



Wonder
Learning Partnership
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Staff Pay Policy

This policy is applicable to the Wonder Learning Partnership (WLP)

Important: This document can only be considered valid when viewed on the Wonder Learning Partnership website. If this document has been printed or saved to another location, you must check that the version date on your copy matches that of the document online.

The Wonder Learning Partnership welcomes the support of the recognised trade unions in seeking to implement this policy in a fair and consistent manner and actively encourages employees who are members of a trade union to seek the support of their trade union representative at the earliest opportunity.

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Introduction

The purpose of this Pay Policy is to provide a clear, fair and transparent framework for determining the pay of all staff within the school. The Wonder Learning Partnership is committed to ensuring that pay decisions are made in a consistent and equitable manner, and that they contribute to the recruitment, motivation and retention of high-quality staff who support the Wonder Learning Partnership's vision and values.

This policy is set within the statutory and contractual context governing the pay and conditions of school employees, including the School Teachers' Pay and Conditions Document (STPCD), the national conditions of service for teachers known as the Burgundy Book, and the National Joint Council (NJC) "Green Book" for support staff where applicable. It also reflects the school's obligations under employment law, equality legislation, and recognised trade union agreements, and operates according to the principles of openness, objectivity and accountability.

The school recognises that pay and appraisal arrangements must support professional development, foster a culture of trust and respect, and promote wellbeing. Pay decisions will therefore be made in a manner that is fair, justifiable and free from discrimination. The Board of Trustees will ensure that all pay recommendations are considered appropriately, that staff are notified of outcomes within required timescales, and that they are offered the right to appeal in line with this policy.

This policy will be reviewed annually to ensure continued compliance with statutory requirements, national pay frameworks, and local consultation processes with recognised trade unions. Any updates will be communicated clearly to all staff.

Purpose and Scope

This Pay Policy applies to staff of the Wonder Learning Partnership, recognising that different national and local terms and conditions apply to the diverse range of careers and roles that exist in the Wonder Learning Partnership. Wonder Learning Partnership recognises the legal obligations it has as an employer and is committed to the principle of equal opportunities for all staff and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. It takes its responsibilities under the Equal Pay Act 1970, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term Staff (Prevention of Less Favourable Treatment) Regulations 2002, The Transfer of Undertakings (Protection of Employment) Regulations 2006, Data Protection Act 2018 and the Human Rights Act 1998 very seriously and regularly reviews pay across the organisation to ensure pay decisions adhere to legislation. Wonder Learning Partnership is also required to adhere to its statutory obligations under the School Standards and Framework Act (SSFA) 1998 and the requirements of the Academy Trust Handbook on executive pay.

Wonder Learning Partnership applies a range of local and national terms and conditions and the School Teachers' Pay and Conditions Document (STPCD), the National Agreement on Pay and Terms and Conditions for Teachers (Burgundy Book) and the National Agreement on Pay and Terms and Conditions for Local Government Services (Green Book) have been considered in the review of this policy.

Roles and Responsibilities

The CEO is expected to attend Board of Trustee's meetings but must withdraw when their own pay is being considered or discussed.

The Board of Trustee's is responsible for ensuring that the Wonder Learning Partnership adheres to the principles of public life established by the Nolan Committee (objectivity, openness and accountability), alongside legal and statutory requirements. The Board will also ensure that pay decisions and reviews follow the correct processes (e.g. local pay frameworks and associated documentation, policies and procedures) and that due regard is given to national frameworks, fairness, equity and sustainability. The Board of Trustee's is responsible for approving this policy.

The Chairs of the Local Governing Bodies will ensure that staff governors are not present when confidential staff member pay is being discussed or considered. Any trustee or governor with a direct or indirect pecuniary interest will be asked to withdraw when pay issues are being discussed (unless the Board of Trustee's determines otherwise) and must not, in any case, participate in such discussions or vote on any such issue.

The CEO, COO and Headteachers will ensure that appointments and pay decisions that sit within their delegated powers adhere to trust policies and procedures.

