



Greater Manchester Academies Trust

Staff Pay Policy

Greater Manchester Academies Trust

Revision Information

This document has been approved for operation within	All Trust Establishments
Date of last review	October 2025
Date of next review	October 2026
Review Period	Annually, or where there have been material changes to the relevant courses of business
Date of Trustee Approval	November 2025
Status	To be approved
Person Responsible for Policy	Executive Principal Chief Finance Officer
Owner	Greater Manchester Academies Trust
Approval	

Review Date	Changes Made	By Whom
October 2025	<ul style="list-style-type: none"> – Equality Statement updated – Agreed changes from pay and personal implemented – automatic pay progression – Updated pay scales agreed at budgeted stage at BoT July 25 inline with STRB . Teaching staff 4% and Support staff 3.2%. MCC tuped staff payscales updated in line with MCC pay policy statement for 24/25 – Page 11 - Added in From 1 September 2025, GMAT may determine the value of any existing or new TLR1 or TLR2 payment based on the proportion of the role or responsibility being undertaken. The proportionate value will reflect the percentage of the full-time equivalent responsibility assigned to the teacher, ensuring that payments are fair and consistent with the level of responsibility actually carried out. For example, where a TLR role is shared or split between two or more teachers, each teacher may receive a proportion of the total TLR value that corresponds to their share of the duties. This approach will become mandatory from 1 September 2026, and GMAT will ensure that all TLR1 and TLR2 payments are reviewed and aligned with this requirement in advance of that date. 	Sha
November 2024	<ul style="list-style-type: none"> – Updated pay scales in line with STRB for teachers and GMAT SLT. Support staff £1290 uplift across all spine points and TUPE staff pay scales in line with Manchester City Council Pay policy statement 24/25 – 	SHA
November 2023	<ul style="list-style-type: none"> – Updated pay scales in line with STRB for teachers and GMAT SLT. Support staff £1950 uplift across all spine points and TUPE staff pay scales in line with Manchester City Council Pay policy statement 23/24 – Sick pay updated in line with the Sick policy 23/24 – Section 8 addition of TUPE staff and alignment to polices inherited with TUPE staff. – Appendix 2 updates on UPS3 and UPS2 	SHA
08/11/2022	<ul style="list-style-type: none"> – Updated pay scales – Central staff pay review as a result of expansion 	AW
28/06/2021	<ul style="list-style-type: none"> – Links to risk management and Equality, Diversity and Inclusion 	SA

23/03/2021	<ul style="list-style-type: none"> – Removal of career expectation criteria for M1-M6 – Review and update of UPS criteria, definition and process – Transition of M7 and M8 to UPS 1 and UPS 2 – Inclusion of UPS 3 – Review of process for reviewing staff performance on maternity leave 	JR / SW / AR / SF
10/09/2020	<ul style="list-style-type: none"> – Updated pay scales 	AW

Equality Statement: Equality Statement - Under the Public Sector Equality Duty (PSED), arising from the Equality Act 2010, all schools and academies within Greater Manchester Academies Trust have due regard to the need to:

- Eliminate discrimination, harassment, victimisation, and any other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

This duty applies to all aspects of policy development, decision-making, and practice. Schools and academies within the Trust will actively consider equality implications when policies are created, reviewed, and implemented, and will record how due regard has been demonstrated in significant decisions.

The Trust will:

- Publish information annually to demonstrate compliance with the PSED.
- Set and publish equality objectives at least every four years, which are specific, measurable, and regularly reviewed.
- Ensure that policies on areas such as admissions, curriculum, behaviour, staffing, facilities (including single-sex facilities), and governance comply with the Equality Act 2010 and the latest statutory and regulatory guidance.
- Review all policies and procedures regularly to ensure continued compliance with education and employment legislation, and to reflect developments in case law and Equality and Human Rights Commission (EHRC) guidance.
- Promote an inclusive culture where diversity is valued, equality is actively advanced, and all members of our school communities feel respected and able to achieve their potential.

Revision History

Contents

Definitions	6
Policy statement.....	7
Section A – General introduction	7
Policy statement.....	7
Monitoring the impact of the policy	8
Review of policy.....	8
Section B – Determining teachers' pay	8
Basic pay determination on appointment.....	8
Pay reviews.....	8
Assessment of pay progression	8
Main pay range for teachers.....	9
Upper pay range for teachers (UPS1-3) & Leadership allowances	10
Pay progression for teachers within the upper pay range.....	11
Pay range for unqualified teachers.....	12
Pay ranges for members of the leadership group	12
Executive Principal.....	13
Pay progression for members of the leadership group.....	13
Newly qualified teachers (NQTs).....	13
Part time teachers	13
Short notice / supply teachers	13
Pay protection.....	13
Absence and pay progression.....	14
Reviewing the recommendations	14
Appeals	14
Section C – Determining support staff pay	16
Pay reviews.....	16
Salary scales.....	16
Job descriptions.....	16
Basic pay determination on appointment	16
Incremental progression	16
Honoraria	16

