance, should this not be successful then the procedure to follow in any appeal is detailed in [The Circle Trust Pay Appeals Procedures here](#)
- 9. Pay ranges**
- 9.1. The Headteacher will determine the pay range for a vacancy prior to advertising it. On appointment, the Headteacher will determine the starting salary within that range to be offered to the successful candidate.
- 9.2. In making such determinations, the Headteacher may take into account a range of factors, including:
- 9.2.1. The nature of the post
 - 9.2.2. The level of qualifications, skills and experience required
 - 9.2.3. Market conditions
 - 9.2.4. The wider school context
- 9.3. The Executive Headteacher will determine the pay ranges for Trust's post prior to advertising it. On appointment, the Executive Headteacher will determine the starting salary within that range to be offered to the successful candidate.
- 9.4. In making such determinations, the Executive Headteacher may take into account a range of factors, including:
- 9.4.1. The nature of the post
 - 9.4.2. The level of qualifications, skills and experience required
 - 9.4.3. Market conditions
 - 9.4.4. The wider Trust context
- 9.5. There is no assumption that a teacher will be paid at the same rate as they were being paid in a previous school, as "pay portability" is no longer included within the Document. The Headteacher will however wish to have due regard to the previous salary level when making an offer of employment, including those teachers returning to the profession following a break.
- 9.6. After seeking advice from the Executive Headteacher and/or Chief Financial Officer, the Local Advisory Board will determine the salary range of a Headteacher, Deputy Headteacher(s) and Assistant Headteacher(s) in accordance with paragraphs 4 to 11 of the Document.
- 9.7. A copy of the pay ranges is attached as [The Circle Trust Leadership Pay Scale here](#)

- 9.8. Headteachers, Deputies and Assistant Heads must demonstrate sustained high quality of performance in respect of school leadership and management and pupil progress and will be subject to a review of performance against their performance objectives before any performance points will be awarded. The clarification of the application of the criteria for Leadership Group progression will be taken fully into account
- 9.9. The Circle Trust will determine the salary on the main pay range for qualified teachers in accordance with paragraphs 13 of the Document. The Main Pay Range for Teachers in the Document will include a minimum and maximum salary. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.10. The Circle Trust will determine the salary on the upper pay range for qualified teachers in accordance with paragraph 14 of the Document. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.11. The Circle Trust will determine the salary for unqualified teachers in accordance with paragraph 17 of the Document. A copy of the pay range is attached as [The Circle Trust Teacher Pay Scale here](#)
- 9.12. The Executive Headteacher will determine the salary of key Trust.
- 9.13. The Trustees will determine the salary for the Executive Headteacher. Salary setting for this post will be transparent and achieve value for money. The Circle Trust operates a mixed model where the Executive Headteacher may also be the substantive Headteacher of a school in the Trust. Therefore for the purposes of the Document is a person appointed to carry out the functions pursuant to section 35(3) or 36 (3) of the Education Act 2002.
- 9.14. The Trustees will establish a pay committee for the purposes of setting and reviewing performance management objectives and determining all aspects of the Executive Headteacher's pay arrangements.
- 9.15. The determination of the Executive Headteacher's salary is taken over three stages. The process is managed by a pay committee and with advice and guidance taken from a HR Advisor.
- 9.15.1. Stage one: Trustees will define and set out the specific role, responsibilities and accountabilities of the post. The school for which the Executive Headteacher must be assigned to a Headteacher pay group. This will be done by calculating the total unit score for the school in accordance with the relevant paragraph of the Document.
- 9.15.2. Stage two: The indicative pay provided by the basic calculation in stage one is only appropriate for the Headteacher of a standalone school. The Trustees should therefore consider the context, complexity and challenge of the Executive Headteacher role when setting a pay range. Under this stage the Trustees will need to recognise the Executive Headteacher has an overarching and strategic responsibility for other schools and account for this when assessing the degree of complexity and challenge.

