

Roles and Responsibilities

Chair of the Education Advisory Body

- Support with the implementation of this policy.
- Ensure that this policy and procedure is adhered to.

SPTA/Principal/Senior Leader

- To apply the criteria of this policy in determining the pay of employees.
- Communicate decisions on the pay of the Principal/Senior Leader to the Payroll team in the form of a letter signed by the CEO.
- Support in the establishment of the staffing structure of each academy, at least every three years, in line with the academy's improvement plan.
- Manage and implement this policy.
- Observe all statutory and contractual obligations, including the requirement to make pay decisions for employees on teachers' terms and conditions and provide them with an annual salary statement.
- Advise SPTA Payroll on appraisal outcomes and associated pay recommendations via the agreed process.
- Establish a staffing structure which avoids equal pay issues arising and identifies posts with specific teaching and learning responsibilities.

SPTA Human Resources

- Provide support and advice on the implementation of this policy.
- Ensure that the Policy and Procedure is adhered to.