Appeals	17
Main pay range for Support Staff.....	17
Section D - Sick pay	18
Summary of sick pay schemes at GMAT	18
Extra insurance	19
Section E – Trust growth	19
TUPED staff	18
Appendix 1 – 2025/26 GMAT pay scales.....	20
Appendix 2 - Upper pay Scale	23

Definition

- This policy (as adapted to the individual circumstances of the institution) applies to Greater Manchester Academies Trust. The term “academy” in this policy is used to describe any academy to which the policy applies.
- All references to “teacher(s)” refer to the person or persons covered under the scope of this policy.
- All references to the “governing body” or to “the governors” refer to the governing body or governors of the relevant school.
- All references to the “trust board” refer to the trust board of GMAT.
- All references to “GMAT” refer to Greater Manchester Academies Trust.
- All references to the “headteacher” refer to the headteacher of the relevant school.
- All references to the “Teachers’ Standards” refer to the Department for Education’s (DfE’s), expectations of teachers’ professional practice and personal conduct, setting out minimum requirements expected and a benchmark for excellent teaching practice and exemplary personal conduct. They set the standard to which all trainees should aspire, and to which all qualified teachers must adhere and improve upon throughout their career.
- All references to the “appraiser” refer to the person appointed by the Headteacher or Executive Principal to review a staff member’s performance against objectives set and the associated standards and, based upon the outcome, to make a considered recommendation for pay progression.
- All references to the “pay committee” refer to the body appointed to review and determine pay progression.
- All references to the “pay committee members” refer to those governors appointed to comprise the “pay committee.”
- All references to the “pay appeal committee” refer to the governors appointed to review any pay progression recommendations that have already been communicated but have been appealed, to reconsider all the available evidence and to rule as to whether to uphold or overturn the original decision
- All references to the “pay appeal committee members” refer to those governors appointed to comprise the “pay appeal committee.”

Policy statement

The prime statutory duty of governing bodies in England, as set out in paragraph 21(2) of the Education Act 2002 is to "... conduct the school with a view to promoting high standards of educational achievement at the school." This pay policy is intended to support that statutory duty.

GMAT is committed to ensuring consistency of treatment and fairness and in the application of this policy, will abide by all relevant employment and education laws and statutory guidance including the Employment Rights Act 1996, the Equality Act 2010, the Part-time Workers (Prevention of Less Favourable Treatment) Regulations 2000, the Fixed Term employees (Prevention of Less Favourable Treatment Regulations 2002 and the Data Protection Act 2018.

The ability of the school to maximise and improve the quality of education provided to pupils depends to a large extent on the recruitment and retention of a capable and high performing teacher workforce.

This school appreciates the individual contributions that teachers make to this and wants to recognise and reward them appropriately. No pay progression will be made if it is not justified.

GMAT acknowledges the need to manage the remuneration of staff in a fair, transparent and equitable way. Assessment of performance through appraisal will form the basis of all decisions on pay progression.

On appointment to GMAT whilst the governing body will consider a teacher's current pay position, there is no guarantee that existing or previous salary will be matched.

Section A – General introduction

Policy statement

This policy sets out the framework for making decisions on employees' pay.

In adopting this pay policy the aim is to:

- Achieve excellent outcomes for all students
- Support the recruitment and retention of a high-quality workforce
- Complement the Trust's appraisal policy which is supportive and developmental and ensures employees have the skills and support to do their job effectively
- 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 and in accordance with the Equality Act 2010
- Ensure that there is no pay discrimination in decision making and that decisions are based on evidence and can be justified.

Pay decisions at Greater Manchester Academies Trust are made by the Governing Body. The Governing body may choose to delegate this responsibility to the Headteacher of its academies. Pay decisions will be based on evidence which will be linked to appraisal outcomes (see appraisal policy).

Pay increases awarded to a teacher on the main or upper pay range will be permanent only for so long as the teacher remains employed at this school.

On appointment to this school whilst the governing body will consider a teacher's current pay position, there is no guarantee that existing or previous salary will be matched. Where consideration may be given to match a salary, the Trust hold the right to request evidence of pay and will review current experience skills.

Monitoring the impact of the policy

Greater Manchester Academies trust 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 GMAT's continued compliance with equalities legislation.

Review of policy

This policy is reviewed annually by the Trust Board. We will monitor the application and outcomes of this policy to ensure it is working effectively.

Section B – Determining teachers' pay

Basic pay determination on appointment

The Headteacher will determine the pay range for a vacancy prior to advertising it and this will be agreed upon with the Executive Principal. On appointment, it will determine the starting salary within that range to be offered to the successful candidate.

In making such determinations, the Headteacher/ Executive Principal may take into account 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
- The evidence of impact on outcomes.

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 academy will determine the appropriate rate of pay for a teacher joining the academy taking account of salary expectations, current salary and the factors set out above.

Pay reviews

GMAT will ensure that each teacher's salary is reviewed annually by no later than 31 October each year.

Pay increases will be backdated to 1 September of the same 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.

Assessment of pay progression

In GMAT, all teachers will receive regular feedback on their performance and are subject to an annual full performance appraisal. The arrangements for teacher appraisal are set out in our Appraisal Policy.