9.15.3. Stage three: Allows Trustees to set the starting salary in the light of candidate-specific factors

- 9.16. The Trustees must make clear to the Executive Headteacher how pay progression will be awarded, including detailing whether pay progression will combine cost of living award or will just be made up of performance related pay.
- 9.17. If the Trustee make available non-consolidated bonuses, clear criteria must be set and how and when these will be paid.
- 9.18. Trustees must satisfy themselves that the post of Executive Headteacher is eligible for the Teacher Pension Scheme (TPS), where alternative pension schemes are offered consideration must be given to contribution by employee and employer, scheme benefits and protections
- 9.19. Trustees will adhere to guidance set out in the Academies Financial Handbook <https://www.gov.uk/government/publications/academies-financial-handbook> in reference to Executive Pay arrangements.

10. Threshold

- 10.1. An application from a qualified teacher will be successful where the Headteacher with the approval of the Local Advisory Body is satisfied that: the teacher is highly competent in all elements of the relevant standards and the teacher's achievements and contribution to the school are substantial and sustained. The Circle Trust defines this as:
 - 10.1.1. **Highly competent:** the teacher's performance is assessed as having excellent depth and breadth of knowledge, skill and understanding of the Teachers' Standards in the particular role he/she is fulfilling and the context in which he/she is working. The teacher will have had sufficient teaching experience so that teacher's practice is secure, well-informed and consistently good or outstanding. The teacher is able to design and lead CPD sessions and programmes. The teacher is able to contribute to the professional development of others through coaching and/or mentoring, with evidence of improvement and that the teacher is able to evaluate learning and teaching effectively.

10.1.2. **Substantial and Sustained:** the teacher's achievements and contribution to the school are significant, not just in raising standards of teaching and learning in his/her own classroom, or with his/her own groups of children, but also in making a significant wider contribution to school improvement, which impacts on pupil progress and the effectiveness of staff and colleagues. The teacher will make a distinctive contribution to the closing of student progress and attainment gaps; that the teacher makes a contribution to mentoring of students/groups of students so that they meet/exceed their benchmarks. The teacher can contribute to designing learning, such as revision sessions/intervention programmes. The teacher contributes more broadly to the life of the school; that such contribution has been maintained over a period of time; this will usually require the assessor to ensure that the teacher has had at least two consecutive appraisal reports demonstrating the required standard has been met.

10.2. The Circle Trust's Threshold application form is attached in [The Circle Trust Threshold Application Form here](#)

11. Pay in respect to Performance Management

11.1. All teachers in The Circle Trust 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 teacher performance management are set out in [The Circle Trust's Performance Management policy here](#)

11.2. Decisions regarding pay progression will be made with reference to the teachers' performance management reviews and the pay recommendations they contain. In the case of NQTs, whose appraisal arrangements are different, pay decisions will be made by means of the statutory induction process. It will be possible for a 'no progression' determination to be made without recourse to the capability procedure.

11.3. To be fair and transparent, assessments of performance will be properly rooted in evidence. In this school we will ensure fairness by:

11.3.1. Annual monitoring of the execution and application of this policy by the Trustees

11.3.2. Annual moderation of a sample of appraisal reports and recommendations by the Headteacher with Senior Leaders

11.3.3. Providing regular training, advice and guidance for all performance management Reviewers and Reviewees

11.4. The evidence the school will use in determining pay progression will include the appraisal report and other evidence such as:

11.4.1. Lesson observations

11.4.2. Impact on pupil progress

11.4.3. Impact on wider outcomes for pupils

11.4.4. Improvements in specific elements of practice

11.4.5. Contribution to the work of the school

11.4.6. Any other information that the teacher wishes to present will also be considered.

11.5. Teachers' performance management reports will contain pay recommendations. Final decisions about whether or not to accept a pay recommendation will be made by the Headteacher and approved by the Local Advisory Board. The Local Advisory Board will consider its approach in the light of the school's budget and ensure that appropriate funding is allocated for pay progression at all levels.

11.6. Approved pay recommendations will normally result in pay progression equivalent to one reference point on the pay scale. For exceptional performance, the Headteacher with approval by the Local Advisory Board may determine that progression by the equivalent of two reference points on the main pay scale is deemed appropriate.

