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**Pay Policy (Multi-Academy Trust)**

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| **Formally adopted by:-** | **CEE** |
| **On:-** |  |
| **Chair of Trustees:-** | **Julie Fletcher** |
| **Last updated:-** | **January 2021** |

Pay policy – model for multi-academy trusts P206c

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# Introduction

Co-operative Education East(“the Trust”) recognises that pay is of considerable importance in the management and motivation of staff. Pay will influence relationships and performance at work and, if it is to be a positive force, it is important to secure as much agreement as possible about its aims and to ensure transparency around pay related decision making.

This pay policy is based on the model policy provided by Educator Solutions. It has been drafted after consultation with nationally recognised trade unions. It was adopted by the Trust on and has been consulted on with staff.

The policy sets out how the Trust will assess the salary of a new member of staff on appointment and how salaries will be reviewed.

The aim of the policy is to:-

* Maximise the quality of teaching and learning across the Trust;
* Support the recruitment and retention of a high-quality teacher workforce;
* Enable the Trust to recognise and reward staff appropriately for their contribution;
* Help ensure that decisions on pay are managed in a fair, just and transparent way.

Section A of this policy covers general policy statements.  Section B details pay related decision making provisions for the different categories of staff employed across the Trust.

# Section A

# Pay differentials

Salaries assessed in accordance with this policy will take into account:

* the nature of the post and level of responsibility
* the qualifications, skills and experience required
* market conditions
* the wider Trust context
* other material differences between posts
* any requirements of the School Teacher’s Pay and Conditions Document (STPCD) or, for support staff, relevant job evaluation scheme.

1. **Pay structure**

For the purposes of transparency and to deliver a clear framework for the CEO, Headteacher and staff to operate within, the Trust Board has adopted the pay structures detailed at Annex 4.

# Salary protection or safeguarding

The Trust will ensure that salary protection or safeguarding arrangements are in place in accordance with the provisions of the STPCD or national or local collective agreements as appropriate.

Employees in receipt of salary protection or safeguarding payments will be expected to undertake commensurate work.

# TUPE Protection

This pay policy reflects that pay arrangements adopted by the Trust that will be applied to all staff members. The only exceptions will be for those individuals whose contractual rights are protected by Transfer of Undertakings (Protection of Employment) Regulations [TUPE] and their pay arrangements will be determined by their protected arrangements until such time as those arrangements are lawfully superseded.

# Pensions

The Trust will not increase the salary of any employee or use any other pay flexibilities in order to secure an improved pension entitlement on retirement. Such enhancements may be in breach of pension scheme legislation and may represent misuse of public funds. The Trust recognises that in such circumstances, a pension scheme may exercise their powers to use a notional salary for calculation of pension purposes and the DfE may exercise their powers to remove financial delegation.

# Equalities

In the implementation of this policy, the Trust recognises its responsibilities to comply with relevant statute including the Equality Act 2010, Equal Pay Act 2010 and a range of employment legislation.

Appropriate consideration will be given as to how the provisions of this pay policy will be applied where staff have been absent for long periods e.g. due to sickness or maternity leave.

It is the intention of the Trust that pay is awarded fairly and equitably.

# Delegation of Authority

The Trust Board has overall responsibility for pay matters. If constituted by the Board, Trust’s Pay Committee has full delegated powers to make decisions within the Trust’s pay policy.

# Appeal against pay decisions

An employee may appeal against any determination in relation to their pay or any other decision taken that affects pay. Appeal arrangements are outlined at Annex 1.

# Monitoring

The Trust will monitor the outcomes and impact of this policy on a regular basis to assess its effect and the Trust’s continued compliance with equalities legislation.

# Staffing budget

The amount of money allocated to implementing the Trust’s pay policy will be determined at the beginning of each financial year through the budget allocation process and will take into account normal pay progression. Any proposal to change the staffing structure at any other time will not be implemented without the prior approval of the Trust as informed by the CEO.

# Relationship with the Trust’s improvement and development plans

The Trust will ensure that any pay related decisions support and reflect the overall objectives identified in its improvement and development plans. Wherever possible, career progression and staff development will be taken into account.

# Access to development opportunities

The Trust believes that access to development opportunities (for example, promotions, additional responsibilities, secondments) should be made available to all staff, whether full or part time, permanent or fixed term, and will advertise their availability internally.

# Consultation arrangements

To ensure that meaningful consultation can take place in establishing and reviewing the Trust’s pay policy, the Trust will consider the views of staff and recognised trade unions and professional associations prior to adoption. A copy of this pay policy will be made available to staff.

# Communication arrangements

The Trust is committed to ensuring that all staff are aware of its pay policy and that reasons for pay related decisions are understood. The application of the Trust’s pay policy will be undertaken in as open a way as possible. The salary details of individual members of staff, however, shall remain confidential between the employee and their Head of School or Headteacher, the CEO, appropriate Trustees, employees with responsibility for payroll and budgets, and accredited external parties such as HR and payroll providers.

The CEO unless delegated to the Headteacher is responsible for informing staff in writing of any decisions of the Trust’s Pay Committee.

# Section B

# Outline pay framework adopted

15.1***The Chief Executive Officer and Accounting Officer***

The Trust has determined that pay arrangements for the Chief Executive Officer and Accounting Officer (CEO) will generally be in line with the STPCD but subject to consultations between appointed Trustees and the CEO.

15.2 ***Teaching staff***

The Trust has determined that the main provisions of the STPCD will be followed for all teaching staff across the Trust as detailed later in this policy. This covers all teachers employed by the Trust including class teachers (with and without additional responsibilities), unqualified teachers and those holding the position of Head of School, Headteacher or Executive Headteacher or other leadership roles as part of the senior leadership team.

This policy does not address every situation covered by the STPCD and the Trust reserves its right as the ‘relevant’ body to exercise its responsibilities in accordance with other pay and conditions issues not covered by this pay policy.