In GMAT, judgements of performance will be made in relation to appraisal outcomes, meeting objectives of career-stage expectations and, where applicable, the Teachers' Standards. It is expected that all teaching standards are met at all times.

The evidence we will use may include, but not be limited to appraisals, peer review, tracking student progress and outcomes, lesson observations, the views of students and parents.

Teacher career stage expectations are related to pay decisions and moderated across the Trust for teachers post threshold (UPS1-3).

Where teaching, progress or compliance with the Teachers' Standards and Career Stage Expectations (UPS1-3) is not meeting expectations, the line-manager will determine support and if necessary the Capability Procedure will be used. In such situations there would be no pay progression during that year. This excludes unqualified teachers.

GMAT 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.

In the case of Upper Pay Range teachers, evidence of their significant and sustained contribution beyond their own classroom and their impact on the wider school will also be required.

All (UPS1-UPS3) pay progression recommendations will, in the first instance, be submitted to the headteacher.

The headteacher will review the evidence collated and subsequent pay progression recommendations made to ensure compliance with the school's pay policy and consistency of approach.

The headteacher will also review objectives set for the forthcoming academic year to ensure they clearly reference Teachers' Standards, are sufficiently challenging and rigorous when compared with those of a teacher at a similar level and ensure consistency and fairness with the objectives set across the school.

Main pay range for teachers

The main pay range within this Trust is from M1-M6 (currently £32,916 - £45,352 per annum). Within this range this Trust has six reference points which are as follows:

Main Point	Annual FTE salary - 2025-2026
M1 (Min of range)	£32,916
M2	£34,823
M3	£37,101
M4	£39,556
M5	£42,057
M6 (Max of range)	£45,352

Pay progression for main pay range teachers

Eligible main pay range teachers will be automatically considered for progression and no formal application will be necessary. A teacher who is on a capability plan will not automatically progress.

Teachers will progress by one point until they reach the top of their range if in the professional judgement of the Headteacher they and GMATs Executive Principal is satisfied that there is evidence of:

- Consistent highly effective teaching evidenced throughout the year
- Student progress review demonstrating effective progress
- The Teachers' Standards are met in full

Upper pay range for teachers (UPS1-3) & Leadership allowances

The upper pay range within this Trust is from UPS1-3. Within this range GMAT has three reference points which are as follows:

Upper pay Point	Annual FTE salary
UPS1 (upper pay range minimum)	£47,472
UPS2 (upper pay range maximum)	£49,232
UPS3 (upper pay range maximum)	£51,048

Application to be paid on the upper pay range

It is the responsibility of the teacher to decide whether or not they wish to apply to be paid on the upper pay range and they should assess themselves against the criteria for progression.

Applications should contain evidence from the last 2 years, should be made in writing and must address the criteria for progression. Further guidance is available in the Appraisal policy and must be submitted to the 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 also the UPS1-3 criteria. They will be able to demonstrate that they are highly competent in all elements of the standards and that their achievements and contribution are substantial and sustained. Please refer to the Appendix 2 for further details.
- For the purpose of this policy:
 - **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice.
 - **'Substantial'** means:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning.
 - **'Sustained'** means:
The teacher's contributions have been maintained over a long period.

The application will initially be assessed by the Headteacher who will moderate all applications. The Headteacher will then make recommendations to the Executive Principal, who will review the evidence before making a decision with the Headteacher.

If successful, applicants will move on to the upper pay range by the October salary or will be backdated.

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

GMAT will pay leadership allowance (TLR) to teaching staff with line management responsibilities or leadership responsibilities. These payments will range from £1000 to £14,863 for TLR 3A -1C. The pay range will take into account 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. GMAT will determine an appropriate range within this payment group depending on role its applied to.

TLR 3A-C are subject to annual reviews. TLR 2 (A to C) and TLR 1 (A to C) are permanent and reviewed as part of the appraisal system.

From 1 September 2025, GMAT may determine the value of any existing or new TLR1 or TLR2 payment based on the proportion of the role or responsibility being undertaken. The proportionate value will reflect the percentage of the full-time equivalent responsibility assigned to the teacher, ensuring that payments are fair and consistent with the level of responsibility actually carried out.

For example, where a TLR role is shared or split between two or more teachers, each teacher may receive a proportion of the total TLR value that corresponds to their share of the duties.

This approach will become mandatory from 1 September 2026, and GMAT will ensure that all TLR1 and TLR2 payments are reviewed and aligned with this requirement in advance of that date.

Pay progression for teachers within the upper pay range

Once a teacher has moved on to the upper pay range, they can apply for further progression every 2 years until they reach the top of the pay range. They must be able to demonstrate that they are secure in the UPS criteria (Please see appendix 2).

