



NEWMAN CATHOLIC TRUST

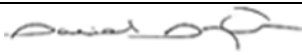
HEART SPEAKS TO HEART

School Leadership Pay Policy Supplementary Guidance

Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual			

Ratification

Role	Name	Signature
Chair of Board		
CEO	Dr Daniel Doyle	

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

At the Newman Catholic Trust, we are unwavering in our commitment to nurturing a vibrant community centred around the belief that every child, entrusted to our care, is a cherished child of God, deserving of an exceptional education. This unwavering conviction serves as the cornerstone of our vision: to be a leading beacon of outstanding, sustainable Catholic education, where each student embarks on a transformative journey of academic excellence, spiritual growth, and personal development.

Guided by the teachings of the Church and inspired by the unwavering faith of our namesake, Saint John Henry Newman, we strive to foster a welcoming and inclusive environment where dignity, respect, and compassion are paramount. This commitment extends to ensuring a fair and accessible process for addressing any concerns or grievances that may arise, as expressed in our core values:

- **Christ/Child Centred:** Placing the Gospel values, the teachings of Christ and the well-being of each child at the heart of every action we take.
- **Inclusive and Consultative:** Ensuring open communication and engagement with all members of our community.
- **Caring:** Showing empathy, understanding, and support in navigating any challenges that may arise.
- **Transparent:** Fostering openness and honesty in all our interactions.
- **Strategic:** Approaching all matters with careful planning and consideration for the wider community.
- **Professional:** Maintaining the highest standards of conduct and integrity in our decision-making.
- **Accountable:** Taking responsibility for our actions and fulfilling our commitment to ensuring a safe and nurturing environment for all.

Introduction

In the Newman Catholic Trust, we believe that school leaders are the cornerstone of educational excellence and the driving force behind our mission to provide high-quality education to every student. Our Principals, Executive Principals and Vice Principals embody the vision and values of our Trust, fostering environments where students can thrive academically, socially and emotionally. Recognising the pivotal role these leaders play, we are committed to a fair, sustainable, consistent and appropriate approach to remuneration.

Our pay policy for school leaders is underpinned by the Nolan Principles of Public Life and Headteacher Standards. These emphasise selflessness, integrity, objectivity, accountability, openness, honesty, and leadership. These principles guide our decisions and ensure that our policies are transparent and equitable. The Headteachers' Standards 2020 can be accessed via the following link:

<https://www.gov.uk/government/publications/national-standards-of-excellence-for-headteachers/headteachers-standards-2020#section-2-headteachers-standards>

This guidance sets out the framework for determining the pay of Principals, Executive Principals and Vice Principals:

- ensuring alignment with national guidelines and the STPCD
- securing sustainability, consistency and equality in remuneration and school leader groupings
- shaping remuneration to the specific contexts and needs of our schools.

By establishing clear rules of engagement, we aim to attract and retain exceptional leaders who will drive our Trust forward and uphold our commitment to educational excellence.

1. Introduction

This guidance is supplementary to the Pay Policy which outlines the Trust's approach to remuneration. This supplementary guidance provides additional context to help Directors determine school leader pay, and outlines the procedures and principles for setting pay for Principals, Executive Principals and Vice Principals within the Newman Catholic Trust. This policy ensures compliance with national guidelines, including the School Teachers' Pay and Conditions Document (STPCD) and aligns with the Trust's strategic goals and objectives.

2. Applicability

This guidance applies to all Principals, Executive Principals and Vice Principals within the Trust. It also provides direction for the Trust Board and CEO in determining pay for new appointments and reviewing existing pay arrangements.

3. Roles and Responsibilities

Trust Board: Responsible for setting the Individual School Range (ISR) for each school leader, ensuring compliance with national guidance and the STPCD.

Local Governing Committees (LGCs): May request a review of remuneration for school leaders in light of significant changes in responsibilities or context.

Human Resources (HR) Provider: Assists in determining appropriate groupings and pay ranges for Trust-wide leadership roles.

4. Principles for Determining Pay

4.1 Compliance with National Guidelines

The determination of school leader pay must comply with the STPCD. This includes understanding the leadership pay range, which for 2023, is between £47,185 and £139,891 per year depending on location, with specific starting points for school leaders outlined on pages 11 and 12 of the STPCD.