15.3 ***Support staff***

The Trust has determined that the pay provisions of the National Conditions of Service for Local Government Staff (the Green Book) will be applied to all support staff employed by the Trust as detailed later in this policy. The Trust does reserve the right to determine alternative arrangements for an individual post(s) where it is believed that Green Book provisions are not appropriate in light of specific factors. If a decision is made to use alternative pay arrangements for any individual post(s), this policy will be adjusted accordingly.

# Pay reviews for the CEO

The Trust will review the CEO’s salary annually, by no later than 31 October with any change having effect from 1 September. The CEO will receive a written statement confirming salary level following that review.

# Pay reviews for teaching staff

The Trust will ensure that the salary of all teaching staff (including Heads of School and Headteachers) is reviewed annually. Reviews must be completed no later than 31 October with any change having retrospective effect from 1 September.

Reviews may take place at other times of the year to reflect changes in circumstances or job description that warrant an adjustment to the pay level attached to a specific post.

All teaching staff will be given a written statement following the annual or any other review, setting out their salary and other financial benefits to which they are entitled, and this should be provided within one month. The content of the written statement will be in line with the requirements of the STPCD.

# Pay reviews for support staff

The conditions of service for support staff may provide for a number of incremental points within a specified grade. Where this is the case, support staff will progress through the incremental points until they reach the maximum of their grade. Incremental progression will be automatic unless the member of staff is subject to capability procedures, in which case, their annual increment is likely to be withheld. The Norfolk County Council (NCC) determined arrangements for support staff pay include an incremental date of 1 July except when the member of staff does not have six months service by that date or where TUPE protection provides an alternative incrementing date. In these circumstances, the first increment is awarded after six months service.

# Part-time teaching staff

Teachers employed on a contract at the school who work less than a full working week are deemed to be part-time. Specific requirements are included in the STPCD for the determination of pay for part-time teachers. The STPCD states that a part-time teacher should be paid a proportion of a full-time salary including relevant allowances (except TLR3), equivalent to the proportion of time they work against the School’s Timetabled Teaching Week (STTW). The STTW refers to the school session hours that are timetabled for teaching, including PPA time and other non-contact time but excluding break times, registration and assemblies.

The Trust requires that the salaries of part-time teachers are calculated in line with the example given in the STPCD (main document and guidance).

# Short notice/supply teachers

Teachers who work on a day-to-day or other short notice basis will be paid in accordance with the requirements of the STPCD.

Such teachers will have their pay assessed as an annual amount. Payment will then be based on that annual amount divided by one hundred and ninety-five for each full day worked. The maximum number of hours a supply teacher can be paid for on any one day is six and a half. Teachers who work less than a full day will have their payment based on an hourly rate calculated from their annual amount divided by 195 and then divided by 6.5.

These arrangements apply only to teachers employed directly by the school on a day-to-day or other short notice basis and pay arrangements will be confirmed with the teacher before the placement starts. Agency workers will be covered by the pay arrangements determined by their employing agency.

Working arrangements will be confirmed with the supply teacher before the placement starts.

These provisions do not apply to Agency Supply Teachers for whom their respective agency will determine pay levels.

# Part-time support staff

A full-time working week for support staff is 37 hours per week. Support staff working less than 37 hours per week will be deemed to be part-time. The salary of part-time staff will be calculated on a pro-rata basis against a 37 hour per week full-time salary.

Staff working less than all year round will have salary calculated in line with the formula which reflects annual leave entitlements within Norfolk’s Modern Reward Strategy. Contracted support staff working less than all year round will have their pay averaged across the year and paid in twelve equal instalments.

# Leadership Group pay – for appointments made after or Headteacher groups reviewed after 1 September 2014

Salaries for members of the leadership group will be assessed:

* on appointment to the Trust
* annually, to take effect from 1 September
* upon any adjustment to the Headteacher group or pay range.
* at any other time provided for within the STPCD.

22.1 ***Stage 1 – defining the role and determining the Headteacher group***

For any leadership post, the Trust will define the role, responsibilities and accountabilities, as well as the skills and relevant competencies required.

Members of the leadership group (including the CEO) will be paid on the leadership pay range as detailed in the STPCD.

Each school in the Trust will be assigned to a Headteacher group by calculating the total unit score in accordance with the STPCD. Where two or more schools are overseen by one Executive Headteacher, a combined Headteacher group will be calculated. The Headteacher group for any school will be reviewed whenever the Trust deems it is necessary.

For other leadership group posts, consideration will be given to how the role fits within the wider leadership structure at the Trust. The pay range for a Deputy or Assistant Headteacher will only overlap the Headteacher’s pay range in exceptional circumstances.

22.2 ***Stage 2 - setting the indicative pay range***

In determining the leadership pay ranges, the Trust will consider the complexity and challenge of the role in the academy specific context and make a judgement on pay in light of this.

*Headteachers*

For Headteachers, discretionary payments such as allowances for recruitment and retention, permanent additional responsibilities (e.g. the provision of initial teacher training (ITT)) and long-term provision to other academies, will be captured as part of this process.

In setting the pay ranges, the Trust has taken into account additional factors to the extent deemed appropriate for the schools within the Trust. The additional factors are:

* The context and challenge arising from pupils’ needs, e.g. high level of deprivation in the community (Free School Meal entitlement and/or English as an Additional Language (EAL) indicators) or there are high numbers of Looked After Children (LAC) or children with special needs or there is a high level of in-year pupil mobility, and this affects the challenge in relation to improving outcomes.
* A high degree of complexity and challenge which goes significantly beyond that expected of any Headteacher of similar sized school(s) and is not already reflected in the total unit scores used at Stage 1.
* Additional accountability not reflected in Stage 1, e.g. leading a teaching school alliance.
* Factors that may impede the academy’s ability to attract a field of appropriately qualified and experienced leadership candidates, e.g. location, specialism and/or level of support from the wider leadership team.