Procedure

- It is the responsibility of the eligible teacher to notify the headteacher of their wish to apply and to complete the school's application form/apply by letter to the headteacher.
- All applications should be submitted by the 31st May. This will be reviewed at the start of the next academic year.
- The application will normally be assessed by the headteacher and a recommendation will be made to the Executive Principal before a final decision is made.
- The applicant will be informed of the decision no later than 20 school working days following the pay committee's receipt of the Headteachers initial recommendation.
- If successful the applicant will move to the UPS1, 2 or 3 (as appropriate) scale with effect from the start of the academic year in which the application is approved.
- If unsuccessful, feedback will be given by the headteacher to the teacher no later than 10 school working days following communication of the original decision. The feedback will make specific reference to any areas for further development, supported by tangible evidence wherever possible.
- A member of teaching staff has the right to appeal against a decision that affects their pay. Further details on appeals can be found within this policy.

Pay range for unqualified teachers

The unqualified teacher pay range within GMAT is from £22,601 - £35,259, per annum. Within this range GMAT has four reference points which are as follows:

Unqualified Point	Annual FTE salary
1 (unqualified teacher pay range minimum)	£22,601
2	£25,193
3	£27,785
4	£30,071
5	£32,667
6 (upper pay range maximum)	£35,259

Pay progression for unqualified teachers

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

Pay ranges for members of the leadership group

Pay ranges for Headteachers and members of the senior leadership team both within GMAT and its schools will be determined by consideration of national guidelines. The pay range will be assigned to a group using STPCD as a guidance but the final grade will be determined by the Executive Principal. The pay range will take into account 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. Pay ranges will allow appropriate scope for performance related progression over time. GMAT has set upper and lower pay limits for all roles within leadership posts. All staff within this range will have a scale with a minimum of 3 progression points.

The Director of Learning/Area Leader pay range sits outside the remit of the senior leadership team within GMAT. Those pay scales range from L7-L11. GMAT will determine an appropriate range within this payment group depending on roles and responsibilities. All staff within this range will have a scale with a minimum of 3 progression points.

The leadership pay ranges will be reviewed annually to ensure an appropriate range is applied as GMAT grows and roles and responsibilities change.

Pay progression for support staff and leadership staff will be applied in line with role commencement to enable a fair assessment and review of the individual in the post.

The cycle will be as follows:

- Start in role (Term 1) 1 September - 31 December – Applicable for pay progression in the following September
- Start role (Term 2) 1 January to 30 April - Applicable for pay progression in the following December (e.g. start April 2025, review pay progression/review Dec 2025/Jan 2026)
- Start role (Term 3) 1 May to 30 August - Applicable for pay progression in the following academic year September (e.g. start May 2025, pay progression/review Sept 2026)

Executive Principal

The Executive Principal will be assigned to a salary determined by the Trust Board and assessed by an external consultant.

A pay range will be determined for the Executive Principal which will not normally exceed the maximum of the group(s), unless there are specific exceptional circumstances or candidates warrant it, up to an additional 25%. For example, additional responsibility across the Trust.

The Executive Principal's pay range will be reviewed annually to ensure an appropriate range is applied as GMAT grows, takes on more academies and roles and responsibilities change.

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. Pay progression within the range is automatic, with annual reviews ensuring targets and KPIs are met.

Leadership group members will progress by one point every year until they reach the top of their range if they can demonstrate, and the Governing Body is satisfied that there is, evidence of sustained high-quality performance.

This policy allows the Executive Principal to award staff additional pay progression points (accelerated progression) both within the pay range and exceeding the pay range on a discretionary basis as part of the trusts recruitment and retention priorities.

Newly qualified teachers (NQTs)

In the case of progression from NQT M1 to M2, pay decisions will be made by means of the statutory induction process.

Part time teachers

Teachers who work less than a standard working week are deemed to be part time. Their working time obligations will be set out in their contracts of employment, or in a letter following an agreed flexible working request. The pay of part time teachers will be determined in the same way as full time teachers and any increase in pay will be paid pro-rata to full time equivalent salary rates.

Short notice / supply teachers

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

Pay protection

GMAT does not operate a payment protection policy.

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. For UPS1-3, employees will still need to demonstrate that they can meet the necessary criteria and, where appropriate will be granted an additional term to support this. Previous year's performance can be included as evidence.

In relation to members of staff who are pregnant the academy/ GMAT will consider conducting an appraisal before they go on maternity leave. In this case any assessment of performance will be based on the evidence to date in the relevant appraisal period. If there is very little to go on in the current appraisal period, account may also be taken of performance in previous two appraisal cycles. Alternatively, the academy/ GMAT may give the member of staff the opportunity to attend school during their maternity leave (on a KIT day) or to make written representations so that a reliable appraisal can take place and can be recorded in the usual way.

Reviewing the recommendations

The headteacher will submit the list of proposed pay progressions to the Executive Principal for review. Each submission must contain a clear recommendation and justification for pay progression that includes reference to the teacher meeting or not meeting the standards and objectives required.

In consultation with the Trust Board, final decisions by the Executive Principal, about whether or not to accept a pay recommendation will be communicated by the academy to staff members in writing, together with, where appropriate, notification of the right to appeal against the decision.

Following an individual teacher's annual appraisal and, subject to the provisions of the published pay policy, they should expect to receive pay progression within the maximum of their pay range unless they are subject to capability procedures.