The Human Resources Team is responsible for overseeing the development, review, implementation, communication, monitoring and evaluation of this policy and associated policies and procedures and will report to the CEO, the Board of Trustee's and Local Governing Bodies as required. The Human Resources Team will ensure that the Pay Policy is implemented fairly and consistently. The Human Resources Team will monitor pay across the organisation and will report to the Board of Trustee's on an annual basis, completing national pay reports as required. The Human Resources Team is responsible for distributing the annual salary statements normally by October 31st annually.

Leaders must ensure that they adhere to the policies and procedures of the Wonder Learning Partnership and the associated pay and performance development frameworks.

Staff Members are expected to familiarise themselves with the Wonder Learning Partnership policies and procedures.

Equality and Diversity

The Wonder Learning Partnership is committed to:

- Promoting equality and diversity in its policies, procedures and guidelines
- Ensuring staff are protected from unlawful direct or indirect discrimination resulting from a protected characteristic (e.g. age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation).
- Delivering high quality teaching and services that meet the diverse needs of its student population and its workforce, ensuring that no individual or group is disadvantaged.

Long term absence (such as maternity or other family leave and sickness absence) has no bearing on pay progression.

Principals

The Wonder Learning Partnership is committed to the principle of equal opportunities for all staff and workers, regardless of sex, race, religion or belief, age, marriage and civil partnership, pregnancy and maternity, sexual orientation, gender reassignment, or disability. As part of its commitment to equal opportunities, the Wonder Learning Partnership believes that its staff should receive equal pay for:

- The same or similar work;
- Work rated as equivalent under a job evaluation; or
- Work of equal value

The Wonder Learning Partnership aims to ensure that it operates a fair and transparent pay system based on objective criteria and free from gender bias. The Wonder Learning Partnership will do this by:

- Monitoring pay and benefits for existing workers and initial pay benefits for new workers within the organisation.
- Evaluating associate staff job roles and pay grades.
- Using benchmarking information where applicable and appropriate.
- Informing staff how their pay has been determined.
- Treating appeals against pay decisions as a priority.

Starting Salaries

Starting salaries vary as the Wonder Learning Partnership assesses the appropriate starting salary for staff based on a number of factors, including knowledge, experience, recruitment and retention issues, recognising its legal responsibilities and associated risks.

Portability of salary will be honoured; therefore for a 1 September start, teachers will normally be placed on the next point on the scale, which provides them with a pay increase, or if their current pay matches or exceeds the maximum of the scale, they will be placed on the maximum point on their pay scale.

- First year ECTs are normally placed on point 1 of the Qualified Teacher pay scale.

- The school does not normally recognise any experience other than teaching for the award of an experience point.
- The CEO has delegated powers to negotiate the starting salary of all teachers within the agreed pay scales detailed within this policy.

Associate staff pay ranges or single point pay scales are determined by the Job Evaluation for their role.

Pay Progression

It is expected that staff on an incremental pay range (including teachers, leaders, senior leaders, Headteachers, Executive Headteachers, COO and the CEO) will automatically progress through their pay grade, with the new salary becoming effective from 1 September of that year, with the exception of staff who have started in a leadership post within the previous six months. It is not anticipated that those staff who are in formal capability (as detailed in the Capability Policy) would receive pay progression that year. Teachers failing to progress have a right of appeal to the Headteacher (see the appeals procedure – Appendix A).

Teachers who are on point 6 of the Qualified Teacher Pay Scale must notify the Headteacher if they do not wish to progress to the Upper Pay Scale the following year, and the Headteacher will seek to understand their rationale for this, liaising with the school People Lead.

Teachers on UPS 1, 2 or 3 will work to the UPS standards.

Chief Executive Officer

For new appointments, the Board of Trustees may decide to review the CEO's salary scale prior to advert. The Board of Trustees, with support and advice from the HR Team, will review job weight, benchmarking data, market forces, any recruitment and retention issues and the complexity of the strategic plan. The Board of Trustees may review the CEO's salary scale at any time during the year if there is a significant reason (including an increase in the depth and breadth of the role).