4.2 Determining the Headteacher Group

Each school will be assigned to a 'headteacher group' based on the total unit score calculated per the headteacher grouping calculator. This grouping can be reviewed when needed by Directors in light of significant changes to context or responsibilities. Trust-wide responsibilities and overall deployment will be determined by the Directors in conjunction with the CEO.

4.3 Setting the Indicative Pay Range

The Trust Board must consider the following when setting the indicative pay range:

- Permanent responsibilities of the role
- Specific challenges of the role
- Relevant contextual factors
- Key factors such as pupil numbers

This pay range should allow for performance-related progression and should not exceed the headteacher group maximum, except in exceptional circumstances justified by a business case.

5. Setting Pay for New Appointments

5.1 Three-Stage Process

The Trust Board are encouraged to follow a three-stage process recommended by the Department for Education (DfE) and outlined in the STPCD for setting pay for new school leaders:

- 1. Define the Role and Determine the "Headteacher Group":**
 - Evaluate the permanent responsibilities and challenges of the role (linked to pupil numbers/form of entry).
 - Use a "headteacher pay group calculator" to aid in this determination.
- 2. Set the Indicative Pay Range:**
 - Consider the complexity and context of the role (as per the calculator).
 - Ensure allowances for recruitment, retention and additional responsibilities are factored in.
 - Avoid double counting of responsibilities.
 - Ensure consistency across the Trust and in relation to similar schools.
- 3. Decide the Starting Salary and Individual Pay Range:**
 - Set the starting salary considering candidate-specific factors.
 - Ensure the pay range allows for performance-related progression.

6. Reviewing Pay Ranges

6.1 Changes in Responsibilities

If responsibilities change significantly, the Trust Board can review the school leader's pay range. Significant changes include:

- A substantial change in pupil numbers
- Establishing new educational provisions (e.g., nurseries, sixth forms)
- Becoming responsible for additional schools

6.2 Maintaining Consistency

To maintain consistency, the Trust Board may review pay to align with new appointments or changes in responsibilities for other leadership staff.

7. Additional Payments

7.1 Temporary Responsibilities

Temporary additional payments can be made for responsibilities not accounted for in the original pay determination. These payments must not exceed 25% of the school leader's salary unless justified by exceptional circumstances and approved by the Trust Board with external advice.

7.2 Recruitment and Retention Awards

Non-monetary benefits for recruitment and retention must be considered in the overall pay determination. Financial awards are limited to reimbursements for housing or relocation costs as per the STPCD.

7.3 Acting Roles

School leaders in acting roles should be compensated in line with the pay for the substantive role, either through direct appointment or acting allowances as detailed in the STPCD.

8. Pay Progression

8.1 Performance-Related Progression

As per the Pay and Appraisal policies, annual pay reviews and progression for school leaders is based on the outcomes of performance appraisals, aligned with objectives set at the beginning of the appraisal period. Sustained high performance is required for pay progression (within the set limitations of the agreed ISR).

9. Implementation and Review

This guidance will be reviewed annually to ensure compliance with national standards and the evolving needs of the Trust. Any changes must be approved by the Trust Board and will be communicated to all relevant stakeholders.

Appendix 1:

Indicative ISRs are outlined below

Executive Principal

Form entry	Two x One form	One form + Two form	Two x Two form	Secondary + Primary	Secondary + Secondary
Nursery	N	Y	N	NA	NA
Sixth Form	NA	NA	NA	N	Y
ISR	18-24	20-26	22-28	31-37	34-40

Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	N	NA
Sixth Form	NA	NA	NA	NA	N	Y
ISR	10-16	11-17	14-20	15-21	29-35	31-37

Heads of Schools:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
Sixth Form	NA	NA	NA	NA	Y	Y
ISR	9-13	10-14	12-16	13-17	27-33	29-35

Vice Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
Sixth Form	NA	NA	NA	NA	N	Y
ISR	6-10	7-11	8-12	8-12	19-23	19-23

Assistant Vice Principals:

Form entry	One form	One form	Two form	Two form	Secondary	Secondary
Nursery	N	Y	N	Y	NA	NA
	NA	NA	NA	NA	N	Y
ISR	3-7	3-7	4-8	4-8	10-14	10-14