A teacher who is dissatisfied with the pay recommendation will be given the opportunity for an informal discussion with the Headteacher before the recommendation is actioned. If following informal discussion, the teacher believes that an incorrect recommendation has been made they may make representation to the Executive Principal making the decision.

Appeals

The steps of the pay appeals process perform the function of the grievance procedure on pay matters. Employees will not be able to raise the complaint under the Trust's grievance procedure following conclusion of a pay appeal.

The governing body will establish a pay appeal committee with fully delegated powers to which all pay appeals will be directed. The pay appeal committee will comprise 3 governors elected at a meeting of the full governing body at which 50% of those governors holding office at that time were present. One named governor will act as reserve. No member of the pay appeal committee will work at the school. There shall be a quorum of 3. No member of the pay appeal committee will have been a member of the original pay committee.

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 employee should inform the chair of the appeals panel / clerk to governors 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 decision by letter. Upon receipt of written notification of the pay decision, if the employee 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 an employee to raise / challenge the decision on their pay, to gain an understanding of why the pay recommendation and decision were 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, following discussion with the Headteacher, the employee remains dissatisfied, they can make a formal appeal in writing within five working days of the discussion with the Headteacher
- The possible grounds for appeal are:
 - a) Incorrect application of policy e.g. criteria for advancement
 - b) Failure to have proper regard for statutory guidance
 - c) Failure to take proper account of relevant evidence
 - d) Taking account of irrelevant or inaccurate evidence
 - e) Bias
 - f) Unlawful discrimination against the teacher
 - Appeals against pay decisions should be made initially to the Headteacher stating the grounds of their appeal in accordance with the above
 - The Headteacher will convene a meeting to consider the appeal as soon as is practically possible. The employee will be invited in writing, giving a minimum of five working 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 panel (Headteacher and another member of senior leadership) and an academy representative will also attend to present the management case (normally the line manager). A note taker will also be present
 - The panel (or their representative) will review their decision and will confirm the outcome in writing to the teacher within five working days.

Stage two

- If a teacher wishes to appeal against the decision made at stage one, they may do within five working days of the written decision on the grounds that the committee who made the decision:
 - a) Incorrectly applied policy i.e. criteria for advancement
 - b) Failed to have proper regard for statutory guidance
 - c) Failed to take proper account of relevant evidence
 - d) Took account of irrelevant or inaccurate evidence
 - e) Was biased
 - f) Unlawfully discriminated against the teacher
 - Appeals against the decision at stage one should be made in writing and addressed to the Executive Principal stating the grounds of their appeal in accordance with the above
 - Upon receipt, an appeals panel of 3 different executive leaders and governors, 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 make representations to the appeals panel and a representative of the original decision-making panel will also attend. A note taker will also be present
- The decision of the panel will be confirmed in writing to the teacher within five days. The appeal panel's decision is final; there is no further right of appeal.

Section C – Determining support staff pay

Pay reviews

GMAT will ensure that each member of support staff's salary is reviewed annually with effect from 1st September (if eligible). GMAT will ensure that salary is reviewed annually by no later than 31 October each year. Pay increases will be backdated to 1st September of the same academic year.

Salary scales

The salary scales used will be in accordance with GMAT's published pay scales. (See appendix 1).

Job descriptions

GMAT's HR team, 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. 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 re-determined. This should be done with the HR team in order to benchmark against similar roles across the Trust. If it is, the post holder will be paid the new grade from a date determined by the Head teacher/ Executive Principal/Chief Finance Officer. If the assessment results in a lower grade, GMAT will enter into a consultation with effected staff to find a resolution.

Basic pay determination on appointment

GMAT will determine the grade for a vacancy prior to advertising. On appointment, the Headteacher/ Executive Principal 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 in to account 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

Incremental progression

Increments will be payable on 1st September or backdated to this date. Pay progression for support staff is automatic. Pay progression may be refused without recourse to the capability procedure.

Honoraria

An honorarium 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 four weeks to a higher graded post which has become temporarily vacant, (for example, due to sick leave).

The Headteacher/ Executive Principal will determine the amount of this payment. Where the employee is undertaking higher level work not equivalent to a higher graded post, a fixed sum will be agreed. Where the employee is acting up and 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.

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 also apply to support staff. The member of staff should contact their line manager in the first instance. They will be advised who they should appeal to if this is necessary.

Main pay range for Support Staff

The main pay range within GMAT is from £24,571 - £62,501 per annum. Within this range GMAT has forty-two reference points. (Please see appendix 1 for a breakdown of pay grades).

SUPPORT STAFF	2025/26 Scale
Resource	
Assistant/TA/Facilities/Tutor	A1 -A2
MCA / MCPA Teaching Assistant	A3 - A4
MCPA Lead Teaching Assistant	A5 - A9
Lead Practitioner/Lead Tutor	A3 - A9
Lead Professional	A10 - A16
Programme Leader	A17 - A25
Area Leader	A26 - A30
GMAT Corporate Services	A31 - A35
GMAT Directors	A36 - A40
GMAT Associates	A38 - A42

Pay progression for support staff. This illustrates the full pay range. Each support role within GMAT has a pay range from within this scale as per job description.