The CEO will progress through their pay scale on an annual basis unless they are in formal capability (as detailed in the Capability Policy).

Leadership Pay Scales and Allowances

The Wonder Learning Partnership has a range of leadership roles, including small leadership responsibilities for emerging leaders, and a range of leadership pay scales or payments. Most leadership pay scales align with the national teaching leadership pay scale, with the trust also utilising TLRs which are paid in addition to the teacher pay scale salaries. Where a TLR is issued for a part-time staff member, consideration must be given to

the percentage of the leadership responsibility that will be undertaken and pro-ration should be applied (or not where this is 100%) accordingly (as detailed in the STPCD).

Headteacher salary scales are determined in line with the STPCD and therefore, rather than a set scale, the calculation detailed within the STPCD will be used. This takes into account a variety of factors, including the size and age of the pupil population.

Other school leadership roles are established on the leadership pay range or a TLR, as appropriate. This range is determined by the size of school, number of staff and/or pupils they are responsible for and the overall level of responsibility.

Pay scales and allowances are regularly reviewed and evaluated by the HR Team to ensure there is consistency across schools. In summary, a leader doing the same job in a similar sized school should expect the same level of remuneration.

The Finance, Audit and Risk Committee will review the application of the Pay Policy annually.

Teaching Pay Scales

The Wonder Learning Partnership recognises the School Teacher's Pay and Conditions Document (STPCD) and applies this to its Teaching Staff.

Part-Time Teachers

The Wonder Learning Partnership will ensure that its treatment of part-time staff is consistent with the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000. Part-time teachers are paid on a pro rata basis (with the exception of TLR's where they undertake 100% of the additional responsibilities the TLR applies to). This is calculated in line with the STPCD. The pro rata calculation is also used to determine the appropriate payment for any extra hours that part-time teachers may agree to work from time to time with agreement and approval from the Headteacher.

The percentage that is used to determine the salary of part-time teachers has also been used to calculate the number of hours of directed time as a proportion of 1265 that they may be required to be available for work in any school year. Thus, if a part-time teacher is paid a salary of 60% of their full-time equivalent salary, then they can be required to be available for work for 759 hours (60% of 1265/195 hours) during the school year. The requirements that a school has of part-time teachers in their allocation of directed time and how they will be deployed within this should relate pro rata, to what would have been expected of them if they were employed full-time. These requirements/expectations should be clearly communicated in writing when such teachers are appointed. The school ensures that all requirements are met, such as:

- teaching
- PPA time
- pastoral duties/responsibilities

- form/registration
- other timetabled non-contact time
- attendance at assemblies
- attendance at meetings both during and outside school session times
- attendance at parental consultation evenings
- training days

Part-time teachers must work such reasonable additional hours as may be necessary to enable them to discharge their professional responsibilities effectively. The trust does not require teachers employed on a part-time basis to be available for work on any day of the week or part of any day of the week that they are not normally required to be available for work under their contract of employment. However, there may be times where there is a negotiated agreement between the staff member and the Headteacher and such matters may attract additional payment or time in lieu.

Part-time teachers and their managers must ensure when agreeing work goals that they are realistic in relation to the hours the teacher works.

Unqualified Teachers

There may be times where a school considers appointing an unqualified teacher (e.g. where a trainee teacher has a contract commencing on 1 September, and they are required and able to undertake unqualified teacher work between the end of their period of study and the commencement of their teaching contract). The Headteacher is authorised to place any unqualified teacher on appointment on the appropriate point on the unqualified teachers' scale, taking into account the individual's qualifications and experience (e.g. a recognised overseas or post-16 teaching qualification).

Support Staff

The Wonder Learning Partnership recognises the National Joint Council for Local Government Services (NJC) National Agreement for Pay and Conditions of Service (the Green Book) and applies this to its support staff.