The Head of School or Headteacher’s individual pay range will not normally exceed the maximum of the Headteacher group. However, the Headteacher’s range may exceed the maximum if the Trust determines that circumstances specific to the role or candidate warrant a higher than normal payment. The maximum of the Headteacher’s pay range and any additional payments made (in total) will not exceed the maximum of the Headteacher group by more than 25% unless in exceptional circumstances approved by the Trust Board. The minimum a Headteacher can be paid is point 6 on the ESOPS scale, in accordance with the STPCD.

*Other leadership posts*

For leadership posts within the senior leadership team, other than the Headteacher, the Trust will give consideration to similar factors but also to the positioning of those posts between the Headteacher and other teaching staff within the Trust.

The Trust has determined the Headteacher group to be within group range 1, scale range L1-15. The Trust has determined that Deputy Head, Heads of School and Headteacher posts will have a salary range of between 5 and 8 consecutive points on the ESOPS leadership scale depending on their respective position. Each scale range is to be agreed with the Trustees before the recruitment to any new or existing position.

22.3 ***Stage 3 - setting the starting salary and individual pay range***

New members of the leadership group will normally be appointed to the indicative pay range for the role above as set out in the job description agreed by the Trustees prior to the advertisement and recruitment into that position.

The Trust will ensure, on appointment, that the starting salary is set at a level within the indicative pay range which allows performance related progression over time.

22.4 ***Determination of temporary payments to Senior Leadership Team***

The approach outlined in paragraphs 22.1 to 22.3 will capture all permanent responsibilities attached to the Senior Leadership team, to include but not limited to the posts of: CEO; headteacher; Trust Deputy Head; and, Business Manager, or other person as may be agreed by the Trustees. In most cases, therefore, additional payments will only be awarded for clearly temporary responsibilities or duties that are in addition to the post for which their salary has been determined, and only where the reason or circumstance for the additional payment was not taken into account when determining the Headteacher’s pay range. Such payments would require approval from the Trust.

The total sum of the temporary payments made to a Senior Leader in any academic year will not exceed 25% of the annual salary which is otherwise payable to the post holder. Further, the total sum of salary and other payments will not exceed 25% above the maximum of the Headteacher group (except in wholly exceptional circumstances and in which case, the Trust will seek external independent advice before providing such agreement and will ensure this is appropriately recorded.

Payments relating to residential duties or relocation expenses (see below) should not be included in this calculation.

22.5 ***Pay progression for leaders***

In accordance with the Trust’s Teacher Appraisal Policy, the Trust (with the involvement of the CEO) will seek to agree performance objectives annually with each Head of School or Headteacher relating to school leadership, management and pupil progress. In the absence of agreement, the Trust will set such performance objectives as it considers reasonable.

There shall be no progression up the pay spine unless there has been a sustained high quality of performance having regard to the objectives set.

The salary of a post holder within the Senior Leadership Team will not be increased by more than two points in the course of one academic year. Such points will be effective from 1 September each year. The only exception would be after a change in the respective Headteacher group, where it is necessary to move the Headteacher, Deputy Headteacher or Assistant Headteacher up the pay range to ensure the salary equals the minimum of their respective new range.

Pay progression will only continue until the maximum of the individual salary range is reached. The Trustees will not re-set the individual salary range solely because the member of the leadership group has reached the maximum of their range.

Where a higher Headteacher group is set, any performance points for the previous year will be added to the lower salary amount before that salary is assimilated to the higher range.

22.6 ***Additional payments to Senior Leadership Team***

The STPCD makes some allowance for additional payments to be made to the Senior Leadership team, as defined in 22.4, in specific circumstances. The Trust reserves its right, should the specific circumstances arise, to determine that such payment be made.

# Leading practitioners

Where the Trust appoints a leading practitioner, whose post will have the primary purpose of modelling and leading improvement of teaching skills, those staff will be subject to the pay arrangements set out in the STPCD which require the setting of an individual pay range within the wider range for leading practitioners.

When setting the individual pay range for leading practitioners, the Trust will have regard to the challenge and demands of the individual post and internal pay relativities. If more than one leading practitioner post exists in the school, each will be allocated an individual pay range specific to the different demands and challenges of those posts.

The Trust has adopted a pay range for leading practitioners using reference points set out on the attached Educator Solutions Optional Pay Scales (ESOPS) - see Annex 4. Each leading practitioner will be appointed on a pay range consisting of five consecutive points from the leading practitioners range.

When determining the appropriate five-point range, the Trust will have regard in particular, but not exclusively, to:

* the nature of the work to be undertaken
* the degree of challenge of the role
* the professional competencies of the teacher
* any other recruitment considerations that it considers relevant.

Appointment to the individual pay range will ensure scope for future performance related pay progression.

In accordance with the Trust’s Teacher Appraisal Policy, the Trust requires the Head of School or Headteacher, or CEO if the leading practitioner reports direct to them, to agree performance criteria annually with the leading practitioner and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high-quality performance by the leading practitioner in the light of the performance criteria previously agreed.

The Trust may award movement up the pay range by two, one or no reference points, in accordance with the provisions of the Trust’s Teacher Appraisal Policy, with reference to the leading practitioner’s appraisal reports and the pay recommendations they contain.

Movement up the pay range will not exceed the equivalent of two reference points in any one academic year.

# Main pay range for qualified teachers

24.1 ***Determination of salary on appointment***



The Trust has adopted a main pay range using the minimum and maximum values set out in the STPCD.

On appointment to the Trust, salaries will be assessed in accordance with the following:

* the nature of the post
* the level of qualifications, skills and experience required
* market conditions

24.2 ***Consideration of existing salary on appointment***

The Trust has determined that previous salaries need not be recognised when making a new appointment.

24.3 ***Salary progression on the main pay scale***

In accordance with the Trust’s Teacher Appraisal Policy, the Trust requires the Head of School or Headteacher to agree performance criteria annually with each teacher and review performance against those criteria.

