

The Lotus Academy Trust



Supporting children to find opportunities in every difficulty

The Damara School



Specialist SEMH Independent School

Pay Policy

Approved by: Trust Board

Initial Ratification: 14 October 2020

Review: June 21, Sept 22, Sept 23, Nov 24, Dec 25

Next review due by: December 2026

This policy covers the arrangements for staff pay at The Damara School. In determining it, the Trust Board has taken cognisance of the *School Teachers' Pay and Conditions Document* (STPCD) and National Educational Union Support staff pay scales but recognises that it is not bound by its provisions.

The school will make all pay-related decisions, taking full account of the school's priorities and in accordance with the appropriate statutory provisions.

The processes for making decisions on staff pay at The Damara School are detailed below.

The Aims of the Policy

The aims of this policy are:

- to ensure that staff are aware of the school's policy on pay and rewards
- to explain the procedure for pay reviews
- to clarify the remit of the pay committee
- to explain the awarding of increments
- to explain the pay differences for staff on different types of contract
- to define the circumstances for the awarding of pay based on performance
- to explain the role of other discretionary allowances and payments.

Legislation and guidance

As a Trust, we are free to determine our own approach to deciding staff pay. This policy complies with our funding agreement and articles of association.

When implementing our pay policy, we will abide by:

- The Employment Relations Act 1999, which establishes a number of statutory work rights
- The Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000 and the Fixed-Term Employees (Prevention of Less Favourable Treatment) Regulations 2002, which require us to ensure part-time and fixed-term workers are treated fairly
- The Equality Act 2010 which requires schools to have due regard to the need to eliminate discrimination and advance equality of opportunity and foster good relations between people who share a protected characteristic and those who do not share it
- The Seven Principles of Public Life, which require those conducting the procedures to be objective, open and accountable

The Lotus Academy Trust Pay Scales

The Trust Board will determine the pay range for a vacancy before advertising it. On appointment, it will determine the starting salary within that range to be offered to the

successful candidate. To determine the pay scales, the Trust Board will consider a range of factors, including:

- The nature of the post
- The level of qualifications, skills and/or experience required
- Market conditions
- The wider school context

There is no assumption that staff will be paid at the same rate as they were being paid in a previous school.

Work hours

Weeks per year

The Damara School follows the Local Authority's term dates as closely as possible. The academic year for staff is made up of 195 days per year (5 days dedicated to CPD). This equates to 38 teaching weeks plus 1 week mandatory CPD.

Staff employed on the Unqualified Teacher, Qualified Teacher & Leadership scale are employed for 52 weeks per year. This includes your holiday entitlement of 5.6 weeks. All holiday is to be taken outside term time.

For staff employed on the Support Staff and Higher-Level Support scales 39 weeks per year is considered full time. In addition, staff employed for 39 weeks per year are entitled to 4.2 weeks holiday pay which is included in the salary amounts set out in this policy. All holidays are to be taken outside term time. Total weeks per year are 43.2.

Hours per week

For staff employed on the Higher-Level Support, Unqualified Teacher and Qualified Teachers & Leadership scales, the school's full time working hours are 37.5 hours per week (Monday to Friday); 8:15 – 16:15 each day. This includes entitlement to a 30-minute unpaid break in the day for all employees who work 6 or more hours in one day.

For staff employed on the Support Staff scale, full time hours are 35 hours per week (Monday to Friday); 8.15 - 15.45 each day. This includes entitlement to a 30-minute unpaid break in the day for all employees who work 6 or more hours in one day.

Pay scales increase with effect 1 January 2026

New pay scales have been ratified by the Trust Board as of 1 January 2026.

Support Staff

As stated above the support staff salary scale includes the gross salary of a member of staff working 35 hours per week (including a 30-minute unpaid break per day) for 43.2 weeks a year.

