Brighter Futures
Educational Trust

# PAY POLICY

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## VERSION CONTROL

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**Section C – Determining executive pay**

## 1. INTRODUCTION

This policy sets out the framework for making decisions on employees' pay. It has been developed to comply with current legislation, 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.

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.

In adopting this pay policy the aim is to:

- Achieve excellent outcomes for all students.
- Maximise the quality of teaching and learning.
- Support the recruitment and retention of a high-quality workforce.
- Complement the Trust's performance management and appraisal policy which is supportive and developmental, and ensures employees have the skills and support to do their job effectively.
- Complement the delivery of the statutory appraisal process and make robust decisions on teacher and leadership pay.
- Enable us to recognise and reward staff appropriately for their contribution to the Trust.
- Help to ensure that decisions on pay are managed in a fair, just and transparent way, whilst eliminating unnecessary bureaucracy for all concerned. The use of evidence in this process will be proportionate and clearly rooted in the appraisal process.
- 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.

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

## 2. MONITORING THE IMPACT OF THE POLICY

The governing body will monitor the outcomes and impact of this policy on an annual basis, including trends in progression across specific groups of staff, to assess its effect and the school's continued compliance with equalities legislation.

## 3. REVIEW OF POLICY

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

## SECTION A - DETERMINING TEACHERS' PAY

## 4. BASIC PAY DETERMINATION ON APPOINTMENT

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.

In making such determinations, the Trust may consider a range of factors, including:

- The nature of the post.
- The level of qualifications, skills and experience required.
- Market conditions.
- The wider Trust context and strategic priorities.
- 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 Trust will determine the appropriate rate of pay for a teacher joining the Trust taking account of salary expectations, current salary and the factors set out above.

## 5. PAY REVIEWS

The governing body will ensure that each teacher's salary is reviewed annually. Pay increases will be backdated to 1 September of the relevant academic year.

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.

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.

## 6. PAY PROGRESSION

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.

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 26 weeks' (a year of employment in accordance with STPCD) continuous employment in the previous school year. As a guide, this means that if a teacher starts employment later than the last day of February in the previous school year, they will not be eligible to be considered for an increase in their salary until the following September. However, a review of their salary will still take place in line with section 5 above, except that the outcome will be that they are not eligible for progression due to their length of service.

The governing body 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.

### Automatic pay progression

Following the annual appraisal, a written pay recommendation is required for every teacher. These recommendations will be reviewed by the headteacher and will be moderated across the school and Trust. Teachers can expect to receive pay progression within the maximum of their pay range, subject to satisfactory service and unless they are subject to capability procedures.

## 7. MAIN PAY RANGE FOR TEACHERS

The Trust approves its own pay ranges which are as a minimum the same as those set out in the STPCD. The main pay range has seven pay points, in line with the advisory points set out at Annex 3 of STPCD. The sixth and seventh correlate to point 6 in the STPCD.

### Pay progression for main pay range teachers

Eligible main pay range teachers will be automatically considered for progression, and no application will be necessary.

## 8. UPPER PAY RANGE FOR TEACHERS

The Trust approves its own pay ranges which are as a minimum the same as those set out in the STPCD. The upper pay range has three pay points, in line with the advisory points set out at Annex 3 of STPCD.

### Application to be paid on the upper pay range

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 they wish to apply to be paid on the upper pay range.

Applications may be made once a year by no later than July 1st.

Applications should contain evidence from the last year and should be made in writing using the standard form available from HR and be submitted to headteacher.

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 headteacher must be satisfied that the teacher meets the definition of substantial contribution as set out below, and there is evidence that this is sustained performance over two years:

- All objectives are met
- Quality of teaching throughout the year is excellent and consistently exceeds expectations.
- Evidence of coaching and supporting colleagues to achieve improved student outcomes, demonstrating to them effective teaching practice.
- Acting as a role model for Teaching and Learning, playing a critical role in the life of the school.
- Enhanced and demonstrable contribution to raising pupil standards.
- A commitment to personal development and CPD focused on improving outcomes for students.
- Highly competent in all areas of the Teachers' Standards.