11.7. Pay awards will be given when the Headteacher with the approval of the Local Advisory Board is satisfied that the teacher's performance is exceptional or effective. The Circle Trust defines this as:

11.7.1. Exceptional Performance: means that the teacher consistently meets the Teachers' Standards with impact significantly above expectations and performance regularly exceeds expectations of a teacher at his/her career level. Teaching is mostly or always outstanding and the teacher has met or exceeded his/her targets and objectives, again with significantly high impact on outcomes. Any aspect of performance which does not consistently exceed expectations is due to events outside his/her control, despite every reasonable effort on their part to mitigate for these circumstances. 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. Two or Three point increase recommended.

11.7.2. Effective Performance: means that the teacher consistently meets the Teachers' Standards 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. He/she has managed his/her objectives well and acted proactively to try and mitigate any circumstances beyond his/her control which may have meant meeting them was compromised. 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. One point increase recommended.

- 11.7.3. **Developing Performance:** means that the teacher largely meets the Teachers' Standards and that performance sometimes, but not always, meets expectations of a teacher at his/her career level. Teaching may sometimes be good but overall requires improvement. The teacher has largely met his/her targets and objectives. The teacher has not always shown commitment to the managing of meeting their 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. Any classroom teacher falling into this category will be supported through a time limited action plan. No pay increase recommended
- 11.7.4. **Unsatisfactory Performance:** means that the teacher does not regularly meet the Teachers' Standards and performance regularly falls below that expected of a teacher at his/her career level. Teaching requires a significant improvement. The teacher's progress against targets and objectives is limited and he/she has not managed this work well. 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. Any member of staff falling into this category should already have been supported through a time-limited action plan: where improvement is still not adequate, the capability process would be invoked. No pay increase recommended

12. Teaching and Learning Responsibilities (TLRs)

- 12.1. The Headteacher with approval from the Local Advisory Board will award TLRs to a teacher as part of the staffing structure where the duties include a sustained additional responsibility for ensuring the delivery of high quality teaching and learning for which the teacher is made accountable. In awarding a TLR 1 or 2 the Governing Body must be satisfied that the teacher's duties include a significant responsibility that is not required of all classroom teachers and that:
- 12.1.1. Focused on teaching and learning
 - 12.1.2. Requires the exercise of a teacher's professional skills and judgment
 - 12.1.3. Requires the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
 - 12.1.4. Impact on the educational progress of pupils other than teacher's assigned classes or groups of pupils
 - 12.1.5. Involves leading, developing and enhancing the teaching practice of other staff
- 12.2. The values of the TLRs are set out at The Circle Trust Teacher Pay Scale [here](#). The TLR 1 will require the post holder to include line management responsibility of a significant number of people.

12.3. The Governing Body may award a fixed term TLR (known as a TLR 3) to a classroom teacher for clearly time-limited school improvement projects, or one off externally driven responsibilities. A TLR 3 is not subject to safeguarding upon completion of the fixed term period and may be awarded in addition to a TLR1 or TLR2.

13. Special educational needs allowances

13.1. The value of SEN allowances are set out [here](#)

13.2. An SEN allowance is payable to a classroom teacher:

13.2.1. In any SEN post that requires a mandatory SEN qualification;

13.2.2. In a special school

14. Recruitment and retention incentives and benefits

14.1. The Headteacher with approval from the Local Advisory Board can award lump sum payments, periodic payments, or provide other financial assistance, support or benefits for a recruitment or retention incentive for a teacher.

14.2. The Local Advisors will review the level of payment/benefits annually.

14.3. No such payments may be made to a member of the Leadership Scale (Headteacher, Deputy Headteacher, and Assistant Headteacher) other than the reimbursement of housing of relocation costs

15. Additional Payments

15.1. In accordance with paragraph 26 of the Document the Headteacher with agreement with the Local Advisory Board may make payment to any teacher, excluding the Headteacher in respect of:

15.1.1. Activities relating to the provision of initial teacher training

15.1.2. Participation in out-of-school hours learning activity agreed between the teacher and the Headteacher or

15.1.3. Responsibilities and activities due to, or in respect of, the provision of services relating to the raising of educational standards to one or more additional schools

16. Salary safeguarding

16.1. Salary safeguarding is for a period not exceeding three years and may end sooner in the circumstances set out in the Document

17. Part-time teachers

- 17.1. Teachers employed on an ongoing basis at the school but who work less than a full working week are deemed to be part-time. The Headteacher will provide a written statement detailing their working time obligations. This will be subject to the provisions of the statutory pay and working time arrangements and by comparison with the school's timetabled teaching week for a full-time teacher in an equivalent post.
- 17.2. A standard mechanism used to determine pay.