There will be no movement up the pay range unless there has been a sustained high quality of performance by the teacher in the light of the performance criteria previously agreed between the Head of School or Headteacher and the teacher.

The Trust may award increase within the pay range in accordance with the provisions of the Trust’s Teacher Appraisal Policy with reference to the teacher’s appraisal reports and the pay recommendations they contain.

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# Upper pay range

The Trust will pay teachers on the upper pay range where the stated criteria in the STPCD are met.

25.1 ***Pay levels***

The Trust has adopted the upper pay range using the minimum and maximum values set out in the STPCD.

25.2 ***Application process***

A qualified teacher may apply to be paid on the upper pay scale at least once in any year in line with the Trust’s policy.

The Trust has delegated the receipt and assessment of any applications to the Head of School/Headteacher who must not make the decision without prior discussion with the CEO.

The application must contain a summary of the evidence the teacher wishes to rely on in order to demonstrate that their performance merits access to the upper pay range and must include evidence of the two most recent, successful appraisal outcomes.

Having considered the evidence in the application and any other evidence considered appropriate, it will be determined whether the applicant can progress to the upper pay range. The assessor will need to be satisfied that:

* the teacher is highly competent in all elements of the relevant standards, and
* the teacher’s achievements and contribution to the school are substantial and sustained.

If successful, the teacher will be placed on the lowest point of the upper pay range from 1 September of the academic year in which the application was made.

Further details outlining the application process are contained with Annex 5 below.

25.3 ***Salary progression on the upper pay scale***

In accordance with the Trust’s Teacher Appraisal Policy, the Head of School or Headteacher will agree performance criteria annually with each teacher and review performance against those criteria.

There will not be any movement up the pay range unless there has been a sustained high-quality performance by the teacher in the light of the performance criteria previously agreed. The Trust may decide to award movement up the pay range by one reference point as part of any pay review with reference to the teacher’s most recent, successful appraisal report and the pay recommendations it contains.

# Discretionary allowances and payments

26.1 ***Teaching and learning responsibility payments (TLRs)***

TLRs will be awarded to classroom teachers if they undertake duties that include significant responsibilities that:

* are focussed on teaching and learning
* require the exercise of a teacher’s professional skills and judgement
* require the teacher to lead, manage and develop a subject or curriculum area, or to lead and manage pupil development across the curriculum
* have an impact on the educational progress of pupils other than the teacher’s assigned classes or groups of pupils
* involve leading, developing and enhancing the teaching practice of other staff.

TLR1s are only awarded if the teacher has line management responsibility for a significant number of people.

TLR payment amounts are set by the Trust within a minimum and maximum amount as stated in the STPCD.

The Trust has determined that TLR payments will carry the following amounts:

|  |  |  |
| --- | --- | --- |
| **TLR payments 2020** | | |
|  | **Minimum** | **Maximum** |
| **TLR 1** | **£8,291** | **£14,030** |
| **TLR 2** | **£2,873** | **£7,017** |
| **TLR 3** | **£571** | **£2,833** |

A TLR3, with an annual value between the minimum and maximum set by the STPCD, may be awarded by the Trust for specific, time limited school improvement projects or a one off, externally driven responsibility. The value, duration and specific responsibilities of any TLR3 awarded will be made clear, in writing, at the outset of the arrangement in line with the STPCD. Safeguarding arrangements will not apply when TLR3 arrangements cease.

26.2***Special educational needs allowance (SEN)***

A SEN allowance, with an annual value between the minimum and maximum set by the STPCD, will be awarded to any teacher:

* employed in a special school
* in a SEN post that requires a mandatory SEN qualification and involves teaching pupils with SEN
* that teaches pupils in one or more designated special classes or units in one of the Trust’s academies
* in any non-designated setting (e.g. a special unit) equivalent to a designated special class or unit where the post:

1. involves a substantial element of working directly with children with special educational needs: **and**
2. requires the exercise of their professional skills and judgement in the teaching of children with special educational needs: **and**
3. has a greater level of involvement in the teaching of children with special educational needs than is the normal requirement of teachers throughout the Trust.

The Trust will determine the spot value of the allowance (within the range set by the STPCD) for each relevant teacher taking into consideration the structure of the SEN provision and:

* whether any mandatory qualifications are required for the post
* the qualifications and expertise of the teacher relevant to the post, and
* the relative demands of the post.

The Trust has determined that any SEN allowance awarded will be to the value as set out in the table below:

|  |  |
| --- | --- |
| Minimum | Maximum |
| £2,270 | £4,479 |

**.**

# Additional payments to teachers

The Trust may exercise its discretion to award additional payments to teachers (including the Headteacher and anyone in the Senior Leadership Team in some cases) as follows:

27.1 ***Continuous professional development outside normal school hours***

The Trust may pay a fixed hourly rate based on the member of staff’s actual salary or an hourly rate based on a notional rate in relation to any approved continuous professional development activity undertaken by an individual teacher, other than the Head of School or Headteacher, outside normal school hours

27.2 ***Activities relating to the provision of initial teacher training***

The Trust will determine any such payments to an individual teacher, other than the Head of School or Headteacher, on an individual basis.

27.3 ***Participation in out of school hours learning activities***

The Trust may pay a fixed hourly rate based on the teacher’s actual salary or an hourly rate based on a notional rate determined by the Trust to a teacher, support staff, other than the Head of School or Headteacher, for agreed out of school hours learning activities such as breakfast clubs, homework clubs, summer schools etc.

27.4 **Additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools:**

The Trust has chosen not to exercise its discretion to award additional payments for additional responsibilities and activities linked to provision of services relating to raising of educational standards to one or more additional schools.

27.4 ***Acting allowances***

Where a teacher (including the Deputy Head Teacher acting up) is assigned and carries out the duties of a Headteacher, Deputy Headteacher, or Assistant Headteacher but has not been appointed in an acting capacity, the Trust shall, within four weeks, determine whether or not an allowance should be paid in accordance with the provisions of the STPCD or by its discretion if the STPCD is silent as to this.