Administrator, Teaching Assistant and Caretaker pay scale

Scale	January 2026	Post range 52 weeks for comparison			52 weeks
LATS 1	£19,656.00	£23,660.00	Administrator	1-1 TA	Caretaker
LATS 2	£19,988.31	£24,060.00			
LATS 3	£20,320.62	£24,460.00			
LATS 4	£20,652.92	£24,860.00			
LATS 5	£20,985.23	£25,260.00			
LATS 6	£21,317.54	£25,660.00			
LATS 7	£21,649.85	£26,060.00			
LATS 8	£21,982.15	£26,460.00			
LATS 9	£22,314.46	£26,860.00			
LATS 10	£22,646.77	£27,260.00			
LATS 11	£22,979.08	£27,660.00			
LATS 12	£23,311.38	£28,060.00			
LATS 13	£23,643.69	£28,460.00			
LATS 14	£23,976.00	£28,860.00			
LATS 15	£24,308.31	£29,260.00			
LATS 16	£24,640.62	£29,660.00			
LATS 17	£24,972.92	£30,060.00			
LATS 18	£25,305.23	£30,460.00			
LATS 19	£25,637.54	£30,860.00			
LATS 20	£25,969.85	£31,260.00			
LATS 21	£26,302.15	£31,660.00			
LATS 22	£26,634.46	£32,060.00			
LATS 23	£26,966.77	£32,460.00			

LATS 24	£27,299.08	£32,860.00			
LATS 25	£27,631.38	£33,260.00			
LATS 26	£27,963.69	£33,660.00			
LATS 27	£28,296.00	£34,060.00			
LATS 28	£28,628.31	£34,460.00			
LATS 29	£28,960.62	£34,860.00			
LATS 30	£29,292.92	£35,260.00			

Zero hours contracted staff and subcontractors

Scale	Hourly rate	Post
LATZ 1	£15	Admin and TA
LATZ 2	£20	Subcontractor/HLTA
LATZ 3	£25	Unqualified teacher

Higher Level Support Staff

As stated above the higher-level support staff salary scale includes the gross salary of a member of staff working 37.5 hours per week (including a 30-minute unpaid break per day) for 43.2 weeks a year.

Higher Level Teaching Assistant, Therapist, Trainee Teacher and School Business Manager pay scales

Scale	January 2026 43.2 weeks	January 2026 52 weeks for comparison	Post range			
LATHLS 1	£21,649.85	£26,060.00	HLTA			
LATHLS 2	£21,982.15	£26,460.00		Therapist		
LATHLS 3	£22,314.46	£26,860.00				
LATHLS 4	£22,646.77	£27,260.00				
LATHLS 5	£22,979.08	£27,660.00				
LATHLS 6	£23,311.38	£28,060.00				

LATHLS 7	£23,643.69	£28,460.00				
LATHLS 8	£23,976.00	£28,860.00				
LATHLS 9	£24,308.31	£29,260.00				
LATHLS 10	£24,640.62	£29,660.00			Trainee teacher	
LATHLS 11	£24,972.92	£30,060.00				School Business Manager
LATHLS 12	£25,305.23	£30,460.00				
LATHLS 13	£25,637.54	£30,860.00			Max	
LATHLS 14	£25,969.85	£31,260.00	Max			
LATHLS 15	£26,302.15	£31,660.00		Max		
LATHLS 16	£26,634.46	£32,060.00				
LATHLS 17	£26,966.77	£32,460.00				
LATHLS 18	£27,299.08	£32,860.00				
LATHLS 19	£27,631.38	£33,260.00				
LATHLS 20	£27,963.69	£33,660.00				
LATHLS 21	£28,296.00	£34,060.00				
LATHLS 22	£28,628.31	£34,460.00				
LATHLS 23	£28,960.62	£34,860.00				
LATHLS 24	£29,292.92	£35,260.00				
LATHLS 25	£29,625.23	£35,660.00				
LATHLS 26	£29,957.54	£36,060.00				
LATHLS 27	£30,289.85	£36,460.00				
LATHLS 28	£30,662.15	£36,860.00				
LATHLS 29	£30,954.46	£37,260.00				
LATHLS 30	£31,286.77	£37,660.00				

Unqualified Teachers

An unqualified teacher is defined as a highly experience teacher. Under special consideration they will be paid on the below scale at the discretion of the Trust Board.

As stated above the unqualified teacher salary scale includes the gross salary of a member of staff working 37.5 hours per week (including a 30-minute unpaid break per day) for 52 weeks a year.