Eligible main pay range support staff will be automatically considered for progression and no formal application will be necessary.

Section D - Sick pay

Greater Manchester Academies Trust provides two occupational sick pay schemes; one for teaching staff and the other is for support staff.

Summary of sick pay schemes at GMAT

Any payment is dependent on:

1. The employee's length of service on the first day of absence
2. The amount of time the employee has had off sick in the last 12 months.

Teaching Staff

Length of service	Entitlement
From first day of service - One to twelve months (During first year of service)	Full pay for 25 days and 50 days half pay
During second year	Full pay for 50 days and 50 days half pay
During third year	Full pay for 75 days and 75 days half pay
During fourth year	Full pay for 100 days and 100 days half pay
During fifth year	Full pay for 100 days and 100 days half pay
After five years	Full pay for 100 days and 100 days half pay

Support Staff

Length of service	Entitlement
From first day of service - One to six months (Probation period)	Full pay for 10 days, after 10 days SSP only
Six to twelve months	Full pay for 1 month and 2 months half pay
During second year	Full pay for 2 month and 2 months half pay
During third year	Full pay for 3 month and 3 months half pay
During fourth year	Full pay for 4 month and 4 months half pay
During fifth year	Full pay for 5 month and 5 months half pay

After five years	Full pay for 6 month and 6 months half pay
------------------	--

Regardless of the amount of sick pay received, all employees must fully comply with the Sickness and Attendance Policy (see the Intranet) and the notifications within it.

The Trust reserves the right to refuse to pay sick pay if it has reasonable cause to think that an employee is not genuinely sick, if it has cause to believe that an employee is abusing the sick pay scheme, if an employee has failed to comply with the notification requirements, or has not supplied the appropriate certification. If the sick pay scheme has been abused, disciplinary action will follow.

Occupational sick pay may be denied where an employee has: taken an unwarranted risk (out of work); been conducting themselves in a way that prejudices their recovery; or abusing alcohol, drugs or other substances.

If an employee is absent as a result of a personal injury sustained outside the course of employment from an incident which gives rise to a claim against a third party, the wages paid to the employee under the Trust's occupational sick pay scheme will be paid as a loan. Once the employee has recovered any such monies from the third party, they are required to pay back this loan or (with regard to the amount of damages recovered) an agreed amount determined after consultation between the employee and the Headteacher.

An employee is required to notify their manager that the period of absence has been due to an incident that may give rise to a claim against a third party. Failure to do so may result in disciplinary action being taken against the employee.

Extra insurance

Employees may wish to consider whether they require additional sickness insurance cover, e.g. mortgage protection. Employees are advised to seek professional advice from a reputable financial adviser.

Section E – Trust growth

The Trust has implemented an aspirational Strategic Growth Plan outlining plans for steady and efficient growth of the trust over the next 3-5 years alongside an effective due diligence process. The Trust recognises and values all staff and aims for long term staff retention of skills and knowledge. With any growth comes additional responsibilities and onus within Shared Services. It is agreed that GMAT shared services staff remunerations are reviewed and aligned with the growth of the trust and additional responsibilities taken on.

TUPE Staff

Staff on TUPE contracts may maintain their original contractual agreed terms and conditions unless stated or agreed otherwise with the Trust at time of transfer. In instances where legacy terms and conditions remain agreed the Trust will apply the appropriate policy aligned to the contractual pay terms and conditions of the TUPE Staff.

Currently Greater Manchester Academies Trust has a number of catering staff TUPED from the local authority – Manchester City Council and these staff members remain aligned to Manchester City Council Pay policy Statement for 2025-26.