27.5 ***Recruitment and retention incentives and benefits***

Exceptionally, the Trust may, as an incentive for the recruitment of new teachers and/or the retention of existing teachers, make payments or provide other financial support and benefits as it considers necessary. Where these payments are to be of a limited duration, the Trust will specify at the outset how long the payments will last. All other payments will be reviewed on an annualbasis after which they may be withdrawn. These payments cannot be made to the Headteacher, Deputy Headteacher or Assistant Headteacher.

# Unqualified teachers

The salaries of unqualified teachers will be assessed on appointment and will be paid on the unqualified teacher pay range.

The Trust has adopted a pay range for unqualified teachers that consists of the minimum and maximum of the unqualified teacher pay range plus four reference points as set out in the Educator Solutions Optional Pay Scales (ESOPS) - see Annex 4.

On appointment, points on this pay scale will be awarded as follows:

* one point for a recognised overseas teaching qualification, or for a recognised post-16 teaching qualification, or a recognised qualification relevant to their subject area
* one point on the scale for each year of school teaching as an overseas trained teacher or teaching in higher/further education.

Where an unqualified teacher is appointed who has experience of working in a relevant area, (including industrial or commercial training, time spent in an occupation relevant to the teacher’s work at the school, or experience with children/young people) and the Trust considers this to be of value to the performance of their duties, they may award an additional point or points - on the basis of one point for every four and a half years of work in a relevant area.

The Trust may determine that such additional allowance as it considers appropriate, is to be paid to an unqualified teacher where it considers, in the context of its staffing structure and pay policy, that the teacher has:

1. taken on a sustained additional responsibility which;
   1. is focused on teaching and learning; and
   2. requires the exercise of a teacher’s professional skills and judgement; or
2. qualifications or experience which bring added value to the role being undertaken.

Where an unqualified teacher is first appointed below the maximum point of the unqualified teachers’ pay range, pay progression (with effect from 1 September each year) will follow the same annual cycle as for qualified teachers. In accordance with the Trust’s Teacher Appraisal Policy, the Trust requires the Head of School or Headteacher to agree performance criteria annually with the unqualified teacher and review performance against those criteria. There will be no movement up the pay range unless there has been a high-quality performance by the unqualified teacher in the light of the performance criteria previously agreed. The Trust may award movement up the pay range by one reference point or decide that there will be no movement in accordance with the provisions of the Trust’s Teacher Appraisal Policy with reference to the unqualified teacher’s appraisal reports and the pay recommendations they contain.

# Pay increases (pay award) arising from changes to the STPCD

All teaching staff are paid in accordance with the STPCD as updated from time to time. In respect of annual cost of living increases:

Any teacher being paid at the minimum of a range will receive an uplift where required to keep them within their range. Beyond that, increases may be applied to:

* Basic pay; and/or
* TLR and SEN allowances in payment; and/or
* Other allowances in payment.

Other than where those at the minimum of a range are automatically uplifted, the Trust will consider the uplift on a year by year basis. The general intention of the Trust is to maintain a clear structure of points in line with the Educator Solutions Optional Pay Scales but it reserves the right to move away from this through any annual determination.

# Support staff

Salaries for support staff are determined in accordance with nationally or locally agreed conditions of service.

The Trust operates a scheme of pay and conditions of service that reflect Norfolk County Council’s Modern Reward Strategy. Grades and salaries for support staff are determined in accordance with those provisions. See Annex 6 for current grades and rates.

# Apprenticeships

The rate paid to an apprentice will be dependent on the status of the post they occupy. If the post they occupy is part of the normal staffing structure of the school, the apprentice will be paid the normal rate for the job under the provisions outlined above. If the post is additional to the normal staffing structure, the appropriate apprenticeship rate will normally be attached to the post. Current apprenticeship rates are published at www.gov.uk/national-minimum-wage-rates.

# Data Protection

The Trust has in place arrangements with its payroll provider to ensure that it has measures to safely and securely process employees' personal data. In particular, data collected during the payroll process is held securely and accessed by, and disclosed to, individuals only for the purposes of paying the employee in accordance with their employment contract. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the school's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the school disciplinary procedure.

# Annex 1 – Pay and performance management appeal procedure

An employee may appeal against any determination or proposed determination in relation to their pay or performance management.

Possible grounds for appeal are that the person or committee that made the decision:

In the case of teachers:

* incorrectly applied a provision of the STPCD
* failed to have proper regard for the relevant statutory guidance
* failed to take account of relevant evidence
* took account of irrelevant or inaccurate evidence
* failed to apply the Trust’s pay policy
* was biased, or
* otherwise unlawfully discriminated against the teacher.

In the case of support staff:

* has applied the job evaluation scheme incorrectly
* has not taken into account all relevant information when grading the job
* referred to incorrect or out of date information when grading the job
* failed to apply the Trust’s pay policy
* was biased
* otherwise unlawfully discriminated against the member of support staff

**For support staff –**

Appeals against grading and pay progression decisions will be considered through the following process:

1. The member of staff receives written confirmation of the pay determination and, where applicable, the basis on which the decision was made.
2. If the member of staff is not satisfied, they should seek to resolve this by discussing the matter informally with the decision maker within 10 working days of the decision. Where this is not possible, or where the member of staff continues to be dissatisfied, they may follow a formal procedure as set out below.

*Registering a formal appeal*

1. To initiate a formal appeal, the member of staff should put in writing their reasons for their appeal. This should be sent to the person or committee that made the determination within 10 working days of the notification of the decision, or within 10 working days of the informal discussions that attempted to resolve the matter.

*First hearing*

1. The person or committee who made the determination should provide a hearing within 10 working days of receipt of the written grounds for questioning the pay decision to consider this. The member of staff must be given an opportunity to make representations in person and will be entitled to be accompanied by a colleague or trade union representative. Following the hearing, the member of staff should be informed in writing of the hearing’s decision and the right of appeal.

