



King's Group *Academies*

Leadership Pay Policy

Policy last reviewed by Board of Trustees: June 2025

Frequency of review: Annually

It covers the following:

1. INTRODUCTION

This policy outlines the framework, principles and processes by which remuneration is set and managed for leaders.

For the purposes of this policy, references to the 'Trust' means King's Group Academies (KGA) and where the term 'Principal' is used, it should be read to apply to Principals, Headteachers, and Executive Headteachers.

This policy is available for all colleagues to view on MyKGA and should be read in conjunction with individual terms and conditions.

2. SCOPE AND PURPOSE OF THIS POLICY

This policy is relevant for all employees paid on the Leadership Pay Scale. The purpose of this policy is to set out the methods by which leadership remuneration is set, progressed and reviewed. The intent is to provide fair, transparent and equitable methods for use across the Trust, taking into account all relevant Employment Legislation. Some responsibilities for applying the policy for academy-based positions are delegated to the Academy Principal, where this is applicable it is set out in the sections below.

The policy is reviewed annually by the Board of Trustees. The Local Governing Body (LGB) for each academy also scrutinise their staffing budgets to ensure that adequate funding is available.

LEADERSHIP PAY SCALES

Leaders in the Trust are paid according to a published pay range for the position they undertake. The pay range contains a set number of incremental points (normally five) through which post holders progress on an annual basis.

The pay range for each leadership role is published by the individual academy and the full KGA leadership scale from which the incremental points are drawn is published on MyKGA.

Academy based senior leadership roles

All ranges for senior leadership positions (Principals/Heads, Deputies, Associate and Assistant Heads/Principals) must be approved by the CEO in dialogue with the Director of People

Other academy-based roles that are paid on the leadership scale will be set by the Principal in dialogue with their People Partner to ensure equity across similar roles. These ranges must be published within the academy.

Central Team leadership roles

All ranges for Central team senior leadership position must be approved by the CEO and People Director. Ranges for all Executive team roles will be approved by the Board of Trustees.

Pay ranges will be set with attention to balancing internal equity and external competitiveness in order to ensure that we are able to attract and retain high quality leadership candidates.

Leadership Salaries should be set using the KGA scale that aligns to the national pay framework. Where current roles are remunerated using the legacy bespoke KGA scale, these will continue until new appointments are made upon which the main KGA scale will be used.

REVIEWING THE PAY SCALES

The Board of Trustees will review the Leadership Pay Scale annually. They will take into account:

- The nationally agreed teaching pay award

- Submission from recognised union representatives via the Trust Joint Consultation and Negotiation Committee
- Available funding and other budget constraints
- Other relevant internal and external factors

If following review, the Board of Trustees agree to uplift the leadership pay scales this will be applied with effect from 1st September of the relevant year and where agreed later in the year, payments to colleagues will be backdated.

PAY ON APPOINTMENT

Appointments may only be made to incremental points within the agreed range for the role. The Principal has authority to make appointments for academy-based positions within the agreed range and it is expected that this will normally be on the starting increment. Where they intend to appoint at a higher incremental point this should be discussed with their People Partner and take into account the needs of the role alongside the qualifications and experience of the candidate. The assigned recruiting/line manager has the same authority for Central Team positions.

- The LGB should scrutinise the setting of starting salaries on an annual basis to consider equity, value for money and affordability, giving steer to the Principal as appropriate for further appointments
- There is no assumption that a salary offer for a new position will automatically match or better the salary that the candidate is or was paid in a previous school/academy (unless TUPE applies).

INCREMENTAL PROGRESSION THROUGH THE LEADERSHIP SCALE

Where eligible, leaders will receive automatic incremental salary progression each year, effective on 1st September.

To be eligible the leader must:

- Have been employed by KGA in the job to which the increment is relevant on the preceding 1st March and still be in that job on 1st September of the academic year for which the incremental applies
- Not have received an increase to their core salary in the previous six months (this does not include cost of living awards, R&R allowances)
- Not be at the top of their current pay scale

Where the national scale points are in use, automatic progression will be one incremental point. Where the bespoke legacy KGA scale is in use, progression will be two incremental points or one incremental point if that takes the leader to the top of the scale (two KGA points are equivalent to one national point). Each leader will receive a letter by 31st October each year confirming their salary effective from 1st September.

ALLOWANCES AND OTHER ADDITIONAL PAYMENTS

Recruitment and Retention Allowances (R&R)

Recruitment and Retention Allowances are discretionary allowances paid alongside the annual salary (therefore paid as 1/12th each month). R&R allowances do not relate specifically to additional responsibilities, as such they must only be used occasionally and with due consideration. Discretionary pay is more at risk from conscious and unconscious bias and adds additional not budgeted costs. Therefore, the CEO will approve R&R allowances. In addition, the LGB should receive and scrutinise an annual report on the R&R allowances for Leaders. In the case of Executive team members the CEO will consult with the Chair of the Board of Trustees before approving R&R allowances.

R&R allowances should only apply to current positions and not be 'portable' to new appointments in the academy or Trust. The value of R&R allowances should be proportional to the core salary and will not normally exceed 10%. They will be confirmed in writing setting out the value, duration and review period for the allowance.

Additional one-off payments

KGA does not provide loans, or bonus payments in recognition of performance. In very exceptional circumstances a one-off payment may be approved by the CEO to support relocation or other similar recruitment expenses. Such payments will only be made if agreed in advance and in writing and subject to normal payroll deductions

CALCULATING PAY AND PAY DEDUCTIONS

Salary and allowances for part time leaders must be determined as pro rata in accordance with a full-time equivalent (FTE) calculation using the number of hours that the leader works when compared to full time hours.

KGA leadership contracts normally have core contractual hours of 37 hours a week across a 52 week year. In these circumstances, hourly rates must be paid on a calculation of agreed full time salary divided by 1924 hours and daily rates should be paid as hourly rate multiplied by 7.4 hours (or the number of hours the leader is contracted to work each day)

Where a salary sacrifice arrangement is in place, the gross salary is reduced to the value of the sacrifice. This can have an impact on pensionable pay and statutory pay entitlements (such as SMP).