Complaints and Appeals

In the first instance, staff are encouraged to discuss any concerns they may have regarding pay decisions with their line manager or senior leadership link at an informal meeting. This will allow staff to respond to the reasons given for making the decision and present any evidence or raise any issues they may have. Following the informal discussion, if a member of staff is still dissatisfied with the outcome, they would follow the formal appeal process as detailed below.

An appeal is usually lodged on the following grounds – that those making the pay decisions:

- failed to apply the policy/procedure properly;
- failed to take account of relevant evidence;
- failed to have proper regard for statutory guidance;
- took account of irrelevant or inaccurate evidence;
- were biased; or
- discriminated unlawfully.

An appeal against a pay decision must be submitted in writing within 10 working days of the staff member being notified of the decision. Appellants may be accompanied by a colleague or their trade union representative at appeal hearings and appeal decisions will be communicated in writing within 2 working days of the decision being made.

The decision of the appeals committee is final and binding on both parties. Such decisions may not be re-opened under the Trust's Grievance Procedure (which will not be used for appeals against pay decisions).

Transfer of Undertaking, Protection of Employment (TUPE)

When schools and services transfer into the Wonder Learning Partnership, it adheres to its TUPE obligations, protecting staff at the point of transfer. If staff wish to apply for roles within the Wonder Learning Partnership following the transfer, they do so on the understanding that they would accept the appropriate terms and conditions for their new role.

Confidentiality

The Board of Trustees regards all matters relating to the pay of individual staff as confidential. When such confidential matters are discussed in trustee and governor meetings, they will be recorded in the confidential in the minutes.

Monitoring Compliance with and effectiveness of the policy

Effectiveness and compliance of this policy will be monitored by the HR Team. The Board of Trustees will oversee the application of this policy, via the Finance, Audit and Risk committee.

Consultation

Recognised Trade Unions are consulted in the review of this policy via the JCNC.

Appendix A : Pay Appeals Procedure

The Wonder Learning Partnership is committed to ensuring that appeals against pay decisions meet the requirements of the dispute resolution provisions of employment law.

Staff may seek a review of any determination in relation to their pay.

A teacher failing to progress has the right of appeal to their Headteacher. Where the Headteacher has been involved in the pay decision, appeals will go to the COO. Where the COO has been involved in the pay decision, appeals will go to the CEO and where the CEO has been involved in the pay decision, appeals will go to a panel of trustees. Where a panel of trustees have been involved in a pay decision, trustees not involved in the original pay decision can sit on an appeal panel. Normally, the Headteacher of a school will make pay decisions for staff within their school. The COO will make pay decisions for the staff they manage, as will other senior leaders (e.g. Directors and the CEO).

The following list, which is not exhaustive, includes the usual reasons for seeking a review of a pay determination:

That an individual or committee by whom the decision was made:

- failed to apply the policy/procedure properly;
- failed to take account of relevant evidence;
- failed to have proper regard for statutory guidance;
- took account of irrelevant or inaccurate evidence;
- were biased; or
- discriminated unlawfully.

The order of proceedings is as follows:

1. The staff member receives written confirmation of the pay determination and where applicable the basis on which the decision was made.
2. If the staff member is dissatisfied, they should seek to resolve this by discussing the matter informally with the decision-maker within ten working days of the decision.
3. Where this is not possible, or where the staff member continues to be dissatisfied, they may follow a formal appeal process.
4. An appeal against a pay decision must be submitted in writing within 10 working days of the staff member being notified of the decision to the HR Department.
5. The appeal will be heard within 20 working days of receiving the staff member's written notification to appeal. Appellants may be accompanied by a colleague or their trade union representative at appeal hearings.

6. Appeal decisions will be communicated in writing within 2 working days of the decision being made.
7. The conclusion of the appeal is final. Such decisions may not be re-opened under the trust's Grievance Policy and Procedure (which will not be used for appeals against pay decisions).