*Pay Appeals Committee hearing*

1. Any appeal should be heard by a Pay Appeals Committee composed of three Trustees who were not involved in the original determination, normally within twenty working days of the receipt of the written appeal notification. At the hearing, the member of staff lodging the appeal should be given the opportunity to make representation in person and to be entitled to be accompanied by a friend or trade union representative.
2. A designated member of the appropriate pay committee (or where the decision was made by the Headteacher or CEO, the Headteacher or CEO respectively) will present evidence to support the original decision.
3. Both parties may call witnesses.
4. Relevant papers will be exchanged by the parties no later than three working days before the hearing
5. The pay appeals committee will deliberate in private and will communicate their decisions to all parties in writing within 48 hours. The decisions of the Pay Appeals Committee are final and there is no recourse to the Trust’s grievance procedure.

Each step and action of this process should be taken without unreasonable delay. The timing and locations of the formal meetings must be reasonable and allow both parties to explain their cases.

The detailed procedure for the hearing of the appeal is set out in Annex 2.

# Annex 2 – Pay appeal procedure

**Procedure at a hearing of the Pay Appeal Committee of the Trust**

The Committee should elect a Chair who should then introduce those present and explain the purpose of the hearing

The appellant, or their representative, should present evidence on the case referring to any relevant documentation

The Headteacher, CEO or designated member of the Pay Committee should be given the opportunity to ask questions of the appellant

The members of the Pay Appeals Committee and their adviser(s) should be given the opportunity to ask questions of the appellant

The Headteacher, CEO or designated member of the Pay Committee should present their case referring to any relevant documentation

The appellant, or their representative, should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Committee

The members of the Committee and their adviser(s) should be given the opportunity to ask questions of the Headteacher, CEO or member of the Pay Committee

The appellant, or their representative, should make a closing statement

The Headteacher, CEO or designated member of the Pay Committee should make a closing statement

The Chair of the Pay Appeal Committee should call an adjournment. All parties will be required to withdraw except members of the Committee and their adviser(s) who consider the evidence, discuss the case and the Committee will reach a decision.

**Note**

The Chair of the Committee may vary the order of procedure in exceptional circumstances or where appropriate if the appellant is a Headteacher or the CEO. At any stage in the proceedings a request by either side for a brief adjournment may be granted at the discretion of Chair.

# Annex 3 – Not used and intentionally left blank

# Annex 4 – Educator Solutions Optional Pay Scales

**Advisory note on the Educator Solutions Optional Pay Scales (ESOPS)**

The School Teachers’ Pay and Conditions Document requires that teachers be paid within ranges (minimum and maximum rates) specified by the Document. ESOPS is updated each year to ensure the minimum and maximum levels are met and that the annual “pay award” is interpreted and incorporated in a reasonable and justifiable way. ESOPS has always retained reference pay points within all the pay ranges, for ease of use. In 2020, the STPCD document introduced advisory pay points for the main and upper pay ranges only and the ESOPS2020 model now mirrors those advisory pay points. It also retains pay reference points for other ranges, for ease of administration. Although the STPCD2020 advisory points are not mandatory, their appearance in the STPCD indicates an expectation that they will be utilised, and schools, staff and unions are likely to expect to see them in a pay framework. If a school or academy chooses not to follow the ESOPS model, they will be asked to provide details of pay decisions made so that appropriate payment can be made. Whether a school or academy chooses to follow ESOPS or an alternative, locally determined, arrangement, the decision must be reflected in the school or academy pay policy and made available to staff.

|  |
| --- |
| **Main Pay Range** |

|  |  |
| --- | --- |
| **Point** | **2020** |
| Point 1 (Minimum) | £25,714 |
| Point 2 | £27,600 |
| Point 3 | £29,664 |
| Point 4 | £31,778 |
| Point 5 | £34,100 |
| Point 6\* (Maximum) | £36,961 |

\*Point 6 is the top of the main pay range, moving away from previous years where ESOPS had either 6a or 6b as the top of the range. The two options arose from the 2015 decision to pay either 1% or 2% at the top of the range. As the STPCD now has advisory pay points for the main range and ESOPS mirrors those pay points, there is now only one point 6 at the top of the range.

|  |
| --- |
| **Upper Pay Range** |

|  |  |
| --- | --- |
| **Point** | **2020** |
| Point 1 (Minimum) | £38,690 |
| Point 2 | £40,124 |
| Point 3 (Maximum) | £41,604 |

|  |
| --- |
| **Allowances for qualified classroom teachers** |

|  |  |  |
| --- | --- | --- |
| **TLR payments 2020** | | |
|  | Minimum | Maximum |
| **TLR 1** | £8,291 | £14,030 |
| **TLR 2** | £2,873 | £7,017 |
| **TLR 3** | £571 | £2,833 |

|  |  |
| --- | --- |
| **SEN allowances 2020** | |
| Minimum | Maximum |
| £2,270 | £4,479 |

|  |
| --- |
| **Unqualified Teacher pay range** |

|  |  |
| --- | --- |
| **Point** | **2020** |
| Point 1 (Minimum) | £18,169 |
| Point 2 | £20,282 |
| Point 3 | £22,394 |
| Point 4 | £24,507 |
| Point 5 | £26,622 |
| Point 6 (Maximum) | £28,735 |