The application will initially be assessed by the headteacher who will moderate all applications. The headteacher will then make recommendations to the CEO, who will make the final decision. The assessment will usually be made two weeks after application. If successful, applicants will move on to the upper pay range from September 1st of the next academic year.

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:

- The nature of the post and the responsibilities it entails.
- The level of qualifications, skills and experience of the teacher.
- Market forces.

If unsuccessful, feedback will be provided in writing by the headteacher along with confirmation of the process for appeals.

### Pay progression for teachers within the upper pay range

Once a teacher has moved on to the upper pay range, if eligible, they will be automatically considered for further progression no more than once every two years and no application will be necessary.

Upper pay range teachers will progress (by one point) until they reach the top of the range, if they can demonstrate and the headteacher is satisfied that there is evidence from the required period of continuing to meet the criteria above.

## 9. PAY RANGE FOR UNQUALIFIED TEACHERS

The Trust approves its own pay ranges which are as a minimum the same as those set out in the STPCD. The unqualified pay range has six pay points, in line with the advisory points set out at Annex 3 of STPCD.

### Pay progression for unqualified teachers

Eligible unqualified teachers will be automatically considered for further progression, and no application will be necessary.

Unqualified teachers will progress by one point until they reach the top of their range.

## 10. PAY RANGES FOR MEMBERS OF THE LEADERSHIP GROUP

Pay ranges for headteachers, deputy headteachers and assistant headteachers are set by the Trust (which are, as a minimum, aligned to the STPCD). These are used as a basis for new appointments, where responsibilities significantly change, or if the Trust chooses to review pay of leadership posts in line with STPCD. The pay range will consider all permanent responsibilities of the role, any challenges that are specific to the role, and all other relevant considerations, including the skills and competencies required.

### Headteachers

Each school will be assigned to a headteacher group calculated using its total unit score in accordance with STPCD.

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 candidate warrant it up to an additional 25%.

Additional payments may be made to a headteacher for temporary responsibilities that are in addition to the duties considered. The total sum of any temporary payments will not normally exceed 25% of the headteacher's annual salary.

In addition, the total sum of annual salary combined with any temporary payments (where applicable) will not exceed the maximum of the headteacher group, by more than 25%. Where this or exceeding the limits set out above are being considered by the finance committee of the governing body, there must be wholly exceptional circumstances and that committee must make a business case to the full governing body who will seek external independent advice.

### Deputy headteachers and assistant headteachers

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

Eligible members of the leadership group will be automatically considered for further progression, and no application will be necessary.

Leadership group members will progress by one point until they reach the top of their range.

## 11. TEACHING AND LEARNING RESPONSIBILITY (TLR) PAYMENTS

In this Trust, we pay a TLR 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 postholder.

In accordance with STPCD 2025, from 1 September 2026, the value of any TLR1 or TLR2 payment will be 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 13) will 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. Over the course of the 2025/26 academic year, we will work with teachers currently in receipt of a TLR1 or TLR2 payment to consider the impact of this upcoming change and ensure that the Trust is able to implement the requirement from 1 September 2026.

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 to provide catch-up support on learning lost to the COVID-19 pandemic. 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.

## 12. 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 to be paid, the spot value , within an approved range being at least equal to that as stated in the STPCD, 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.

## 13. 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.

## 14. EARLY CAREER TEACHERS (ECTs)

In the case of ECTs, determinations of performance and any pay recommendations will be made by means of the statutory induction process.

Eligible ECTs will be automatically considered for progression, and no application will be necessary.

Eligible ECTs may 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 in the paragraph of pay progression of this policy.

## 15. 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. Except for TLRs, 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.

## 16. SHORT NOTICE / SUPPLY TEACHERS

Teachers employed on a day-to-day or other short-notice basis will be paid daily 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

## 17. PAY PROTECTION

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

## 18. ABSENCE AND PAY PROGRESSION

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.

The Trust will take into account the criteria set out in this policy but where a teacher has or will be absent for part or all of the appraisal year, it will take a flexible approach to conducting appraisal so that the teacher receives any pay increase that they would have received had it not been for the maternity leave or disability-related long-term absence. This will usually be either:

- Where possible and appropriate and where a long-term absence is known in advance, the appraisal will be conducted prior to the individual departing on leave, even if that is early in the appraisal cycle.