Appendix 1 – 2025-26 GMAT pay scales

Teaching Staff				Support Staff				
GMAT Teaching Staff	2025-26	Net Weekly Rate	Net Hourly Rate	GMAT Support Staff	2025-26	Net Hourly rate	Net Day rate	Net Weekly Rate
UQ1	£22,600.24	£433.45	£11.56	A1	£24,571.40	£12.57	£94.25	£471.26
UQ2	£25,192.96	£483.18	£12.88	A2	£24,655.51	£12.61	£94.57	£472.87
UQ3	£27,784.64	£532.89	£14.21	A3	£24,843.34	£12.71	£95.29	£476.47
UQ4	£30,070.56	£576.73	£15.38	A4	£25,381.01	£12.98	£97.36	£486.79
UQ5	£32,666.40	£626.51	£16.71	A5	£25,932.10	£13.26	£99.47	£497.36
UQ6	£35,258.08	£676.22	£18.03	A6	£26,496.60	£13.55	£101.64	£508.18
M1	£32,916.00	£631.30	£16.83	A7	£27,075.55	£13.85	£103.86	£519.29
M2	£34,822.32	£667.86	£17.81	A8	£27,668.95	£14.15	£106.13	£530.67
M3	£37,100.96	£711.56	£18.98	A9	£28,593.62	£14.62	£109.68	£548.40
M4	£39,555.36	£758.64	£20.23	A10	£29,823.77	£15.25	£114.40	£571.99
M5	£42,056.56	£806.61	£21.51	A11	£30,486.31	£15.59	£116.94	£584.70
M6	£45,351.28	£869.80	£23.19	A12	£31,164.34	£15.94	£119.54	£597.70
UP1	£47,471.84	£910.47	£24.28	A13	£31,859.90	£16.29	£122.21	£611.05
UP2	£49,231.52	£944.22	£25.18	A14	£32,573.02	£16.66	£124.94	£624.72
UP3	£51,047.36	£979.04	£26.11	A15	£33,303.67	£17.03	£127.75	£638.74
L1	£51,772.24	£992.95	£26.48	A16	£34,052.90	£17.42	£130.62	£653.11
L2	£53,068.08	£1,017.80	£27.14	A17	£35,582.33	£18.20	£136.49	£682.44
L3	£54,393.04	£1,043.21	£27.82	A18	£36,409.99	£18.62	£139.66	£698.31
L4	£55,746.08	£1,069.16	£28.51	A19	£37,384.20	£19.12	£143.40	£717.00
L5	£57,136.56	£1,095.83	£29.22	A20	£38,201.54	£19.54	£146.53	£732.67
L6	£58,568.64	£1,123.30	£29.95	A21	£39,037.46	£19.97	£149.74	£748.70
L7	£60,144.24	£1,153.51	£30.76	A22	£39,894.02	£20.40	£153.03	£765.13
L8	£61,533.68	£1,180.16	£31.47	A23	£40,771.22	£20.85	£156.39	£781.96
L9	£63,069.76	£1,209.62	£32.26	A24	£41,670.10	£21.31	£159.84	£799.20
L10	£64,690.08	£1,240.70	£33.09	A25	£42,623.66	£21.80	£163.50	£817.48
L11	£66,367.60	£1,272.87	£33.94	A26	£44,593.75	£22.81	£171.05	£855.27
L12	£67,897.44	£1,302.21	£34.73	A27	£45,573.12	£23.31	£174.81	£874.05
L13	£69,595.76	£1,334.79	£35.59	A28	£46,649.50	£23.86	£178.94	£894.70
L14	£71,329.44	£1,368.04	£36.48	A29	£47,688.72	£24.39	£182.93	£914.63
L15	£73,104.72	£1,402.09	£37.39	A30	£48,753.74	£24.93	£187.01	£935.05
L16	£75,048.48	£1,439.36	£38.38	A31	£49,861.08	£25.50	£191.26	£956.29
L17	£76,771.76	£1,472.42	£39.26	A32	£50,976.67	£26.07	£195.54	£977.69
L18	£78,702.00	£1,509.44	£40.25	A33	£52,120.13	£26.66	£199.92	£999.62
L19	£80,654.08	£1,546.88	£41.25	A34	£53,290.42	£27.26	£204.41	£1,022.06
L20	£82,654.00	£1,585.23	£42.27	A35	£53,751.72	£27.49	£206.18	£1,030.91
L21	£84,698.64	£1,624.45	£43.32	A36	£54,963.29	£28.11	£210.83	£1,054.15

L22	£86,802.56	£1,664.80	£44.39		A37	£56,311.98	£28.80	£216.00	£1,080.02
L23	£88,950.16	£1,705.99	£45.49		A38	£57,482.97	£29.40	£220.49	£1,102.47
L24	£91,157.04	£1,748.31	£46.62		A39	£58,775.60	£30.06	£225.45	£1,127.27
L25	£93,423.20	£1,791.78	£47.78		A40	£59,996.30	£30.68	£230.14	£1,150.68
L26	£95,734.08	£1,836.10	£48.96		A41	£61,241.33	£31.32	£234.91	£1,174.56
L27	£98,105.28	£1,881.57	£50.18		A42	£62,501.17	£31.97	£239.74	£1,198.72
L28	£100,539.92	£1,928.27	£51.42		Appren	£12,914.04	£7.55	£0.00	£0.00
L29	£103,029.68	£1,976.02	£52.69		MIN 16-17	£12,914.04	£7.55	£0.00	£0.00
L30	£105,594.32	£2,025.21	£54.01		MIN 18-20	£17,353.23	£10.00	£0.00	£0.00
L31	£108,201.60	£2,075.21	£55.34		MIN 21-22	£23,083.84	£12.21	£0.00	£0.00
L32	£110,891.04	£2,126.79	£56.71		MIN 21+	£23,083.84	£12.21	£0.00	£0.00
L33	£113,646.00	£2,179.63	£58.12						
L34	£116,455.04	£2,233.51	£59.56						
L35	£119,349.36	£2,289.02	£61.04						
L36	£122,305.04	£2,345.70	£62.55						
L37	£125,344.96	£2,404.01	£64.11						
L38	£128,446.24	£2,463.49	£65.69						
L39	£131,577.68	£2,523.55	£67.29						
L40	£134,859.92	£2,586.50	£68.97						
L41	£138,229.52	£2,651.12	£70.70						
L42	£141,692.72	£2,717.54	£72.47						
L43	£143,794.56	£2,757.86	£73.54						
P23	£140,068.24	£2,686.39	£71.64						
P24	£142,710.88	£2,737.07	£72.99						
P25	£145,353.52	£2,787.75	£74.34						
P26	£147,996.16	£2,838.44	£75.69						
P27	£150,638.80	£2,889.12	£77.04						
P28	£154,006.32	£2,953.71	£78.77						