|  |
| --- |
| **Leading practitioner pay range** |

|  |  |
| --- | --- |
| **Point** | **2020** |
| Point 1 (Minimum) | £42,402 |
| Point 2 | £43,462 |
| Point 3 | £44,547 |
| Point 4 | £45,657 |
| Point 5 | £46793 |
| Point 6 | £47,967 |
| Point 7 | £49,259 |
| Point 8 | £50,397 |
| Point 9 | £51653 |
| Point 10 | £52,981 |
| Point 11 | £54,357 |
| Point 12 | £55,608 |
| Point 13 | £56999 |
| Point 14 | £58,421 |
| Point 15 | £59,874 |
| Point 16 | £61,465 |
| Point 17 | £62,878 |
| Point 18 (Maximum) | £64,461 |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Leadership group pay ranges** | | | | | | | | | | |
| Pnt | Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | | Group 6 | | Group 7 | Group 8 |
| 1 | £42,195 |  |  |  |  | |  | |  |  |
| 2 | £43,251 |  |  |  |  | |  | |  |  |
| 3 | £44,331 |  |  |  |  | |  | |  |  |
| 4 | £45,434 |  |  |  |  | |  | |  |  |
| 5 | £46,566 |  |  |  |  | |  | |  |  |
| 6 | £47,735 |  |  |  |  | |  | |  |  |
| 7 | £49,019 |  |  |  | |  | |  |  |  |
| 8 | £50,151 | £50,151 |  |  |  | |  | |  |  |
| 9 | £51,402 | £51,402 |  |  |  | |  | |  |  |
| 10 | £52,723 | £52,723 |  |  |  | |  | |  |  |
| 11 | £54,091 | £54,091 | £54,091 |  |  | |  | |  |  |
| 12 | £55,338 | £55,338 | £55,338 |  |  | |  | |  |  |
| 13 | £56,721 | £56,721 | £56,721 |  |  | |  | |  |  |
| 14 | £58,135 | £58,135 | £58,135 | £58,135 |  | |  | |  |  |
| 15 | £59,581 | £59,581 | £59,581 | £59,581 |  | |  | |  |  |
| 16 | £61,166 | £61,166 | £61,166 | £61,166 |  | |  | |  |  |
| 17 | £62,570 | £62,570 | £62,570 | £62,570 |  | |  | |  |  |
| 18 | *£63,508 \** | £64,143 | £64,143 | £64,143 | £64,143 | |  | |  |  |
| 19 |  | £65,735 | £65,735 | £65,735 | £65,735 | |  | |  |  |
| 20 |  | £67,364 | £67,364 | £67,364 | £67,364 | |  | |  |  |
| 21 |  | *£68,347 \** | £69,031 | £69,031 | £69,031 | | £69,031 | |  |  |
| 22 |  |  | £70,745 | £70,745 | £70,745 | | £70,745 | |  |  |
| 23 |  |  | £72,497 | £72,497 | £72,497 | | £72,497 | |  |  |
| 24 |  |  | *£73,559 \** | £74,295 | £74,295 | | £74,295 | | £74,295 |  |
| 25 |  |  |  | £76,141 | £76,141 | | £76,141 | | £76,141 |  |
| 26 |  |  |  | £78,025 | £78,025 | | £78,025 | | £78,025 |  |
| 27 |  |  |  | *£79,167 \** | £79,958 | | £79,958 | | £79,958 |  |
| 28 |  |  |  |  | £81,942 | | £81,942 | | £81,942 | £81,942 |
| 29 |  |  |  |  | £83,971 | | £83,971 | | £83,971 | £83,971 |
| 30 |  |  |  |  | £86,061 | | £86,061 | | £86,061 | £86,061 |
| 31 |  |  |  |  | *£87,313 \** | | £88,187 | | £88,187 | £88,187 |
| 32 |  |  |  |  |  | | £90,379 | | £90,379 | £90,379 |
| 33 |  |  |  |  |  | | £92,624 | | £92,624 | £92,624 |
| 34 |  |  |  |  |  | | £94,914 | | £94,914 | £94,914 |
| 35 |  |  |  |  |  | | *£96,310 \** | | £97,273 | £97,273 |
| 36 |  |  |  |  |  | |  | | £99,681 | £99,681 |
| 37 |  |  |  |  |  | |  | | £102,159 | £102,159 |
| 38 |  |  |  |  |  | |  | | £104,687 | £104,687 |
| 39 |  |  |  |  |  | |  | | *£106,176 \** | £107,239 |
| 40 |  |  |  |  |  | |  | |  | £109,914 |
| 41 |  |  |  |  |  | |  | |  | £112,660 |
| 42 |  |  |  |  |  | |  | |  | £115,483 |
| 43 |  |  |  |  |  | |  | |  | *£117,197 \** |

NOTE: Amounts in italics with \* are maximums for the eight headteacher groups only.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Point | Group 1 | Group 2 | Group 3 | Group 4 | Group 5 | Group 6 | Group 7 | Group 8 |
| 1 | £ |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |
| 6 | £47,735 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |
| 8 |  | £50,151 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |
| 11 |  |  | £54,091 |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |
| 14 |  |  |  | £58,135 |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |  |
| 18 | £63,508 |  |  |  | £64,143 |  |  |  |
| 19 |  |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |  |
| 21 |  | £68,347 |  |  |  | £69,031 |  |  |
| 22 |  |  |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |  |  |
| 24 |  |  | £73,559 |  |  |  | £74,295 |  |
| 25 |  |  |  |  |  |  |  |  |
| 26 |  |  |  |  |  |  |  |  |
| 27 |  |  |  | £79,167 |  |  |  |  |
| 28 |  |  |  |  |  |  |  | £81,942 |
| 29 |  |  |  |  |  |  |  |  |
| 30 |  |  |  |  |  |  |  |  |
| 31 |  |  |  |  | £87,313 |  |  |  |
| 32 |  |  |  |  |  |  |  |  |
| 33 |  |  |  |  |  |  |  |  |
| 34 |  |  |  |  |  |  |  |  |
| 35 |  |  |  |  |  | £96,310 |  |  |
| 36 |  |  |  |  |  |  |  |  |
| 37 |  |  |  |  |  |  |  |  |
| 38 |  |  |  |  |  |  |  |  |
| 39 |  |  |  |  |  |  | £106,176 |  |
| 40 |  |  |  |  |  |  |  |  |
| 41 |  |  |  |  |  |  |  |  |
| 42 |  |  |  |  |  |  |  |  |
| 43 |  |  |  |  |  |  |  | £117,197 |