- If there is not sufficient time in the current cycle to make an informed assessment of performance, account will be taken of performance in previous appraisal cycles. Ordinarily, this will be the preceding year or two years.

## 19. APPEALS

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.

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 governance professional who their chosen companion is in good time before the hearing.

### Informal discussion

As part of the normal salary review process, the headteacher will inform the teacher of the pay recommendation once it has been agreed by the CEO and leadership teams. Following this notification of the pay recommendation, if the teacher is dissatisfied, they should first discuss the decision with the headteacher within five working days of receipt of the notification.

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

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 Finance and Risk Committee, who will make the decision.

To make a representation against a pay recommendation, a formal statement should be submitted in writing within five working days of the discussion with the headteacher as above. This formal statement should be addressed to the Pay Appeals Committee who will make the pay decision of the governing body, stating the grounds of their disagreement with the pay recommendation.

The possible grounds for making representations are:

- Incorrectly applied the pay policy.
- Incorrectly applied any provision of the STPCD.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- Was biased.
- Unlawfully discriminated against the teacher.

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 seven days' notice, and copies of any relevant documents to be considered at the meeting will be enclosed.

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.

Following this meeting, the panel will make a pay determination and will inform the teacher in writing within seven days.

### Stage Two

If a teacher wishes to appeal against the decision made at Stage One, they may do so within five working days of the written decision, on the grounds that the committee who made the decision:

- Incorrectly applied the pay policy.
- Incorrectly applied any provision of the STPCD.
- Failed to have proper regard for statutory guidance.
- Failed to take proper account of relevant evidence.
- Took account of irrelevant or inaccurate evidence.
- Was biased.
- Unlawfully discriminated against the teacher.

Appeals against the decision at Stage One should be made in writing and addressed to the Appeals Committee of the governing body stating the grounds of their appeal in accordance with the above.

Upon receipt of an appeal, an appeal panel of three 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 five days' notice, and copies of any relevant documents to be considered at the hearing will be enclosed.

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.

The decision of the panel will be confirmed in writing to the teacher within seven days. The appeal panel's decision is final; there is no further right of appeal.

## SECTION B – DETERMINING SUPPORT STAFF PAY

## 20. PAY REVIEWS

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

## 21. SALARY SCALES

The Trust approves its own support staff pay scales. These are reviewed annually by the Board of Trustees and are, at a minimum, equal to the local government pay scales for support staff.

## 22. TERM TIME ONLY EMPLOYEES

Support staff who work 39 weeks per year are deemed to be term-time only. Some support staff who work a reduced number of 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.

## 23. JOB DESCRIPTIONS

The HR Manager 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.

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 redetermined, and if it is, the postholder will be paid the new grade from a date determined by the headteacher or, if part of the central team, the Director of Finance and Resources. 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.

## 24. BASIC PAY DETERMINATION ON APPOINTMENT

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 or, if part of the central team, the Director of Finance and Resources 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). However, in making such determinations, this may take into

- The nature of the post.
- The level of qualifications, skills and experience required.
- Market conditions.
- The wider Trust context and strategic priorities.

## 25. INCREMENTAL PROGRESSION

If the employee has more than six months' service in their role from 1 April, they are eligible for an increment, subject to satisfactory service and unless they are subject to capability procedures. This will be paid annually with effect from 1 April until the employee reaches the top of their scale.

If the employee has less than six months' service in their role on 1 April, the first increment will not be paid until six months after their appointment, subject to satisfactory service and unless they are subject to capability procedures. Subsequent increments will be payable on 1 April in line with this policy.

## 26. ADDITIONAL PAYMENTS

An additional payment may be paid on a temporary basis where an employee is offered and agrees to:

- Undertake higher-level work in addition to their normal duties.
- "Act up" for at least 4 weeks into a higher-graded post which has become temporarily vacant, for example, due to sick leave

The headteacher or Director of Finance and Resources 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.

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".

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.

Subject to employees exceeding their targets in the appraisal process (above and beyond), the Trust may award a discretionary bonus of 1% (or 3% if the employee is at the top of their pay band).