MCA ALLOWANCES		2025/26
TLR 3a (Temporary)		£1,000
TLR 3c (Temporary)		£3,477
TLR 2a		£3,526
TLR 2b		£5,869
TLR 2c		£8,610
TLR 1a		£10,173
TLR 1b		£12,517
TLR 1c		£14,863

MCPA ALLOWANCES		2025/26
TLR 3 (Temporary)		£1,000
TLR 2a		£3,526
TLR 2b		£5,869
DSL (Temporary)		£4,000

SCITT ALLOWANCES	2025/26
DL2	£2,000

MCC CATERING		
GRADE	SCP	April 25 - March 26
GRADE 1	2	24,412.99
GRADE 2	3	24,795.86
GRADE3	4	25,184.93
	5	25,583.28
	6	25,988.86
GRADE 4	7	26,402.69
	8	26,823.74
	9	27,254.09
	10	27,693.72
	11	28,141.61
GRADE 5	12	-
	13	29,064.22
	14	29,539.97
	15	30,030.17
	16	-
	17	31,021.92
	18	-
	19	32,061.14
GRADE 6	20	-
	21	33,142.68
	22	33,698.93
	23	34,433.71
	24	35,412.05
	25	36,362.52

***Pay scales for support staff and catering staff may need to be updated midyear in line with any statutory government announcements.*

Appendix 2 - Upper pay Scale

	To pass onto this point, teachers must...	Expectation at this point
UPS3	Continue to be an excellent classroom practitioner and have a demonstrable positive impact on the performance of a number of colleagues.	<p>For example:</p> <p>In partnership with the research school; undertake publishable action research which leads to improved practice for all staff and outcomes for pupils.</p> <p>Take responsibility for an area of policy or development focus within the school, ensuring that improvement is sustained and compliance maintained.</p> <p>Previously gained NPQ or will or will commit to compiling specialist NPQ.</p> <p>Or equivalent</p>
UPS2	Continue to be an excellent classroom practitioner and have proven impact in a wider school role such as, as a mentor/coach/PD lead over a sustained period of more than a year.	<p>For example:</p> <p>Proactively support the development of teaching and learning through regular involvement in the leadership of staff training sessions and supporting quality assurance processes.</p> <p>This may be in addition to acting as a mentor/coach/PD lead or ELE.</p> <p>Demonstrate and share best practice in the classroom through an 'open door' approach to colleagues and through providing exemplification of evidence informed approaches to the Research school</p> <p>Or equivalent</p>
UPS1	Be able to demonstrate that they are highly competent in all elements of the teaching standards and that their achievements and contributions to school are substantial and sustained. In short, they must be an excellent teacher consistently and able to demonstrate good impact on pupil outcomes.	<p>For example:</p> <p>Act as a support to other colleagues (including trainees) in a formal capacity - as a coach, mentor, PD lead or ELE.</p> <p>Lead an aspect of academy wide provision e.g. pupil voice, SMSC, e-safety etc.</p> <p>Demonstrate and share best practice in the classroom through an 'open door' approach to colleagues.</p> <p>Or equivalent</p>

For the purpose of this policy:

- **'Highly competent'** means:
Performance which is good enough to provide coaching, mentoring and advice to other teachers, and demonstrate to them effective teaching practice and how to make a wider contribution to the work of the school, in order to help them meet the relevant standards and develop their teaching practice
- **'Substantial'** means:
The teacher's contributions are of real importance, validity or value to the school; play a critical role in the life of the school; provide a role model for teaching and learning; make a distinctive contribution to the raising of pupil standards; take advantage of appropriate opportunities for professional development and use the outcomes effectively to improve pupils' learning
- **'Sustained'** means:
The teacher's contributions have been maintained over a long period.

UPS assessment application process: M6-UPS1

Application for Assessment

All colleagues on M6 of the pay scale, with no formal support/capability processes in place may apply for assessment. Applications must be received by the academy headteacher by the 1st of May. *

Notification of Assessment

Applicants will be notified of the headteacher's decision within 5 working days of the application window closing (typically Whit half term) Applicants will be informed of a 3 week window during which the assessment will take place.

Assessment window

Over a period of 3 weeks, senior colleagues will conduct regular lesson visits, scrutiny of work, planning and marking/feedback. All QA activities must have satisfactory outcomes for the application to progress.

Assessment feedback

Applicants will be informed of the assessment decision in a meeting with the line manager and a nominated member of the SLT. This meeting will take place within 5 working days of the assessment window closing.

Progression

Progression onto UPS may be subject to outcomes. Once on UPS, colleagues will add a UPS target to their PD and take part in the usual PD process. This target will be reviewed by senior leaders in addition to your line manager.**

*Applications for assessment should be no more than 1 side of A4, addressed to the Headteacher of the academy. They should request assessment and outline how the colleague meets all of the teaching standards and makes a valuable contribution to the academy.

