



Southwark Diocesan
Board of Education
Multi-Academy Trust

TRUST CENTRAL PAY POLICY

Part of the 2025/2026 Trust Operating Manual

TRUST CENTRAL PAY POLICY

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TRUST CENTRAL PAY POLICY

1. INTRODUCTION

1.1 This policy sets out the framework to appraise and pay Trust Central Staff.

2. APPRAISAL

2.1 Appraisals give you and your manager an opportunity to review performance, agree objectives linked to the Trust Strategic Plan which will help to achieve those objectives.

2.2 Appraisal will be a supportive and developmental process designed to ensure that you have the skills and support you need to carry out your role effectively. It will help to ensure you are able to continue to improve your professional practice.

2.3 The appraisal period will run for 12 months, normally the Academic Year.

2.4 If you are employed on a fixed term contract of less than one year you will be appraised in accordance with the principles underpinning this policy. The length of the period will be determined by the duration of your contract.

2.5 Where you start your employment part-way through a cycle, the HR Manager shall advise you of the length of your first cycle, with a view to bringing your cycle into line with the cycle for other employees as soon as possible.

2.6 The choice of appraiser is for the CEO. If you object to the CEO's choice, your concerns will be carefully considered, considering what is reasonable, however; ultimately the decision rests with the CEO. In the case of the CEO, the Executive Performance & Group Remuneration Committee (EP&GRC) will be the appraising body.

2.7 Where it becomes apparent that the appraiser appointed by the CEO will be absent for most of the appraisal cycle, the CEO may perform those duties themselves or delegate those duties to another individual for the duration of that absence.

2.8 The value of the pay scales will be updated on an annual basis in line with recommendations from the relevant bodies, as determined by the Executive Performance & Group Remuneration Committee.

3. SETTING OBJECTIVES

3.1 Objectives will be set before, or as soon as practicable after, the start of each appraisal period.

3.2 The objectives set will be Specific, Measurable, Achievable, Realistic and Timebound and will be appropriate to your role and level of experience.

3.3 In setting the objectives, reviewers will have regard to what can reasonably be expected in the context of roles, responsibilities and experience.

3.4 You may at any point append your comments alongside your objectives.

3.5 You and the appraiser will seek to agree the objectives. Objectives may be revised if circumstances change.

3.6 Targets will be moderated to ensure that they are consistent between individuals with similar experience and levels of responsibility.

3.7 Should the objectives not be agreed, the final decision on allocation of objectives rests with the CEO (in the case of the CEO, the EP&GRC).

3.8 The objectives set for you are intended to contribute to the Trust Strategic Plan and will consider your professional aspirations.

3.9 The appraiser will consider the effects of your circumstances, including any disability, when agreeing objectives. For example, this might include a reasonable adjustment to allow you slightly longer to complete a task than might otherwise be the case.

3.10 When you return from a period of extended absence, objectives may be adjusted to allow you to readjust to their working environment.

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3.11 Before, or as soon as practicable after, the start of each appraisal period, you will be informed of the standards against which your performance in that appraisal period will be assessed.

4. ANNUAL ASSESSMENT

4.1 Your performance will be formally assessed in respect of each appraisal period.

4.2 You will receive as soon as practicable following the end of each appraisal period, and have the opportunity to comment on, a written appraisal report. The appraisal report will include:

- (a) details of your objectives for the appraisal period in question;
- (b) an assessment of your performance of your role and responsibilities against your objectives, and against the relevant standards;
- (c) an assessment of your training and development needs and identification of any action that should be taken to address them;
- (d) a review of your job and role description;
- (e) a space for your own comments.

4.3 A mid-year review meeting will take place to discuss the content of the report and any further action required and to inform objective setting for the next cycle.

4.4 In some circumstances an interim review meeting may be appropriate.

4.5 The assessment of performance and of training and development needs will inform the planning process for the following appraisal period.

5. CAPABILITY POLICY

5.1 The appraisal of staff may run concurrently with our [Capability policy](#).

6. DELEGATION OF POWERS FOR DECISIONS

6.1 Decisions shall be made in accordance with the table below.

Role	Decision Maker	Appeal
All Trust Central Staff	The CEO for Trust Central Staff Executive Performance Group Remuneration Committee for CEO	Executive Performance Group Remuneration Committee Appeal Panel

6.2 A Decision means any decision by a Decision Maker listed in the table at 6.1 as to whether appraisal targets have been met. In the event that you are dissatisfied with a Decision about you, you may request a review by the decision maker which will involve a personal meeting held within **10 working days** of the original decision to which you may bring a Permitted Companion;

6.3 If you are still dissatisfied with the Decision after the review you may appeal within **5 working days** of the review decision, in accordance with 6.1 above. An appeal meeting will be heard within **15 working days** of the appeal to which you may bring a Permitted Companion. The appeal decision is final.

7. APPRAISAL REVIEW PROCESS

7.1 All staff can expect to receive regular, constructive feedback on their performance and are subject to annual appraisal that recognises their strengths, informs plans for their future development, and helps to enhance their professional practice.

7.2 The timing of the annual review will be based on the Academic Year.

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- 7.3 Any pay progression will only be awarded in line with agreed salary scales if the CEO (in the case of the CEO, the EP&GRC) is satisfied that:
- (a) you have performed to a consistently good standard having regard to your job description and performance objectives.
 - (b) you are not subject to live disciplinary or capability warnings.
- 7.4 Where a pay award is being considered, the EPGRC will ensure that there is at least one clear pay band between the various tiers of the central team, to ensure pay parity.

8. OVERTIME PAY

- 8.1 The Trust shall not pay any member of staff overtime unless it is approved in advance by the CEO.
- 8.2 Any overtime paid will only be at the standard hourly rate (except in relation to any terms protected under TUPE).

9. TRUST DEVELOPMENT RESPONSIBILITIES

- 9.1 For Trust Development Projects, we will observe the Trust's Development Responsibility Policy (TDR).
- 9.2 The Executive Performance & Group Remuneration Committee can award bonuses or honoraria where this is appropriate.

10. APPENDIX

- 10.1 SALARY SCALES