18. Directed time

- 18.1. All schools in The Circle Trust will publish the directed time for teachers
- 18.2. Preparation, planning and assessment (PPA) shall be provided in line in accordance to the Document
- 18.3. [St Crispin's School](#) directed time:

Teachers' Directed Time

	Start	End	Number	Hours
Morning school	8.30	12.15	190	646
Afternoon school	12.55	15.00	190	475
Duty	10.55	11.15	38	12.66
Staff training days	8.30	15.30	5	35.00
Parents' evenings	TBA	TBA	7	21.00
Staff briefing	8.25	08.30	190	16.00
Department meetings	15.15	16.15	6	6.00
Year tutor meetings	15.15	16.15	6	6.00
Staff meetings	15.15	16.15	6	6.00
Total hours				1223

Other meetings

Head of Department	15.15	16.15	6	6.00
Head of Year	15.15	16.15	6	6.00

19. Supply teachers

- 19.1. Teachers who work on a day-to-day or other short notice basis have their pay determined in line with the statutory pay arrangements in the same way as other teachers. Teachers will have their salary assessed as an annual amount, divided by 1265 hours to establish an hourly rate of pay. The hourly rate is multiplied by the number of hours worked during the day. Teachers working a full day will have their salary based on a working day of 6.5 hours.
- 19.2. Separate pay arrangements will apply for those supply staff engaged through a supply agency.

20. Pay awards

- 20.1. The Circle Trust will implement national pay awards as agreed and updated in the Pay Document

21. Support Staff

- 21.1. The Circle Trust will comply with all national agreements on Conditions of Service, as agreed with Professional Associations/Trade Unions.
- 21.2. The application of The Circle Trust job evaluation scheme will be used for the assessment and the grading of all posts.
- 21.3. The support staff pay scales are detailed in [The Circle Trust Support Staff Pay Ranges here](#)
- 21.4. The Circle Trust will take into account any national or local developments that affect the pay and conditions agreements for these groups of staff.
- 21.5. If a school considers changing the organization structure, duties or role of any member of the support staff, a revised job description should be prepared and submitted, where appropriate, for re-evaluation through The Circle Trust job evaluation scheme.
- 21.6. The individual starting salary of new support staff will be assessed taking into account the following criteria:
 - 21.6.1. Level of expertise
 - 21.6.2. Qualification
 - 21.6.3. Level of training required to fulfil all requirements of post.
 - 21.6.4. Value to the school
- 21.7. Support staff should receive 1 increment every 12 months, which is normally paid on 1st April each year until the maximum point on the grade is reached.

- 21.8. The Headteacher with approval of the Local Advisory Board may award merit or accelerated increments within the range at any time. Criteria for such a decision will be:
- 21.8.1. Achievement exceeding normal job requirements but at an equivalent level of responsibility
 - 21.8.2. Completion of key tasks to a degree which exceeds line manager recorded expectations
 - 21.8.3. Undertaking a specialist project at an equivalent level of responsibility to the post holder's current job description
- 21.9. Where a member of staff is required by the Headteacher to undertake the full duties and responsibilities of a higher graded post for a continuous period of at least four weeks, he/she will be entitled to receive the salary appropriate to the post temporarily occupied. The salary paid will be at the bottom of the appropriate salary range, unless this is below the employee's existing incremental step, when the payment made will be equivalent to an increase of at least one increment. Once the qualifying period of four weeks has been completed, payment at the higher rate will be made from the first day the duties were undertaken.
- 21.10. The Headteacher may pay an honorarium where, for an extended period, a member of staff is asked to undertake:
- 21.10.1. Part of the duties of a higher graded post;
 - 21.10.2. Duties outside the scope of his/her post which are particularly onerous.
- 21.11. The Circle Trust has determined to pay designated first aiders a retainer (currently £100 per annum) whilst they are available, qualified and willing to render first aid to employees.