Scale	January 2026 52 weeks
LATUT 1	£30,860.00
LATUT 2	£31,260.00

Qualified teaching and Leadership Staff

As stated above qualified teachers and leadership salary scales includes the gross salary of a member of staff working 37.5 hours per week (including a 30-minute unpaid break per day) for 52 weeks a year.

Qualified teaching Staff

Scale	January 2026 52 weeks	Staff
LATT 1	£32,916.00	
LATT 2	£33,870.00	
LATT 3	£35,934.00	
LATT 4	£38,048.00	
LATT 5	£40,370.00	
LATT 6	£43,231.00	
LATT 7	£43,960.00	
LATT 8	£44,289.00	
LATT 9	£45,028.00	
LATT 10	£45,868.00	
LATT 11	£46,579.00	

LATT 12	£47,149.00	
LATT 13	£47,740.00	
LATT 14	£48,360.00	
LATT 15	£48,960.00	

Leadership

Scale	January 2026	Post range	Post range	Post range	Post range	Post range	Post range
LATL 1	£51,773.00	Assistant Head					
LATL 2	£53,069.00		Deputy Head				
LATL 3	£54,394.00						
LATL 4	£55,747.00						
LATL 5	£57,137.00			Head of School			
LATL 6	£58,569.00						
LATL 7	£60,145.00	Max			Headteacher		

LATL 8	£61,534.00		Max				
LATL 9	£63,070.00					Executive Headteacher	
LATL 10	£64,691.00			Max			
LATL 11	£66,368.00						
LATL 12	£67,898.00						
LATL 13	£69,596.00						
LATL 14	£71,330.00				Max		
LATL 15	£73,105.00					Max	
LATL 16	£75,049.00						
LATL 17	£76,772.00						
LATL 18	£78,702.00						CEO
LATL 19	£80,655.00						
LATL 20	£82,654.00						
LATL 21	£83,958.00						
LATL 22	£87,971.00						
LATL 23	£92,187.00						
LATL 24	£96,624.00						
LATL 25	£101,273.00						
LATL 26	£106,159.00						
LATL 27	£111,239.00						
LATL 28	£116,660.00						
LATL 29	£119,483.00						
LATL 30	£121,197.00						

Procedure
Pay Reviews

Pay reviews may take place in the following circumstances. The review will be based on the outcomes of the staff's annual appraisal.

- Progression within a pay range, as detailed in the Trust's Pay Policy, is dependent on reaching the required performance standards as detailed in your performance management documentation. Progression will only be considered following successful completion of your second performance management cycle and must be approved by the CEO and Trust Board.
- When making decisions, the Trust Board will take into account:
 - the performance of the staff over the appraisal period, using evidence of their performance against their objectives and the Staff Code of Conduct collected throughout the appraisal period. Our appraisal arrangements, including what evidence will support judgements, are set out in full in our appraisal policy
 - The pay recommendation made in the staff's appraisal report
 - Advice from the senior leadership team
 - Any changes to the responsibilities and expectations of the staff role
 - The wider school context, including the budget
- Following the review, each staff will be given a written statement of his/her salary and other financial benefits to which they are entitled, including any pay safeguarding.
- Reviews may take place at other times of the year to reflect any changes in circumstances or job description that lead to changing the basis for calculating an individual staff pay (including going part-time and taking on or removing additional roles and responsibilities.) This will be followed by a written statement which will include information as to the basis on which it was made.
- A written statement will be given after any review and will give information about why it was made.
- For staff with a break of service – who return to the same role – performance management cycle 1 cycle would begin again from return to work. Further performance related pay would remain applicable on successful completion of performance management cycle 2.
- For staff who are promoted or move to a different role, the performance management cycle for the former role would be evidenced and signed off at point of new contract. A 6-month trial period for the new role would begin. At the end of the trial period a decision is made between the leader and staff, depending on whether the trial period targets are met or unmet, whether the member of staff would retain the current job role or return to their previous role. Performance management cycle 1 would begin at successful completion of the trial period. Performance related pay would be applicable from end of PM cycle 1 in this instance.

Pay Committee

The pay committee is the Trust Board Finance Committee and has the following terms of reference.

