



Academies Trust

Pay Policy (Apprentices)

Policy details

- Date approved - 18/07/23
- Applicable from - 01/09/23
- Next review date - September 2026
- Policy owner - Chief People Officer

(This policy has been checked for accuracy, and remains in effect until further notice).

1.0 Introduction

1.1 One of our Strategic Objectives (2022 to 2025) is to develop and build the reputation and number of apprenticeships in the areas we work in.

1.2 We encourage our academies to consider the potential benefits of apprenticeships as development and retention opportunities for their current employees, and as part of their workforce and recruitment planning.

1.3 This Policy will be applied with due consideration to the Trust's Equality, Diversity & Inclusion Policy and our co-operative values.

2.0 Current staff

2.1 If an existing member of staff commences an apprenticeship as part of their ongoing development in their current role, they will remain on their current terms and conditions of employment.

2.2 If an existing member of staff moves to a new role in conjunction with starting an apprenticeship but stays as a teacher (e.g. moves between teaching posts) or stays as a member of support staff (e.g. moves between support staff posts), a variation of contract will be issued setting out any changes to new terms & conditions (e.g. new job title / pay / hours). The colleague will retain their current salary as a minimum; continuous service is preserved.

2.3 If an existing member of staff moves from a support staff to teaching role, in conjunction with starting an apprenticeship (e.g. a Teaching Assistant or Technician starting a salaried route Teacher apprenticeship) they will:

- be issued with a teacher contract
- leave the LGPS and be enrolled into the Teachers' Pension Scheme
- retain their current salary as a minimum; continuous service is preserved.

There is no automatic right to return to their previous role, should the colleague withdraw from their apprenticeship, however, a commitment to this may be given on a case by case basis.

3.0 Newly recruited apprentices (support staff)

Colleagues recruited externally directly into an apprenticeship support staff role will be paid the rate for the job role that they are appointed to, unless the exception set out in paragraph 5.2 applies.

4.0 Newly recruited apprentices (teaching staff)

4.1 Colleagues recruited externally, or internally from a lower paid role, into an apprenticeship teacher role will be paid on the Unqualified Teacher pay range. The minimum salary for our School Direct Salaried Trainees is UQAL1. Colleagues employed via Teach First will start on UQAL2, in line with the requirements of that programme.

4.2 Apprentice teachers will be eligible for pay progression in line with the Trust's Pay Policy (Teachers) after they have successfully completed their first year of training and gained Qualified Teacher Status (QTS). At this point Apprentice Teachers will transfer to Early Career Teacher status.

5.0 Apprentices (students)

5.1 This policy does not apply to remuneration of students currently studying at a Trust academy / college and not employed by the Trust e.g. if they are undertaking an apprenticeship as part of their studies. Remuneration in these situations will form part of the details of the scheme concerned.

5.2 Current Trust students who are recruited to the Trust's employment on leaving school will be paid at the national minimum / living wage applicable to their age [as determined by the Government] for their Induction Period (see the Trust's Induction & Probationary Procedure for more details), and thereafter the rates set out elsewhere in this policy will apply.

6.0 Terms & Conditions

6.1 Apprenticeships are paid jobs with training. Apprentices are employed on a standard support staff or teacher/leader contract (dependent on role), with a supplementary apprenticeship agreement issued in line with their programme of study.

6.2 Apprentices have the same employment rights as any other colleague (e.g. to take maternity leave and receive pay progression) and they are subject to all of our Trust's policies.

7.0 Appeals

7.1 Any colleague who is dissatisfied with the application of this policy should have the opportunity to discuss this with the Headteacher/Principal, who should seek advice from their Regional HR Manager.

7.2 Should this not resolve the matter, any appeals in relation to the application of this policy will be heard by a panel of three from the Resolutions Team.

8.0 Review

8.1 This policy will be reviewed every three years, or sooner if legislation changes or the need for internal review arises.