## 27. PAY PROTECTION

Pay protection arising from changes to pay and structure will be in line with the redundancy policy.

## 28. ABSENCE AND PAY PROGRESSION

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.
The Trust will take into account the criteria set out in this policy but where a member of support staff has or will be absent for part or all of the appraisal year, it will take a flexible approach to conducting appraisal so that the employee receives any pay increase that they would have received had it not been for the maternity leave or disability-related long-term absence. This will usually be either:

- Where possible and appropriate and where a long-term absence is known in advance, the appraisal will be conducted prior to the individual departing on leave, even if that is early in the appraisal cycle.

- If there is not sufficient time in the current cycle to make an informed assessment of performance, account will be taken of performance in previous appraisal cycles. Ordinarily, this will be the preceding year or two years.

## 29. 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, however the Green Book replaces references to the STPCD within these principles.

# SECTION C– DETERMINING EXECUTIVE PAY

## 30. EXECUTIVE PAY

This section sets out the pay arrangements for executive postholders working in multi-academy Trusts.

In this Trust, the Executive Team consists of: Chief Executive Officer and Director of Finance and Resources . Pay arrangements for Headteachers working in the Trust will be as per the provisions of STPCD.

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

- Academy Trust Handbook and any relevant Department for Education (DfE) guidance
- School Teachers' Pay and Conditions (STPCD).
- Green and Burgundy Books.

For those posts where the salary arrangements are likely to fall outside the scope of STPCD and/or NJC, 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 remuneration committee, in line with financial delegation arrangements and include justification for the level of remuneration.

Pay for executives will be reviewed on an annual basis and the pay review will be completed by July. Any pay increase will be based on performance, taking account of the parameters of public sector pay increases as they apply to the education sector. All executives are given challenging performance management objectives, and these are managed and assessed under the Trust's appraisal policy. No increases will be given without supporting data demonstrating the required performance and evidence based on a constant drive for improvement.

In determining starting salaries or increases for executives, the Trust considers the following and includes such information in the justification:

- Level of educational challenge to the Trust.
- Level of financial challenge to the Trust (including any financial constraints).
- Level of geographic challenge to the Trust.
- External pay reports and evaluation.
- Any relevant contractual changes to protect the Trust – extending notice periods, restrictive covenants etc.
- Media/DfE and parental scrutiny.

## APPENDIX 1: OVERTIME PAY

**Definition of Overtime**

Overtime refers to any hours worked by employees beyond their regular scheduled work hours, as defined in their employment contracts or Trust policies.

**Overtime Eligibility**

Overtime eligibility is determined based on employee classification (e.g., support staff) and employment law.

**Overtime Compensation**

Overtime will be compensated in accordance with contractual terms and applicable national or local agreements.

**Authorisation of Overtime**

Overtime work must be authorised in advance by a Line Manager and Headteacher, except in cases of emergency or unforeseen circumstances. Employees are expected to accurately record all hours worked, including overtime, using the designated timekeeping system or method.

**Recognition of Overtime**

Overtime work is recognised and valued as a contribution to the Trust's aims and objectives.

**Overtime Limits and Management**

Efforts are made to manage overtime effectively and minimise excessive overtime hours where possible. Line Managers and Headteachers are responsible for monitoring and approving overtime hours to ensure compliance with employment law and budgetary constraints.

**Residential Trips**

Additional hours can be claimed up to ten hours per day for support staff (6am to 9am and 4pm till 11pm). In exceptional circumstances (e.g. when a child is up sick all night and needs an adult to look after them), then overtime can also be claimed for this waking period.

Teachers may be able to earn TOIL (time off in lieu) at a maximum of one day (in agreement with the Headteacher).

**Review and Compliance**

Overtime pay is reviewed periodically to ensure compliance with relevant employment law and regulations. Any updates or revisions to the overtime pay procedures are communicated to employees in a timely manner. This description provides employees with clear guidelines on how overtime is managed, compensated, and recognised within the Trust, promoting transparency and fairness in overtime practices. It also emphasises the importance of compliance with employment law and effective management of overtime hours.