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| --- | --- |
|  | |
| **Supply rates** |

|  |
| --- |
| **Educator Solutions Optional Pay Range for Qualified Teachers** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Annual Salary** | **Daily Rate** | **Hourly Rate** |
| **Point 1** | £25,714 | £131.8667 | £20.2872 |
| **Point 2** | £27,600 | £141.5385 | £21.7751 |
| **Point 3** | £29,664 | £152.1231 | £23.4036 |
| **Point 4** | £31,778 | £162.9641 | £25.0714 |
| **Point 5** | £34,100 | £174.8718 | £26.9034 |
| **Point 6** | £36,961 | £189.5436 | £29.1606 |

|  |
| --- |
| **Educator Solutions Upper Pay Range** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Annual Salary** | **Daily Rate** | **Hourly Rate** |
| **Point 1 (Min)** | £38,690 | £198.4103 | £30.5247 |
| **Point 2** | £40,124 | £205.7641 | £31.6560 |
| **Point 3 (Max)** | £41,604 | £213.3538 | £32.8237 |

|  |
| --- |
| **SEN Allowance** |

Supply teachers working in Special Schools will have an additional amount added to their hourly rate in accordance with the School Teachers Pay and Conditions document.

|  |  |
| --- | --- |
| **SEN allowances 2020** | |
| Minimum | Maximum |
| £2,270 | £4,479 |

|  |
| --- |
| **Educator Solutions Advisory Pay Range for Unqualified Teachers** |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Annual Salary** | **Daily Rate** | **Hourly Rate** |
| **Point 1 (Min)** | £18,169 | £93.1744 | £14.3345 |
| **Point 2** | £20,282 | £104.0103 | £16.0016 |
| **Point 3** | £22,394 | £114.8410 | £17.6679 |
| **Point 4** | £24,507 | £125.6769 | £19.3349 |
| **Point 5** | £26,622 | £136.5231 | £21.0036 |
| **Point 6 (Max)** | £28,735 | £147.3590 | £22.6706 |

The daily and hourly rates have been calculated on the basis of a school year of 195 days and a school day of 6.5 hours.

# Annex 5 – Upper pay scale – model application process

**An application to access the upper pay range can be made if the conditions in the pay policy section on salary progression to the upper pay range are satisfied and it can be demonstrated that:**

* **The applicant is highly competent in all elements of the relevant standards, and**
* **The applicant’s achievements and contribution to the school are substantial and sustained, beyond that expected of a classroom teacher on the main pay scale.**

**Applicant to discuss the process with their appraiser and/or the Headteacher, either during the appraisal review or at another agreed time.**

**Before 30th June, the applicant should submit a letter of application to the Headteacher, outlining their wish to move to the upper pay range, with a written summary of evidence (as described in the school’s pay policy) and evidence of their most recent, successful appraisal outcome.**

**The evidence should outline how the relevant standards are demonstrated in the teachers practice.**

**In consultation with the Headteacher, the applicant should then arrange to discuss and present the evidence demonstrating how the appropriate standards are met.**

**Within two weeks of this meeting the applicant will be informed whether their application is successful (with feedback available on request).**

# Annex 6 – Support staff salary arrangements

# Salary Scales current from 01 April 2020 G206a

|  |  |  |
| --- | --- | --- |
| Scale | Salary Point | £ |
| Scale A | 1 | £17,842 |
| Scale B | 2 | £18,198 |
| Scale C | 3  4 | £18,562  £18,933 |
| Scale D | 5  6 | £19,312  £19,698 |
| Scale E | 7  8  9  10  11 | £20,092  £20,493  £20,903  £21,322  £21,748 |
| Scale F\* | 12  13  14  15  17 | £22,183  £22,627  £23,080  £23,541  £24,491 |
| Scale G | 18  19  20  21  22 | £24,982  £25,481  £25,991  £26,511  £27,041 |
| Scale H | 23  24  25 | £27,741  £28,672  £29,577 |
| Scale I | 26  27  28 | £30,451  £31,346  £32,234 |

**Scales A to I**  Norfolk County Council.

**Hourly rates current from 01 April 2020 - Scale A to I**

|  |  |  |  |
| --- | --- | --- | --- |
| Scale | Salary Point | Annual | Hourly |
| Scale A | 1 | £17,842 | £9.2480 |
| Scale B | 2 | £18,198 | £9.4325 |
| Scale C | 3  4 | £18,562  £18,933 | £9.6212  £9.8135 |
| Scale D | 5  6 | £19,312  £19,698 | £10.0099  £10.2110 |
| Scale E | 7  8  9  10  11 | £20,092  £20,493  £20,903  £21,322  £21,748 | £10.4142  £10.6221  £10.8346  £11.0517  £11.2726 |
| Scale F\* | 12  13  14  15  17 | £22,183  £22,627  £23,080  £23,541  £24,491 | £11.4980  £11.7282  £11.9630  £12.2019  £12.6943 |
| Scale G | 18  19  20  21  22 | £24,982  £25,481  £25,991  £26,511  £27,041 | £12.9488  £13.2075  £13.4718  £13.7413  £14.0161 |
| Scale H | 23  24  25 | £27,741  £28,672  £29,577 | £14.3789  £14.8614  £15.3305 |
| Scale I | 26  27  28 | £30,451  £31,346  £32,234 | £15.7835  £16.2475  £16.7077 |

# Annex 7 – Table of changes

|  |  |  |
| --- | --- | --- |
| **Date of change** | **Paragraphs affected** | **Summary of update** |
| 06/10/2020 | All | Review of whole document. |
| 25/09/2019 | All | Review of whole document. |
| 27/09/2018 | 3.1, 3.2  All | 3.1 – change from September to December.  3.2 – specifying dates for teachers and Headteachers.  All – review of whole document. |
| 25/05/2018 | 26 | New para added to take account of the General data protection regulations in force from 25 May 2018. |
| 13/09/2017 | All | New model document created for MATs |