- The committee is composed of Members and Trustees.

- The committee will review this policy on an annual basis and recommend any changes to the full Trust Board for their ratification.
- The committee will determine the pay scales for use in the school, including the support staff, teaching staff and leadership scale and the incremental steps in each.
- The Trust Board has decided to give delegated responsibility for day-to-day pay decisions to the CEO.
- The committee will meet at such time as may be required to hear pay appeals.
- The CEO will receive her/his pay decisions in writing via the Chair of Board of Members.

Use of Discretions in Basic Pay Determination

Discretionary Increments

- In certain circumstances increments may be awarded to acknowledge staff experience and qualification or in response to national or local initiatives.
- The CEO will decide where to place a newly appointed teacher on the published pay scale. In reaching such a decision, the CEO will consider experience gained that is appropriate to the post.
- Taking each case on its merits, and recognising the importance of market forces, the Trust Board retains the right not to appoint on a salary that was previously paid to the staff elsewhere.

Part-time Staff

Part-time staff are those who are contracted to work for less than the full day or week. The For staff employed on the support staff the full time hours for the school are 35 hours per week. For all other salary scales full time hours are 37.5 per week. All part-time staff will receive a written statement detailing:

- their working time obligations
- their pro-rata planning, preparation and assessment time (PPA) entitlement, if applicable

Performance Pay

Performance pay may be awarded to certain members of staff in the following circumstances.

The CEO must demonstrate sustained high quality of performance, especially in respect of leadership, management and pupil progress, and will be awarded performance pay points after satisfactory review of performance against performance objectives. More than one point may be awarded at the discretion of the Trust Board.

School leaders must demonstrate sustained high quality of performance, especially in respect of leadership, management and pupil progress, and will be awarded performance pay points after satisfactory review of performance against performance objectives. No more than one point may be awarded.

Based upon evidence collected, the CEO will recommend to the pay committee performance pay increases for the following staff.

- Leading practitioners must demonstrate sustained high quality of performance, in the light of their agreed performance criteria, and will be awarded performance pay points after satisfactory review of performance against performance objectives. Work undertaken at other schools, in higher education or elsewhere will be taken into account. No more than one point may be awarded.
- Staff who achieve their objectives will normally progress incrementally up the salary scale each year until they reach the top of the scale.
- Staff whose performance requires improvement based on appraisal information will not receive an annual increment.

Discretionary Allowances and Payments

Continuing Professional Development

Staff (including the CEO) who have been approved by the CEO to undertake continuing professional development outside the school day will be entitled to claim expenses for travel.

Recruitment and Retention Awards

The Trust Board may pay a 'once off' recruitment and retention award to staff as reflected in the individual pay range.

Staff may be additionally awarded payments as reimbursement of "reasonably incurred housing or relocation costs" if approved by the CEO.

Pay Appeals

The following procedure applies to pay appeals.

Any staff may seek a review of the determination of his/her pay taken by the CEO or of any other decision affecting his/her pay taken by the Trust Board or any individual acting on behalf of the Trust Board

A review may only be sought on the following grounds, where the decision:

- incorrectly applied any provision of the school's pay policy
- failed to have proper regard to statutory guidance
- failed to take proper account of relevant evidence
- took account of irrelevant or inaccurate evidence
- was biased
- unlawfully discriminated against the staff member.

Staff have 10 working days from receiving the written pay determination in which to discuss the matter informally with the CEO. If this timescale is not possible, or the staff is still dissatisfied, the staff may begin the formal procedure by setting down in writing the grounds for questioning the pay decision and sending it to the chair of the pay committee at the school within 10 working days of:

- either the receipt of the written pay decision

- or the outcome of the informal discussion.

The pay committee will then convene a formal hearing within 10 working days of receiving the written grounds of complaint at which both parties may explain their cases.

The hearing will be at school and begin during the normal school day (unless otherwise agreed). The staff may be accompanied by a colleague or union representative and must take every reasonable effort to attend. (If the chosen companion is unable to attend on the day specified, an alternative date may be agreed which falls within five working days of the original.)

Following the hearing the staff will be informed of the outcome in writing.

The Trust Board will review this policy annually.